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City of Carson City
Agenda Report

Date Submitted: May 6, 2014

Agenda Date Requested: May 15, 2014

Time Requested: 30 minutes

To: Mayor and Supervisors

From: City Manager

Subject Title: For Possible Action: To accept and provide direction to staff regarding a proposed tentative schedule to plan, design, and construct the projects identified in the recently approved 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 and Carson Street and William Street/Highway 50 East commercial corridors, and Community Center improvements. (Marena Works, Lee Plemel, Andrew Burnham)

Summary: Staff will present a schedule 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.

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 tentative schedule 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.

The sales tax project Plan of Expenditure gives a general description of each project and an estimated cost for each project. More detailed work now needs to be done to design the projects within budget and, where applicable, receive public input on final designs. Attached is a draft schedule for planning, design, and construction of the proposed projects for the Board's consideration.

In addition to planning and design considerations, the schedule factors in the timing of the sales tax collections in order to fund the projects within budgets. The sales tax collections begin October 1, 2014, with the receipt of those funds by the City beginning in December 2014. It is planned to use the actual sales tax proceeds to pay for project design work over approximately the first year rather than bonding against the future proceeds for the design work. This will reduce the amount of bonding needed to complete the projects.

Significant design work has already gone into the MAC at the Boys and Girls Club location, with plans at “60 percent” design and an approved Special Use Permit for the facility at that site. There has recently been discussion about relocating the MAC to Mills Park. Should the Board direct staff to pursue the Mills Park location, additional planning and design work would be required. At either location, it is proposed to start construction on the MAC in the spring of 2016. The Parks and Recreation Department will be the lead department for this project.

Preliminary plans have been developed for the Animal Services Facility at the City Corporate Yard location, but no detailed design work has been done. It is expected that the required Special Use Permit would be obtained for the facility later this year with construction beginning in early 2016. The Health and Human Services Department will be lead department for this project.

The most significant public planning processes will involve the Downtown project and other corridor improvement projects. Only concepts and ideas have been discussed, to date. City staff will work closely with the property owners and businesses along the commercial corridors to develop final plans and set up improvement districts for the ongoing maintenance of the improvements. The Community Development Department will be the lead department for the downtown project and the Parks and Recreation Department will be the lead department for the remainder of the corridor improvement projects. The Public Works Department will work closely with these departments on all the sales tax projects.

The corridor projects must be phased so construction is not going on everywhere at the same time and to reduce the amount of bonding necessary to complete the projects. It is anticipated that the Downtown would be first area of focus for planning and design efforts, with construction anticipated to begin in early 2016. It should be noted that while every effort will be made to minimize construction impacts during a State Legislative Session year (odd years), downtown construction is anticipated to span two years making some construction conflicts unavoidable. However, construction will be phased so as to keep Carson Street open to traffic during construction to minimize impacts to traffic and businesses.

It is anticipated that the North Carson Street (north of Winnie Lane) and East William Street corridors would also go to construction in 2016. However, the precise schedule for the various sections of corridors could be modified through the process depending on other factors such as the establishment of maintenance districts, grant funding, and other construction that may impact a particular corridor segment. The South Carson Street corridor improvement must wait until after the freeway is complete and NDOT relinquishes the right-of-way to Carson City.

Improvements to the Community Center and Bob Boldrick Theater are also included in the Plan of Expenditure, but the details of improvements have yet to be determined. The Parks and Recreation Department will assess the community needs with the Parks and Recreation Commission to determine final design. It is expected that the MAC will be completed before starting work on the Community Center in order to have a replacement for the existing Community Center gym before impacting its use during construction.

This schedule is tentative and may be adjusted based on various factors for each individual project.

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

Fiscal Impact: N/A.

Explanation of Impact: The Board will be providing direction regarding the schedule for completing projects that are proposed to be paid for 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:

1. Provide staff with direction to modify the schedule.

Supporting Material:

1) Draft project schedule time-line

Prepared By: Lee Plemel, Community Development Director

Reviewed By: Margie Wink

James C. Allen
(District Attorney's Office)

Mark Brumitt
(Finance Director)

Joe Bal
(Community Development Director)

Al M. Brumitt - Acting
(Public Works Director)

John M. Muller
(Parks and Recreation Director)

John M. Muller
(Health and Human Services Director)

Date: 5-6-14
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Board Action Taken:

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

Preliminary Sales Tax Projects Timeline

		General	Animal Services Facility	MAC @ B&G Club	MAC @ Mills Park	Downtown Corridor	North Carson Corridor	East William Corridor	Community Center	Central South Carson Corridor	Central North Carson Corridor	Curry Street Corridor	South Carson Corridor
2014	May	Preliminary Timeline to Board											
	June				Develop New Concept Site Plan								
	July				Develop New Concept Site Plan	General Planning Concept/Public Outreach							
	August					Planning Workshop							
	September				Parks Committee Review	RTC & RACC Review							
	October	Sales Tax Begins			BOS Approval	Board Approval of Concept Plan	Request For Proposals	Request For Proposals					
	November		Special Use Permit			Preliminary Design and Business Improvement District Formation	Proposal Review	Proposal Review					
	December	Receipt of Funds Begins	Special Use Permit		Special Use Permit	Preliminary Design and Business Improvement District	Design Consultant Contract	Design Consultant Contract					
2015	January		Design Contract		Special Use Permit	Preliminary Design and Business Improvement District	General Planning Concept/Public Outreach	General Planning Concept/Public Outreach					
	February		Design	Design & CMAR Contract to BOS	Design & CMAR Contract to BOS	Approval of BID	Planning Workshop	Planning Workshop					
	March		Design	Design	Design	Design	RTC & RACC Review	RTC & RACC Review					
	April		Design	Design	Design	Design	Board Approval of Concept Plan	Board Approval of Concept Plan					
	May		Design	Design	Design	Design	Preliminary Design and Business Improvement District Formation	Preliminary Design and Business Improvement District Formation					
	June	Begin 1st Bond Process	Design	Design	Design	Design	Preliminary Design and Business Improvement District Formation	Preliminary Design and Business Improvement District Formation					
	July		Design	Design	Design	Design	Approval of BID & Design Contract	Approval of BID & Design Contract					
	August		Design	Design	Design	Design	Design	Design					
	September		Design	Design	Design	Design	Design	Design					
	October		Bidding			Design	Design	Design					
	November		Bidding	Construction Contract	Construction Contract	Design	Design	Design	Request For Proposals				
	December	Close 1st Bond	Award			Bidding	Design	Design	Proposal Review				
2016	January		Construction			Bidding	Bidding	Bidding	Design Consultant Contract				
	February		Construction	Construction Contract	Construction Contract	Award	Bidding	Bidding	General Planning Concept/Public Outreach				
	March		Construction	Construction	Construction	Construction	Award	Award	General Planning Concept/Public Outreach				

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	April		Construction	Construction	Construction	Construction	Construction	Construction	Parks Commission Review				
	May		Construction	Construction	Construction	Construction	Construction	Construction	Board Approval of Concept Plan				
	June		Construction	Construction	Construction	Construction	Construction	Construction					
	July		Construction	Construction	Construction	Construction	Construction	Construction					
	August		Construction	Construction	Construction	Construction	Construction	Construction					
	September		Construction	Construction	Construction	Construction	Construction	Construction	Special Use Permit		Request For Proposals	Request For Proposals	
	October		Construction	Construction	Construction	Construction	Construction	Construction	Special Use Permit		Proposal Review	Proposal Review	
	November		Completion	Construction	Construction	Construction	Construction	Construction			Planning Design Consultant Contract	Planning Design Consultant Contract	
	December		Move In	Construction	Construction	Winter Shutdown	Completion	Completion			General Planning Concept Public Outreach	General Planning Concept Public Outreach	
2017	January			Construction	Construction	Winter Shutdown					Planning Workshop	Planning Workshop	
	February			Construction	Construction	Winter Shutdown					RTC & RACC Review	RTC & RACC Review	
	March			Completion	Completion	Construction			Design Consultant Contract		Board Approval of Concept Plan	Board Approval of Concept Plan	
	April			Move In	Move In	Construction			Design	Request For Proposals	Preliminary Design and Business Improvement District Formation	Preliminary Design and Business Improvement District Formation	Request For Proposals
	May					Construction			Design	Proposal Review	Preliminary Design and Business Improvement District Formation	Preliminary Design and Business Improvement District Formation	Proposal Review
	June					Construction			Design	Design Consultant Contract	Approval of BID & Design Contract	Approval of BID & Design Contract	Design Consultant Contract
	July					Construction			Design	General Planning Concept Public Outreach	Design	Design	General Planning Concept Public Outreach
	August					Construction			Design	Planning Workshop	Design	Design	Planning Workshop
	September		Begin 2nd Bond Process			Completion			Design	RTC Review	Design	Design	RTC Review
	October								Design	Planning Design Consultant Contract	Design	Design	Planning Design Consultant Contract
	November								Design	General Planning Concept Public Outreach	Design	Design	General Planning Concept Public Outreach
	December								Design	Planning Workshop	Design	Design	Planning Workshop
2018	January									RTC Review	Bidding	Bidding	RTC Review
	February								Bidding	Board Approval of Concept Plan	Bidding	Bidding	Board Approval of Concept Plan
	March		Close 2nd Bond						Bidding	Preliminary Design and Business Improvement District Formation	Award	Award	Preliminary Design and Business Improvement District Formation
	April								Award	Preliminary Design and Business Improvement District Formation	Construction	Construction	Preliminary Design and Business Improvement District Formation

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	May								Construction	Approval of BID & Design Contract	Construction	Construction	Approval of BID & Design Contract
	June								Construction	Design	Construction	Construction	Design
	July								Construction	Design	Construction	Construction	Design
	August								Construction	Design	Construction	Construction	Design
	September								Construction	Design	Construction	Construction	Design
	October								Construction	Design	Construction	Construction	Design
	November								Construction	Bidding	Completion	Completion	Bidding
	December								Construction	Bidding			Bidding
2019	January								Construction	Award			Award
	February								Construction	Construction			Construction
	March								Construction	Construction			Construction
	April								Construction	Construction			Construction
	May								Completion	Construction			Construction
	June								Move In	Construction			Construction
	July									Construction			Construction
	August									Construction			Construction
	September									Construction			Construction
	October									Construction			Construction
	November									Construction			Construction
	December									Completion			Completion