



**COUNTY OF NEVADA  
COMMUNITY DEVELOPMENT AGENCY  
PLANNING DEPARTMENT**

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**NEVADA COUNTY BOARD OF SUPERVISORS  
Board Agenda Memo**

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**MEETING DATE:** April 12, 2016

**TO:** Board of Supervisors

**FROM:** **Brian Foss, Planning Director**

**SUBJECT:** Request for direction concerning two proposals for Recreation Mitigation Funding in the Grass Valley/Nevada City Benefit Zone.

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**RECOMMENDATION:** Direct staff to prepare the Resolutions and agreements necessary to disburse Recreation Mitigation Funding to the Pioneer Park Picnic Improvement project (\$19,800).

**FUNDING:** An amendment to the FY 15/16 Recreation Mitigation Fees Budget will be required to disburse Recreation Mitigation Funding from the Grass Valley/Nevada City Benefit Zone according to the staff recommendation if supported by the Board. A resolution for the necessary budget amendment and grant agreement will be considered under a separate item as directed by the Board. There is no impact to the General Fund.

**ATTACHMENTS:**

1. Recreation Benefit Zones Map
2. Proposal Evaluation Guidelines and CIEP Expenditure Category Balances
3. Grass Valley/Nevada City Benefit Zone Proposals

**BACKGROUND:**

The Board of Supervisors is responsible for administering the recreation mitigation fees collected in the Grass Valley/Nevada City and Twin Ridges Benefit Zones (*Attachment 1*) consistent with the Capital Improvement Expenditure Plan (CIEP) for each respective zone and the Mitigation Fee Act. Recreation mitigation fees collected in these zones are distributed through a competitive allocation process managed by the Planning Department.

Last year the Board allocated \$8,100 to the Pioneer Park Picnic Improvement project and \$12,500 to the Madelyn Helling Library Stage project out of the Nevada City subzone account leaving approximately \$29,000 of available funds in that account. The Board allocated \$49,500 to the Condon Park Community Building Parking Lot project during the 13/14 funding cycle and exhausted the Grass Valley subzone account. The previous year, in 12/13 the Board allocated \$45,900 to the Oak Tree Community Park Pavilion project during that funding cycle which used all the funds in that account. Therefore, the Twin Ridges Benefit Zone and Grass Valley subzone are not being considered during the current funding cycle because no additional funding commitments can be made at this time. The Planning Department is seeking direction concerning allocations from the Grass Valley/Nevada City Benefit Zone (specifically Nevada City subzone) for the Fiscal Year 2015/2016 Recreation Mitigation Funding Cycle.

#### Fiscal Year 2015/2016 Funding Cycle

The Planning Department solicited requests for proposals (RFP) for park and recreation capital improvement projects in the Grass Valley/Nevada City Benefit Zone between October and December 2015. The applications were due on December 18, 2015 and included all the information necessary to evaluate the proposal based on the proposal evaluation guidelines (*Attachment 2*). Two proposals were reviewed by an evaluation panel comprised of representatives from the County Executive Office, County Counsel, Planning, Public Works, and the Planning Commission. The panel members evaluated each proposal and met to develop recommendations for your consideration based on the proposal evaluation guidelines.

Some of the key evaluation guidelines address whether the proposed project: creates a new or significantly expands an existing recreation opportunity available to the general public, satisfies an unmet need, will benefit a meaningful number of people, and will be made available for full and public use at little or no cost. Other important evaluation guidelines address whether: funding has been obtained from other sources, the applicant can successfully complete the project and provide long-term public use, there is community support for the project, partnerships have been established to implement the project, and the funding requested is commensurate with the public benefit created by the project. In addition to the evaluation panel process, the Planning Department verifies whether sufficient funding is available in the applicable fund accounts and the CIEP expenditure categories (*Attachment 2*) to accommodate the eligible proposals and determines whether the project costs are eligible for reimbursement.

#### Proposals

Two proposals for Recreation Mitigation Funding were submitted by the City of Nevada City (*Attachment 3*). The following table provides a summary of the recommendations for allocation of Recreation Mitigation Funding for the current cycle based on the evaluation panel process. The project specific information following Table 1 addresses the rationale for each recommendation. There is a 10% administration fee assessed for processing each request which is reflected in the table below.

**TABLE 1: Funding Recommendations**

Applicant	Project Name	Total Cost	Requested Amount	Award Amount	10% Adm. Fee	Total Allocation	Category #
Nevada City	Pioneer Park Picnic Area Project	\$22,800	\$19,800	\$19,800	\$1,980	\$21,780	9&11
Nevada City	Pioneer Park Fence	\$2,000	\$2,000	\$0	\$0	\$0	1

\*Award amounts totaling \$0 indicate proposals that are not recommended for funding at this time.

### **Nevada City Proposals**

- 1. Pioneer Park Picnic Area (\$19,800 requested):** This proposal entail constructing a new covered BBQ area and expanding the footprint of the area while providing better access to the site. The current picnic area receives little use due to poor access, lack of shade and poor functional design. The project would add shade structures, construct tables near the barbeques for food preparation, add a bench and improve and expand the surface area of the picnic space. The pathway leading to the picnic area would be improved which would help with ADA access and general access to the area. The area is largely unused in the summer months due to lack of shade and the direct sunlight that the area receives. The paved area of the picnic area will be expanded by 50-100 sq. ft. This will allow room to add the tables/counters by the barbeque, add an additional bench and make it easier for to move around the area. The barbeque is being moved further back than its current position to allow room for the tables. The area around the new bench will be part of the footprint expansion. The surfacing will be decomposed granite rather than pavement that is being installed in the other areas.

This proposal qualifies under the Picnic Area Improvements expenditure category which has an available allocation of \$25,586 and the Non-motorized Trails category which has an available allocation of \$10,000. There is sufficient funding in the Nevada City account to fund this request. The applicant is committing \$3,000 to the project in the form of City staff time to install and construct the shade structures, bench and barbeque counters. The City has also received \$500 from the Gold Country Lions Club. Pioneer Park is regionally significant and the proposed picnic area improvements address an important need for the applicant and expected users. The applicant is capable of successfully completing the proposed project and maintaining public access to the improved facilities. There is community support for the project and funds from other sources are available. The evaluation panel recommends full funding for up to \$19,800 for this project.

- 2. Pioneer Park Fence Project (\$2,000 requested):** This proposal would allow the purchase of fencing to be used at the lower field of Pioneer Park. The field is a multi-purpose space and currently there is no fencing to delineate where the outfield ends. The portable fencing could be put up for games and practices and provide a safety barrier for players and other park patrons. The fencing would be used for other events at the park as well as for designating areas needed for events. The fencing expands the use of the park by making it clear to patrons that there is space to safely play and congregate beyond the

outfield boundary. With this delineation both the players and the public can use the field at the same time in a safe manner. In addition the fencing could be used for other purposes such as defining areas for foot traffic or seating areas at the bandshell or could be used to delineate space for other group users like ultimate Frisbee players.

This project would qualify under the Athletic Field improvement category and is a priority for the City. This project was submitted last year for consideration and was not funded. The evaluation panel felt that the temporary fencing did not significantly expand recreational opportunities given the fact that the fields are currently used for Little League games. Additionally, the fence is portable and temporary in nature and the AB1600 funds are required to be used for permanent facilities. Furthermore, the application did not identify any matching funds from the City or from any other organization. Since the cost of the fencing is relatively low there could be opportunities for other groups to raise the necessary funds through fundraising events. Based on these circumstances the evaluation panel does not recommend funding this proposal.

**Fund Balances**

The collection of recreation mitigation fees is dependent upon construction of new residential dwelling units. As a result, it is difficult to accurately estimate when and by how much the fund balances will be replenished for future project allocations. The table below shows the current fund balances and the remaining balances if the recommended allocation is approved. The purpose of this table is to illustrate the implications of approving the funding recommendations (Table 1) this funding cycle within the context of opportunities to allocate funding in the future. Based on your direction, Planning will return with the necessary budget amendments and grant agreements to disburse Recreation Mitigation Funding.

**TABLE 2: Available Fund Balances**

Account	Account Balance	Total Allocation Amount	Remaining Balance *
Nevada City	\$29,798	\$21,780	\$8,018

\*The Remaining Balance column does not account for potential increases to the fund balances resulting from collecting new fees and/or revenue generated from interest.

**SUMMARY:**

The Planning Department is seeking direction concerning the Fiscal Year 2015/2016 funding cycle of the Recreation Mitigation Funding Program. Two proposals were received and evaluated by a panel and one of the projects is recommended for funding in the Grass Valley/Nevada City Benefit Zone. The Twin Ridges Benefit Zone and Grass Valley Benefit subzone is not being considered during the current funding cycle because no additional funding commitments can be made at this time based on account balances. Staff therefore recommends that the Board direct staff to prepare the Resolution and agreement necessary to disburse Recreation Mitigation Funding to the Pioneer Park Picnic Area Improvement project (\$19,800).

**Approved by:** Brian Foss, Planning Director