

**City of Carson City  
Agenda Report**

**Date Submitted:** March 25, 2011

**Agenda Date Requested:** April 7, 2011  
**Time Requested:** 15 Minutes

**To:** Mayor and Supervisors

**From:** Parks and Recreation Department

**Subject Title:** Action to approve a conceptual plan from the Carson City School District regarding the District's upcoming improvements to Empire Elementary School and to forward the issue to the Carson City Parks and Recreation Commission for their recommendations.  
(Roger Moellendorf, Parks and Recreation Director)

**Staff Summary:** As part of the recently approved school bond, the Carson City School District is beginning design work on a remodel and addition to Empire Elementary School. This project includes deeding City property previously owned by the School District back to the District, most likely through a lot line adjustment. This will require a new joint use agreement between the City and the School District regarding the use of a playground adjacent to the school which is currently owned by the City, as well as Park Terrace Park located immediately north of the school. Carson City School District officials and/or Mike Mitchell, the Owner's Representative for the School District's Bond Project, will present the plan. Parks and Recreation staff further recommends that the plan be brought to the Parks and Recreation Commission for their advice on this matter.

**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 a conceptual plan from the Carson City School District regarding the District's upcoming improvements to Empire Elementary School and to forward the issue to the Carson City Parks and Recreation Commission for their recommendations.

**Explanation for Recommended Board Action:** In 1990, through a lot line adjustment, the Carson City School District conveyed property located immediately adjacent to west side of Empire Elementary School to the City for the purpose of building a public playground on the property. A joint use agreement was entered into by the District and the City addressing the maintenance and the use of the playground. Essentially the agreement stipulated that the City would construct the playground, that the District was responsible for the maintenance of the equipment, and that the District would use the equipment during school hours and the City would have use of the playground during non-school hours. With the recent passage of the new school bond, the District desires to replace the portable classroom buildings with permanent buildings. In addition, the District desires to construct 18 parking spaces and other improvements on Park Terrace. This may require transfer of some City property to the District most likely through a lot line adjustment. A new agreement would need to be crafted to address the joint use of these improvements. Since this plan involves Park Terrace Park, a city park, it is recommended by staff that this concept be also brought to the Parks and Recreation Commission for their review with recommendations to the Board of Supervisors.

**Applicable Statue, Code, Policy, Rule or Regulation:** NRS 277.180 and NRS Chapter 279

**Fiscal Impact:** N/A

**Explanation of Impact:** N/A

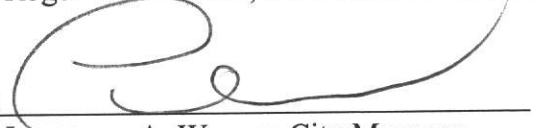
**Funding Source:** N/A

**Alternatives:** Reject the concept and direct City staff and District to develop an alternative Plan.

**Supporting Material:**

1) Letter from Richard Stokes, Superintendent of Carson School District dated February 22, 2011

**Prepared By:**  Date: 3/29/11  
Roger Moellendorf, Parks & Recreation Director

**Reviewed By:**  Date: 3/29/11  
Lawrence A. Werner, City Manager

 Date: 3/29/11  
District Attorney's Office

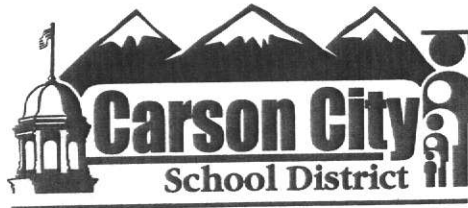
 Date: 3/29/11  
Finance Department

**Board Action Taken:**

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

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

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February 22, 2011

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

Dear Mr. Moellendorf,

The purpose of this letter is to request an opportunity for the Carson City School District's bond projects design consultants to appear before the Parks and Recreation Commission. This agenda item would include discussion and possible action regarding the District's upcoming improvements to Empire Elementary School.

As you may know, the Carson City School District is beginning design work on the remodel/addition to Empire Elementary School. This project is among the improvements to the School District that was included in the school bond recently approved by the voters of Carson City.

At a recently held preliminary design meeting between representatives of the School District, Parks and Recreation Department Staff and The Carson City Public Works Department Staff it was determined that portions of the Empire Elementary School Campus are "owned" by Carson City. This property was apparently deeded to the City when Empire Elementary School was built so as the District and the City could take joint use advantage of the designated playground. The equipment that was installed on the playground was made available via a grant that the City was able to obtain. The caveat was that the property on which the equipment was to be located would have to be owned by the City. In keeping with past partnerships and joint use agreements between the City and the School District, a property line adjustment was affected and the City and the District agreed to the current relationship that has lasted for over 20 years.

Now the School District, via the recently approved school bond, has the opportunity to make substantial improvements to the school and its grounds. It is the District's desire to add a permanent building addition to the existing main building. The most logical location for this addition is where the current portables are located, on the property owned by the City.

Due to these circumstances, the District requests that the Parks and Recreation Administration, Carson City Public Works Department and Carson City School District representatives mutually review the joint use agreements in affect at Empire Elementary School, make recommendations to the Parks and Recreation Commission and to the

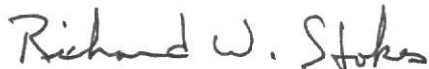
Carson City School District Board of Trustees, taking best advantage of the affected properties and continue the mutual benefiting joint use agreements that the City and School District have enjoyed for many years.

As time is of the essence, we would like to be on the Parks and Recreation Commission meeting scheduled for Tuesday, March 1, 2011. At that time, our design consultants and Mike Mitchell, Owner's Representative for the School District's Bond Project, will present schematic drawings of the property, detailing the District's goals. A preliminary schematic drawing is enclosed for your reference.

Should you have any questions regarding this request and/or details of the existing conditions and agreements please feel free to contact Mike Mitchell directly as he will be representing the School District throughout the design and construction of the Bond Projects.

Thank you for your consideration of this request.

Respectfully,



Richard W. Stokes  
Superintendent

encl

cc: Andrew Burnham, CC Public Works Director  
Lee Plemel, Director  
Tony Turley, CCSD Director of Fiscal Services  
Mark Korinek, CCSD Manager of Operation Services  
Mike Mitchell, Owner's Representative 2010 Bond Projects