

**PARKS AND RECREATION COMMISSION
STAFF REPORT**

MEETING DATE: April 5, 2016

AGENDA ITEM NUMBER: 3G

APPLICANT: Meagan Soracco, Recreation Program Manager
Scott Fahrenbruch, Deputy Director/Parks & Recreation Department

REQUEST: For discussion only regarding the 2015/16 Arlington Square Ice Rink operations.

GENERAL DISCUSSION: At this meeting Meagan Soracco will present to the Commission a report on the 2015/16 Arlington Square Ice Rink operations. In this report she will cover this past season's events and activities, revenues and expenditures (Exhibit A), and the public/private partnerships our department participated in. The partnerships to be discussed are with the Carson Nugget, Downtown Business Association, and Tahoe Fence Company.

Scott Fahrenbruch will discuss the work associated with the annual set-up and tear-down of the ice rink equipment prior to, and immediately following the ice rink venue. This report will brief the Commission on the various City departments and their specific roles they play, which are necessary in order to provide this attraction to the community (Exhibit B). Fiscal impacts to these departments will also be discussed in detail.

RECOMMENDED ACTION: No action may be taken. This item is for discussion only.

Ice Rink Comparison

	<u>Budget</u>	<u>Actual Spent</u>	<u>Revenue</u>	<u>Cost Recovery</u>	<u>Approximate # of Skaters</u>
FY 12/13					
Nov 2012 - Feb 2013	\$96,641.00	\$74,735.00	\$72,822.43	97.44%	8,986
FY 13/14					
Nov 2013 - Feb 2014	\$94,381.00	\$81,354.65	\$78,433.94	96.41%	9,240
FY 14/15					
Nov 2014 - Feb 2015	\$94,381.00	\$69,108.21	\$78,071.36	112.97%	9,267
FY 15/16					
Nov 2015 - Feb 2016	\$77,000.00	\$63,839.74	\$72,971.16	114.30%	8,427
Current Y-T-D					

Exhibit B

Scott Fahrenbruch

From: Scott Fahrenbruch
Sent: Monday, October 26, 2015 5:06 PM
To: David Navarro; John Doran; Daniel Kastens; Duane Bottoms; Meagan Soracco; Scott Chapman; Eric Klug; Justin Tiearney; Curtis Horton; Ronald Reed; Andy Biasotti
Cc: Roger Moellendorf; Darren Schulz; ddelullio@ccnugget.com
Subject: 2015/16 Arlington Square Ice Rink Set-up Schedule

Everyone, it's that time again. Below is the time line for the 2015/16 version of the Arlington Square Ice Rink set-up that you have been anxiously waiting for. Note we may have to deviate slightly from the schedule based on the weather and workloads. Let me know if anyone has any questions or concerns. Public Works folks, let me know if it works for you as well. Thanks!

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Monday, 10-26: Justin T. and PW crews to sweep the Arlington Square Parking Lot early this morning so Facilities can begin setting up their portion of the rink. Facilities to finalize obtaining a permit from the Permit Center.

Monday, 11-2: Parks will barricade off the Arlington Square Parking Lot once it is cleaned up from Nevada Day and it will remain in our control for the ice rink season that is planned to end on Saturday, February 6th, weather permitting. We will coordinate with the Carson Nugget. Facilities will bring the chiller unit to the site and start getting it set up and powered up for testing to make sure it is working properly. They will also start putting together the frame for the sand base and setting it up on site. Ron Reed (or his designee) will coordinate with David Navarro so Parks can place the concrete anchors on the east side of the rink PRIOR to constructing the frame. A portable toilet and dumpster will be delivered today or tomorrow. Scott F. will distribute lunch cards for the Nugget to those employees working on site.

Monday, 11-9: The goal is to have the framing for the sand base ready by now and Public Works can start hauling DG for the base. We'll leave an open end for the trucks and will frame it in once all of the DG is hauled in.

Wednesday, 11-11: Veterans Day Holiday Off.

Thursday, 11-12: Public Works can finish hauling in the DG and leveling it off. As it was with last year's rink, we anticipate the minimum depth on the higher elevations at around 4", and the lowest elevations around a 12"-24" depth. The size of the rink will stay the same at 54' X 115.' Recreation will coordinate the set-up of the temporary perimeter fencing. Parks will have their forklift delivered to the site and begin hauling the rink to the site and assembling the grids and dasher boards as soon as Public Works is out of the way.

Friday, 11-13: United Site Services will deliver the office trailer and the remainder of the portable toilets and hand wash stations (note-we may use Quick Space out of Moundhouse- yet to be determined). Scott F. will coordinate this with the applicable vendor. Facilities will start placing the pre-fabricated stairs and ramps once the trailer is in place, and setting up the electrical for the rink. Parks can start bringing in the 28 concrete anchors and coordinate with Public Works for the 6 jersey barriers for the tents, the portable picnic tables, trash cans, and the snack trailer. Scott Chapman will coordinate with Parks and Facilities to have the skate racks and crates of skates delivered later today after the office trailer is delivered, and will be setting it up today and tomorrow. Parks will start putting down the coils and the plastic to the rink. Once that's done the dasher boards need to go up right behind it. This operation will go through the weekend.

Sunday, 11-15: Eric Klug can begin setting up the lighting system today, except for the west end. Check with Parks (Dan Kastens) on when the west side can be set up to not interfere with the rink set-up. Eric can continue the set-up through this coming Wednesday. On Eric's request Parks may need to provide 2-3 workers to assist him as needed today through Wednesday.

Monday, 11-16: Facilities can start setting up the entry/exit ramps to the rink provided the dasher boards are up and in place. Parks needs to make sure the BMP's (waddles and sand bags) are set up and in place along the south side of the parking lot and around the D.I. located along the curb. This must be done prior to pumping glycol for the chiller.

Wednesday, 11-18: Eric can finish up the set-up of the lighting system today, including the west side if not already done.

Friday, 11-20: Parks will begin making ice today. Dan Kastens will coordinate the crews and scheduling and will continue around the clock through the weekend.

Monday, 11-23: Recreation will begin putting up tents today. Parks will provide some staff and inmate labor as needed to help erect the tents, and Recreation can finish up with the tie-downs, decorations, lighting, etc. Facilities will need to hook up the electrical for the tents. Coordinate with Meagan.

Wednesday, 11-25: "Soft Opening" of the rink today (subject to change or cancellation per the Recreation Division).

Friday, 11-27: Season Grand Opening.

Saturday, 2-6-16: Season Ends.