

# **City of Scottsbluff, Nebraska**

**Monday, April 20, 2015**

**Regular Meeting**

## **Item Reports2**

**Council to authorize the Mayor to sign the Civic & Community Center Financing Fund grant pre-application to the Department of Economic Development for the Downtown Plaza project.**

**Staff Contact: Rick Kuckkahn, City Manager**

# Agenda Statement

Item No.

For meeting of: April 20, 2015

**AGENDA TITLE:** Council to authorize mayor to sign CCCFF grant pre-application for Downtown Plaza project

**SUBMITTED BY DEPARTMENT/ORGANIZATION:** Planning and Zoning

**PRESENTATION BY:**

**SUMMARY EXPLANATION:** The Nebraska Department of Economic Development has a Civic and Community Center Financing Fund that awards grants of up to \$600,000 to cities of our size for projects including Community Centers, which they describe as "The traditional center of a community, typically comprised of a cohesive core of residential, civic, religious, and commercial buildings, arranged around a main street and intersecting streets. A community center is therefore an area of multiple buildings with both internal and external elements." This grant is a good fit for our downtown plaza project. The pre-application is due May 1<sup>st</sup>, and we will be notified whether or not we have been invited to complete a full application by May 15<sup>th</sup>. The full application will be due June 15<sup>th</sup>, and the announcement of grants awarded will be on or before June 30<sup>th</sup>.

**BOARD/COMMISSION RECOMMENDATION:**

**STAFF RECOMMENDATION:**

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**EXHIBITS**

Resolution     Ordinance     Contract     Minutes     Plan/Map

Other (specify)  Grant pre-application

**NOTIFICATION LIST:** Yes     No     Further Instructions

**APPROVAL FOR SUBMITTAL:** \_\_\_\_\_  
City Manager

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Rev 3/1/99CClerk

# Downtown Scottsbluff Plaza: Conceptual Renderings

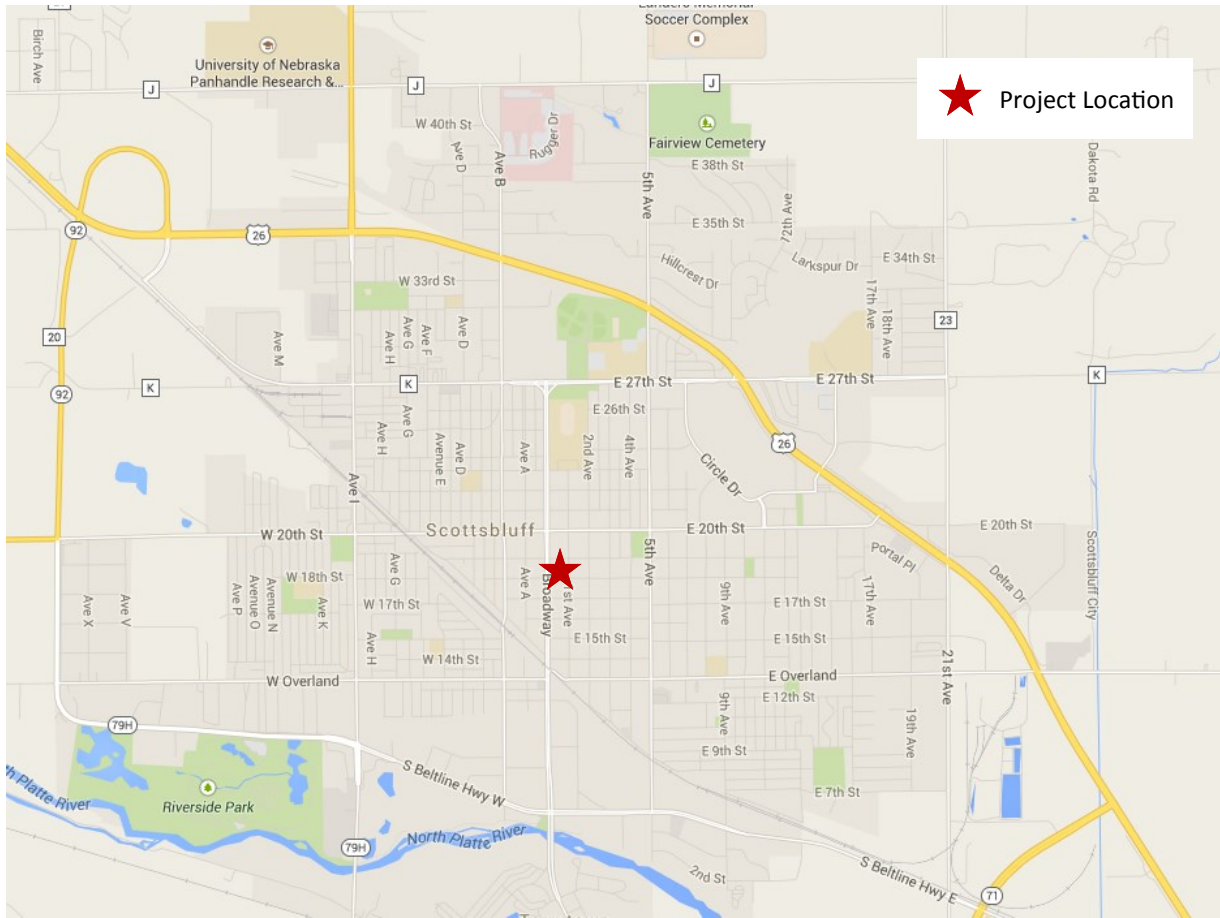
*Renderings Courtesy of Joseph R. Hewgley and Associates, Inc.*



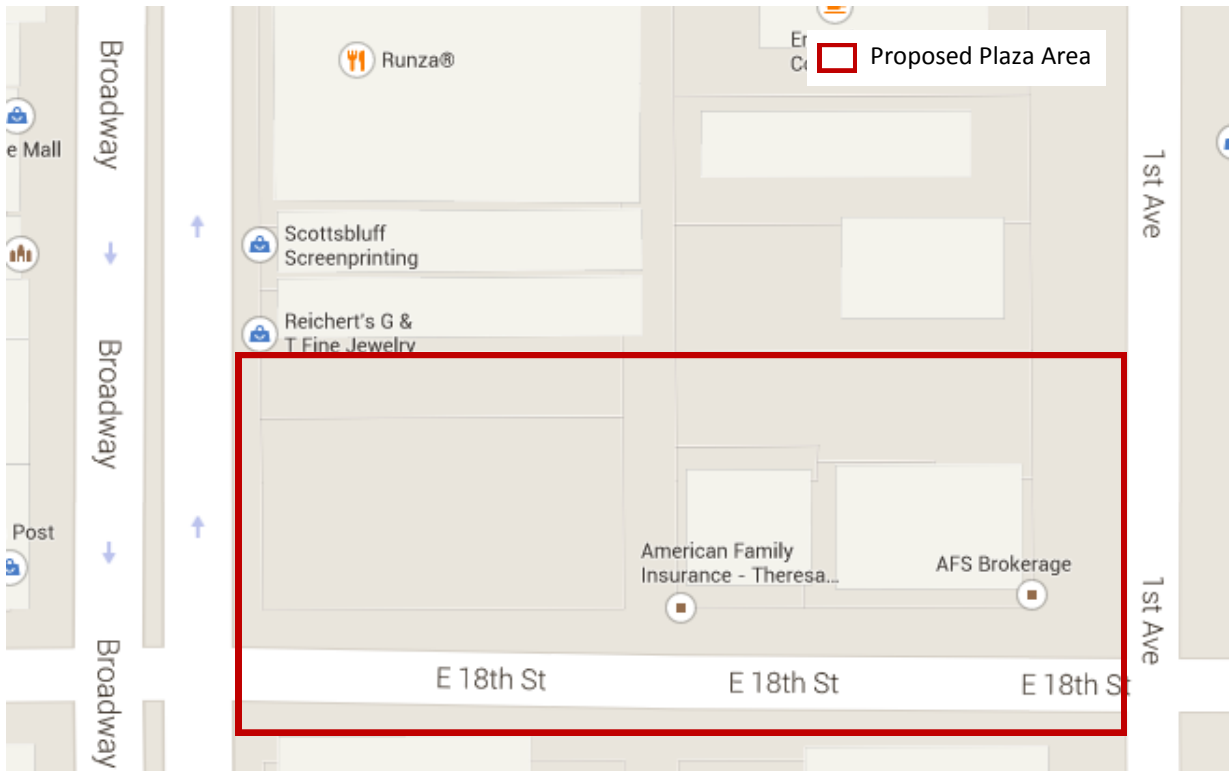
Clockwise from top right:  
Indoor/Outdoor playground and fire pits  
Scenic walkway connecting 1st Avenue to Broadway

Overall site plan including stage, synthetic skating rinks, fire pits, indoor/outdoor playground, public bathrooms, landscaping, and gathering space for community events including the Farmers Market

# General Location Map



# Site Map





**CIVIC AND COMMUNITY CENTER FINANCING FUND**  
**2015 Application Guidelines & Pre-Application**

The State of Nebraska, Department of Economic Development, will be accepting applications from Nebraska municipalities for grants to support the development of civic centers and community centers under the Civic and Community Center Financing Fund program. A municipality seeking a grant should complete the enclosed brief preliminary application form and return it to the Department no earlier than April 15 but no later than May 1, 2015. Completion of the pre-application is the first step in a two-part grant application process. After May 1, the Department will seek more detailed information on eligible grant requests and the final application is due June 15.

Background: In 2013, the State Legislature amended the Civic and Community Center Financing Fund Act. **The Act’s purpose is to support the development of civic, community, and recreation centers throughout Nebraska and to support projects that foster maintenance or growth of communities. In effort to support this purpose, grants of assistance to municipalities from the Civic and Community Center Financing Fund (CCCCF) administered by the Department of Economic Development**

Eligible projects: The fund may be used for the construction of new civic and recreation centers or the renovation or expansion of existing civic, community, and recreation centers, which may include the conversion, rehabilitation, or reuse of historic buildings. The fund may also be used for preliminary planning related to the development or rehabilitation of eligible projects. The definitions of eligible projects are:

- **Civic Center**—a facility that is primarily used to host conventions, meetings, and cultural events and/or a library. A civic center therefore includes space for conventions, meetings, and cultural events and/or a library.
- **Community Center**—the traditional center of a community, typically comprised of a cohesive core of residential, civic, religious, and commercial buildings, arranged around a main street and intersecting streets. A community center is therefore an area of multiple buildings with both internal and external elements. A civic center may or may not be in a community center.
- **Recreation Center** – a facility used for athletics, fitness, sport activities, or recreation that is owned by a municipality and is available for use by the general public with or without charge. A recreation center does not include any facility that requires a person to purchase a membership to utilize such facility.
- **Planning** – engineering and technical studies directly related to eligible projects

Eligible applicants: Most Nebraska municipalities are eligible and may apply for a grant in competition with other municipalities. Not eligible is the City of Omaha and the City of Lincoln, The City of Ralston, or other municipality that has received funding under the Sports Arena Facility Financial Assistance Act is ineligible to receive funds under both the Sports Arena Facility Financial Assistance Act and the CCCCFF. A municipality will own and operate the center, directly or under contract, for which a grant is sought.

Grant amounts: Assistance from the fund shall not amount to more than fifty percent of the cost of construction, renovation, or expansion. The minimum amount for a non-planning grant request is \$10,000. The maximum amount is determined by the total revenues in the Fund and the population size of a municipality applying for a grant, as follows:

*Until the balance of the Fund reaches \$2,500,000  
 (Grant Maximum Schedule A)*

Population of Municipality	Maximum Grant Amount
100,000 to 299,999 persons	\$1,500,000
40,000 to 99,999	\$750,000
20,000 to 39,999	\$500,000
10,000 to 19,999	\$400,000
less than 10,000	\$250,000

*After the balance of the Fund reaches \$2,500,000 and until it falls below \$1,000,000 (Grant Maximum Schedule B)*

Population of Municipality	Maximum Grant Amount
100,000 to 299,999 persons	\$2,500,000
40,000 to 99,999	\$1,125,000
20,000 to 39,999	\$750,000
10,000 to 19,999	\$600,000
less than 10,000	\$375,000

*The maximum amount of a planning grant is \$10,000. The Department will allocate no more than 10% of annual grant funds awarded for planning projects.*

Application Timing and Process: A municipality seeking funding will complete and return a Preliminary Application Form by **May 1, 2015**. Projects deemed eligible and competitive for funding will be sent an invitation to submit a Full Application no later than **May 15, 2015**. Full Application Forms are to be completed, returned to the Department no later than **June 15, 2015**. Only projects that have been invited to complete Full Applications will be accepted. The Department will evaluate final application forms soon after they are received. Announcement of grants awarded will occur no later than **June 30, 2015**.

**All applications and supporting materials must be received in the Department by 5:00pm on the respective due date. Please submit both single hard copy original and electronic copy (PDF email attachments are acceptable).**

The Department reserves the right to hold a second application cycle beginning in **September 2015**. The announcement of this cycle will be made no later than **August 15, 2015**.

Review Criteria: Pre-application narratives should be developed using the same criteria as full applications as outlined below. Maps, images, and photographs should be included where appropriate. Upon invitation by DED, full applications will be reviewed and scored by a committee consisting of Department staff as well as invited members of other vested State agencies. The review committee will make a recommendation reflecting top scoring applications to the Director of the Department of Economic Development, or their designee, for final approval.

Eligible project applications will be reviewed based upon review criteria established in statute (Nebraska Revised Statute 13-2707), and any other relevant parts of the Civic and Community Center Financing Act. Up to ten (10) points will be available for each of the following review criteria (60 points maximum). Top scoring applications will be recommended to the Director for approval. The Department reserves the right to establish the maximum amount of funds to be awarded in any given year. The review criterion includes:

- **Project location. (yes/no)**  
*A project shall be located in the municipality that applies for the grant. Please include a map of the project area in relation to the community, identifying any relevant sites or related projects. The map is intended to provide context to the proposed project. Photographs may also be included.*
- **Project ownership. (yes/no)**  
*A project shall be owned by the municipality that applies for the grant.*
- **Project operation. (yes/no)**  
*A project shall be operated by the municipality that applies for the grant, directly or under contract.*
- **Retention Impact. (1-10 points)**  
*Funding decisions by the Department shall be based on the likelihood of the project retaining existing residents in the community where the project is located, developing, sustaining, and fostering community connections, and enhancing the potential for economic growth in a manner that will sustain the quality of life and promote long-term economic development;*
  - *Tips for completing the project application narrative: describe a how the proposed project fulfills a known local need, based on a formal or informal assessment of current conditions.*
- **New Resident Impact. (1-10 points)**  
*Funding decisions by the Department shall be based on the likelihood of the project attracting new residents to the community where the project is located.*

Revised January 12, 2015

- *Tips: describe the unique and/or specific services or function to be provided as a result of project completion otherwise not available, specifically related to attracting new residents, include what services or functions would become available should the project be completed.*
- **Visitor Impact. (1-10 points)**  
*Funding decisions by the Department shall be based on the likelihood of the project enhancing or creating an attraction that would increase the potential of visitors to the community where the project is located from inside and outside the state.*
  - *Tips: describe the unique and/or specific services or function to be provided as a result of project completion otherwise not available, specifically related to attracting visitors and/or tourists into the area.*
- **Financial support. (1-10 points)**  
*Assistance from the fund must include a 100% match (i.e. matched at least equally from local sources). At least fifty percent of the local match must be in cash. Preference shall be given to those projects with a higher level of local matching funds compared to those with a lower level of matching funds. Neither the local match nor the items listed for grant assistance should include amounts already expended prior to the date of application for grant assistance.*
  - *Tips: describe project viability, leverages, and financial resources, as well as efforts to secure non-CCCF monies from other state, federal, foundation, business, or individual sources.*
- **Readiness and local public support. (1-10 points)**  
*The applicant's fiscal, economic, and operational capacity to finance and manage the project and ability of the applicant to proceed and implement its plan and operate the civic or community center.*
  - *Tips: identify who will handle the day-to-day operation and management of the project, project roles, and established or potential partnerships, as well as any volunteer efforts. Include a summary and description of past and future projects and activities carried out at the local level, and identify partnerships and volunteer efforts. Provide a summary or other evidence of public support in the form of public meetings, design charrettes, fundraising campaigns, etc.*
- **Project Planning. (1-10 points)**  
*Projects with completed technical assistance and feasibility studies shall be preferred to those with no prior planning.*
  - *Tips: describe the level of design or conceptualization of the project, who was involved, historical preservation consideration (where appropriate), etc. Including a planning process timetable that would further illustrate the planning process, as well as a timeline for project implementation, including securing matching funds.*
  - *Note: when applying for **planning grants**, please provide any information about initial planning, stakeholder and/or public meetings, as well as a summary of comprehensive planning that may have been conducted at the project area or community level. When a comprehensive plan has recommended the proposed project, please provide a hyperlink or electronic copy of the entire comprehensive plan and indicate the specific location(s) of those recommendations.*

**CIVIC AND COMMUNITY CENTER FINANCING FUND  
GRANT ASSISTANCE - 2015**

DED USE ONLY: \_\_\_\_\_  
\_\_\_\_\_

**PRELIMINARY APPLICATION FORM**

A	Name of Municipality:	City of Scottsbluff
B	Type of grant requested (check one)	<input type="checkbox"/> planning <input checked="" type="checkbox"/> capital construction
C	Grant amount requested*:	\$600,000
D	Facility is located within Municipality listed in Line A	<input checked="" type="checkbox"/> yes
E	Municipality listed in Line A will own facility	<input checked="" type="checkbox"/> yes
F	Municipality listed in Line A will operate the facility	<input checked="" type="checkbox"/> yes, skip to Line H <input type="checkbox"/> no, include an explanatory statement
G	Entity under contract that will operate the facility:	
H	Existing or preliminary name of facility:	Downtown Plaza
I	Type of facility (check one):	<input type="checkbox"/> civic center <input checked="" type="checkbox"/> community center <input type="checkbox"/> historic building <input type="checkbox"/> recreation center
J	Proposed project has completed technical assistance and/or feasibility studies:	<input type="checkbox"/> yes <input type="checkbox"/> no
K	Web address (if available):	scottsbluff.org

\*Must correspond to the appropriate amount based on population size as listed in the table on page 1 of the 2015 Application Guidelines.

**ATTACHMENTS ENCLOSED: BRIEF DESCRIPTION OF THE CENTER AND A MAP IDENTIFYING THE LOCATION OF THE FACILITY** (The summary should be at least one paragraph, but no more than one page. Please review final application scoring criteria and be clear and concise with your project summary. Supplemental maps, images, or photographs may be included, but limited to one additional page. The pre-application with attachments shall be no more than four pages.)

**PERSON PREPARING PRELIMINARY APPLICATION:**

NAME: Annie Folck  
 ADDRESS: 2525 Circle Drive  
Scottsbluff, NE  
 PHONE: 308 630 6244    E-MAIL: afolck@scottsbluff.org

**CHIEF ELECTED OFFICER OF MUNICIPALITY APPLYING FOR GRANT:**

NAME: Randy Meininger    TITLE: Mayor  
 The Facility in question is, or will be, owned and operated by the municipality.  
 The applicant has not received funding assistance from the Sports Arena Facility Financing Assistance Act.  
 The applicant has not been awarded a CCCFF grant within the last 5 grant years.  
 SIGNATURE: \_\_\_\_\_    DATE: \_\_\_\_\_

**RETURN COMPLETED PRELIMINARY APPLICATION FORM AND BRIEF DESCRIPTION OF CENTER TO:**

Jenny B. Mason, CCCFF Coordinator  
 Nebraska Department of Economic Development  
 P.O. 94666  
 Lincoln, NE 68509-4666  
 t: (402) 471-6280 | e: [jenny.mason@nebraska.gov](mailto:jenny.mason@nebraska.gov)

*Revised January 12, 2015*



City of Scottsbluff Downtown Plaza  
Project Summary

Downtown Revitalization has been a priority of the City of Scottsbluff since 2009, when the Downtown Revitalization Task Force was established. This task force was awarded a \$30,000 planning grant which was used to create a Downtown Master Plan. The task force then utilized a \$350,000 implementation grant to enact some of the suggestions of the Downtown Master Plan, primarily focusing on façade improvements. One of the suggestions of the Master Plan that was not implemented at that time was the redevelopment of the Farmer’s Market site as a community gathering area. This is the project that will be the focus of the CCCFF grant.

The City of Scottsbluff currently has a “mini-park” and parking lot where the Farmers Market meets on Saturdays. The original Downtown Master Plan suggested improving this area to include public bathrooms and canopies to capitalize on the success of the Farmers Market. A few canopies were built, but the project was much smaller in scope than what had been suggested. A Downtown Streetscape Master Plan completed in 2014 built on this concept, going so far as to suggest closing off 18<sup>th</sup> Street between Broadway and the alley, increasing the amount of space available for landscaping and to create a multi-functional community gathering space. Following the completion of this plan, the City was urged to pursue the concept by the BID Board, which is made up of seven downtown business owners.

As City staff considered the area and how it could be improved to create a downtown gathering area, it came to our attention that the only two buildings that front on 18<sup>th</sup> Street on that block were for sale. The City decided to purchase those two buildings, which, when combined with the adjacent City-owned parking lot, effectively doubled the size of the downtown gathering area. The properties were purchased on April 7, 2015, and the City is very committed to this project.

The location of the gathering space is ideal; it is situated between two downtown cultural resources, the Western Nebraska Arts Center and the Midwest Theater. It is also located along Broadway, the main street through Downtown. Some conceptual designs have been created to show the potential of the space. While the exact design is yet to be determined, the City is planning on incorporating into the space the following:

- Public Bathrooms
- Landscaping
- Synthetic Ice Rink in winter
- Canopies or other building structure for the Farmers Market
- Stage
- Indoor/Outdoor Playground
- Fire Pits

The goal of the project is to create a space which could be utilized by all age ranges year-round. This will create a venue for events that will be a benefit to all the area residents as well as an attraction for visitors. Many local organizations have already voiced their support for this project, including NEXT Young Professionals, the Midwest Theater, the Western Nebraska Arts Center, and the Business Improvement District Board.