CAPITAL PROJECTS ADVISORY COMMITTEE

Minutes of the Special July 3, 1996, Joint Meeting with the Carson City Board of Supervisors - Page 1

A special joint meeting of the Capital Projects Advisory Committee and the Carson City Board of Supervisors was held during the regularly scheduled Carson City Board of Supervisors meeting on Wednesday, July 3, 1996, at the Community Center Sierra Room, 851 East William Street, Carson City, Nevada, beginning at 1 p.m.

COMMITTEE MEMBERS PRESENT: Chairperson Gary Sheerin and Members Richard

Baker, Kevin Honkump, Ed Moran, Donald Mullet,

and Ron Swirczek

BOARD MEMBERS PRESENT: Marv Teixeira Mayor

Greg Smith Supervisor, Ward 1 Janice Ayres Supervisor, Ward 2

Tom Tatro Supervisor, Ward 3

Kay Bennett Supervisor, Ward 4

STAFF PRESENT: City Manager Berkich, District Judge Griffin, Justice of

the Peace Willis, Clerk-Recorder Glover, Sheriff

Banister, Community Development Director Sullivam, Parks and Recreation Director Kastens, Public Works Director Aldean, Undersheriff Dehl, Justice Court Administrator Milligan, Deputy District Attorney Lipparelli, Principal Planner Joiner, Chief Deputy District Court Clerk Glover, Chief Deputy Sheriff Callahan, Lt. Dimit, Associate Planner Hullinger, and Recording Secretary McLaughlin.

A. ROLL CALL OF CAPITAL PROJECTS ADVISORY COMMITTEE MEMBERS AND DETERMINATION OF A QUORUM - Chairperson Sheerin convened his meeting at 7 p.m. Roll call of the Committee was taken. A quorum was present although Member Bacigalupi was not present. (Roll call for the Board of Supervisors had been taken earlier in its meeting. The entire Board was present, constituting a quorum.)

B. PRESENTATION, DISCUSSION AND ACTION REGARDING APPROVAL OF THE DESIGN DEVELOPMENT PHASE OF THE JAIL/COURTHOUSE FACILITY PROJECT, ITS BUDGET AND OTHER MATTERS RELATED THERETO (2-1748.5) - Chairperson Sheerin thanked staff for its support. Judge Tatro distributed a memo to the Board and Clerk during his comments. Chairperson Sheerin then reviewed the history of the project, its budget, its estimated cost, and the items which had been removed or made alternates to balance the budget. At this point the total design and construction estimate for the jail and courthouse is \$19,030,000. This indicates the project is over budget by \$57,000, which he felt for a project of its magnitude was in budget. He then explained the desire and need to include Work Release in the budget. This program would cost \$337,000. The landscaping budget had been reduced until it no longer meets the City's Code. Other desirous items and their costs were listed included fencing, the wood paneling at concourses, alternate fuel source, and jail carpeting. These amenities would cost an additional \$203,000.

Finance Director Mary Walker distributed and reviewed her financial report on the funding. (A copy was given to the Board and Clerk.) A six percent annual sales tax would be required for a "break even" scenario for the \$19.7 million facility. Carson City has historically had an average of 8.7 percent in annual sales tax during 1980. Reasons for using the 1980s were given. She did not recommend increasing the bonding but rather using the cash accumulation. She pointed out the bond concerns expressed during the Redevelopment resolution earlier in the day to support her recommendation. The original proposal was to seek a \$14 million bond. This will require a \$1.2 million annual debt service. There should be approximately \$1.7 to \$1.8 annual revenue. This will provide a \$5 to \$600,000 annual cushion. The bond community will wish to see this cushion. This will help lower the interest rates. She felt that the cushion should be able to fund the increased utilities, which she had estimated at \$200,000, plus \$100,000 for additional personnel for maintenance and security. The remaining \$300,000 could be used for additional construction after the building is completed. She then explained the \$400,000 budget allocation for jailers. Until the building is constructed and the jailers are hired, these funds are helping to build the facility. Another \$100,000 has already been used to hire two additional jailers. Mayor Teixeira also noted that there is \$630,000 from the sale of the Courthouse. Ms. Walker then explained the need for the Board to analyze

CAPITAL PROJECTS ADVISORY COMMITTEE

Minutes of the Special July 3, 1996, Joint Meeting with the Carson City Board of Supervisors - Page 2

the sales tax revenue annually particularly if there is a decrease in the sales tax. It may be necessary to reduce either the portion allocated to the General Fund or that portion for Capital Projects if the tax revenue drops significantly. She then explained that 1995/96 tax revenue was estimated at 7.8 percent. The actual figure is 9 so the estimate could easily be \$1.7 million. She is being conservative with her figures due to the impact in future years. She then reviewed the scenario based on 5.5 percent revenue projections. This will cause the ending fund balance to deteriorate. This would require adjustment of the General Fund allocation. She felt that there is adequate funding for the cash flow. Discussion indicated that the \$19.7 million figure included approximately 10 percent in contingencies. Discussion ensued on the items which are being bid as alternates and not part of the original estimate. Consultant Bruce Fullerton indicated that the Work Release and video arraignment programs had always been considered alternates. Chairperson Sheerin explained that the \$11,600 is for the wiring only and not the actual equipment. This will allow the video equipment to be installed at a future date without a major retrofit. Mayor Teixeira felt that the program was justified based on the manhour savings it would create.

Mr. Fullerton explained the original discussion on the building when its master plan was finalized. The cost estimate completed at the end of the schematic design phase indicated that the building could be constructed for \$19.1 million. This included the jail and the Detox' relocation costs. The work release program was not funded. At the end of the design development phase it was out of budget and efforts were undertaken to bring it back into budget. This had made the "building leaner". These cuts were on his "nickel". The building is not less than had been promised. It had originally been "over designed". Chairperson Sheerin explained the "free hand" given to the consultants and users in designing the building. The Committee with the help of the users and the architect reduced the features to obtain the optimum structure. The budget is now within \$200,000 which Ms. Walker had indicated was acceptable.

Mr. Fullerton explained the reasons five feet were not removed from the courthouse. The original plan had included 2,000 feet over the actual amount needed. The Committee wanted to retain this footage as it will provide for future growth. The wood panelling in the concourses was felt to be expendable, however, as it is a desirable feature, it was retained as a bid alternate if the bids are low enough to allow its inclusion. The purpose of this feature was explained. (During this explanation Supervisor Smith left the meeting--7:30 p.m. A quorum was still present.)

- (2-2523.5) Judge Willis thanked the Committee, the Board, Ms. Walker, and Mr. Berkich for their work and support. He also recommended that there be an open house and that the Mayor spend the first night in the jail. Mayor Teixeira noted that this individual would not be himself and that this would be left up to that individual.
- (2-2562.5) Sheriff Banister stressed support for the Work Release Program and urged the Board to find the money for it. It is a self-funding program which should be started to allow alternatives to jail time. The fence is necessary particularly in view of the vandalism which had been occurring at Northgate. Carpeting in the jail, specifically, the day room, was essential as it reduces the noise level. When the noise level reaches a certain level the number of fights escalates. It also makes it easier for the jailers to hear what is going on in the cells. The alternative fuel system is needed. He was glad that the footage had not been reduced. Supervisor Bennett commended Sheriff Banister on his patience with the project. His current working area desperately needs upgrading and remodeling. His willingness to wait for this due to the budget constraints warranted commendation to him and his staff. She indicated that she would make sure that the upgrades are addressed, if she is re-elected.
- (2-2646.5) Judge Griffin commended the Committee and Board on their efforts. He then explained the need for ADA improvements in the present Courthouse. The building needs additional security, safety, and public access improvements.
- (2-2679.5) Judge Tatro commended the Committee and the users on their willingness to participate and negotiate on the issues. Although the wood panelling may seem to be extravagant, it sets the tone for the seriousness of the event.

Mayor Teixeira then asked Mr. Fullerton if the building could be constructed in budget and on time. Mr. Fullerton

CAPITAL PROJECTS ADVISORY COMMITTEE

Minutes of the Special July 3, 1996, Joint Meeting with the Carson City Board of Supervisors - Page 3

indicated that it could but the process of cost estimating is a rough science and so far more detailed cost estimates at this stage have borne out the less detailed cost estimates which had been done earlier. He felt that this would indicate that the quantity and quality of the building had been correctly estimated. The market conditions and variables are beyond his control. He could not guarantee that the project would be in budget when the bids are opened. He had, in accordance with the standard process, estimated the costs to the best of his ability. If the alternates are constructed as part of the original project, the building will be one which is appropriate for its use with the brick and wood panelling, its ability to grow with the extra area, and the landscaping. He felt that the building was on target and was happy with it. He also commended the Committee on its ability to work with the firm and make the necessary reductions. Consensus indicated Mr. Fullerton had given a qualified yes in response to Mayor Teixeira's question.

Mayor Teixeira asked if this was the last time the Board would deal with it? Chairperson Sheerin indicated that the Committee would continue to make periodic reports. Mr. Fullerton indicated that there were several design issues which still had not been resolved. He was preparing the working drawings. He felt that it would be in plan check and sent out to bid in the fall pursuant to the current schedule. He did not feel that the design would change at this point. Chairperson Sheerin felt that the Board would see the final design one more time at least. Mayor Teixeira indicated that he was waiting for the bid to come back on time, for the right amount and for the facility to be built. He thanked the Committee for its efforts and dedication. He indicated that Mr. Fullerton had done a good job on his side. He acknowledged that he had been looking for a guarantee but really wanted a "comfort" zone. The user groups are happy. It was a good job. The Board would like to have more but--. As Ms. Walker was comfortable from the monetary view, it was a deal.

Supervisor Ayres moved that the Board of Supervisors approve the design development phase of the jail/courthouse facility project, its budget, and other matters related thereto. Supervisor Tatro seconded the motion. Motion carried 4-0.

C. ADJOURNMENT - Member Honkump moved to adjourn. Member Moran seconded the motion. Motion carried 6-0. Chairperson Sheerin adjourned the Capital Projects Advisory Committee at 7:50 p.m.

See Board of Supervisors Minutes of July 3, 1996, for discussion/action on the other Agenda items. A tape recording of these proceedings is on file in the Clerk-Recorder's office. This tape is available for review and inspection during normal business hours.

The Minutes of the Special July 3, 1996, Joint Meeting of the Capital Projects Advisory Committee and the Carson City Board of Supervisors

ARE SO APPROVED ON10/2, 1996.
/s/
Gary Sheerin, Chairperson