

Item # 15 D

**City of Carson City  
Agenda Report**

**Date Submitted:** November 21, 2007

**Agenda Date Requested:** December 6, 2007

**Time Requested:** 15 Minutes

**To:** Mayor and Board of Supervisors

**From:** Linda Ritter, City Manager

**Subject Title:** Action to approve the Capital Improvement Program for fiscal year 2007/2008.

**Staff Summary:** The Management Team has prepared a proposed capital improvement program for the current fiscal year. This year, a total of \$1.6 million is available for capital needs. This amount comes from the carry-over capital funds that were frozen at the beginning of this fiscal year. The initial list of capital requests topped \$4.5 million. All requests were carefully reviewed by the Management Team and a priority list of all requests has been assembled. Included in the supplemental agenda information is the list of funded requests and the list of requests that were not funded, in order of priority as determined by the Management Team.

**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 the Capital Improvement Program for fiscal year 2007/2008 as proposed by the Management Team.

**Explanation for Recommended Board Action:** This action approves a capital spending for FY 2007/08 only. All department were invited to participate in developing the prioritized list of capital needs. The Management Team is in full support of the proposed CIP.

**Applicable Statute, Code, Policy, Rule or Regulation:**      n/a

**Fiscal Impact:**      \$1.6 million

**Explanation of Impact:**      n/a

**Funding Source:**      Capital Acquisition Fund

**Alternatives:**      The Board may wish to make changes in any proposed Capital Improvement Program.

**Supporting Material:** Proposed Capital Improvement Program / Fiscal year 2008/2009

**Prepared By:** Linda Ritter

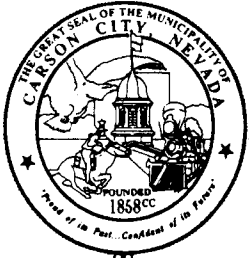
**Reviewed By:**

*[Signature]* Date: 11-27-07  
(Department Head)  
*[Signature]* Date: 11-27-07  
(Sr. Accounting Manager)  
*[Signature]* Date: 11-27-07  
(District Attorney)

**Board Action Taken:**

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

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



# CARSON CITY, NEVADA

CONSOLIDATED MUNICIPALITY AND STATE CAPITAL

MEMO TO: Board of Supervisors  
FROM: Linda Ritter, City Manager  
DATE: November 29, 2007  
SUBJECT: Proposed 2007/08 CIP Program

The CIP Committee is pleased to provide a proposed CIP Program for fiscal year 2007/08 to the Board of Supervisors. This year's committee members included:

Andy Burnham, Public Works Director  
Maxine Cortes, Court Administrator  
Vicky Fogelman, Health and Human Services Director  
Sheriff Furlong  
Stacey Giomi, Fire Chief  
Sara Jones, Library Director  
Roger Moellendorf, Recreation Director  
Kevin Haggerty, IT Director  
Ann Silver, HR Director  
John Simms, Chief, Juvenile Probation  
Rory Planeta, Chief, Alternative Sentencing  
Joe McCarthy, Business Development Director  
Nick Providenti, Senior Accounting Manager

Included in this packet is a financial summary of capital related funds showing the amount available for capital expenditures. It is important to note that we are recommending that a balance of \$440,000 remain in the capital acquisition. Additionally, in the 2007/08 general fund budget, a transfer of \$722,000 to the Capital Acquisition Fund is planned. We have not included that amount in the financial summary as it may be prudent to hold that transfer should those funds be needed to offset reduction in sales tax revenues.

After the financial summary, you will find a summary of all capital items requested and those that we are recommending be funded this year. The actual request forms and back up material are also included in your packet for review. Staff would be happy to address any questions that Board may have regarding individual requests or provide any additional information desired.

Carson City Capital  
Carryforward Amounts from FY 2007 to FY 2008

Fund 220 Carryover Balance from FY 2007	2,518,636	
Fund 210 Carryover Balance from FY 2007	480,266	
Fund 560 Fleet Transfer	278,500	
Meth Appropriation - Fund 220	100,000	
Community Support Appropriation - Fund 220	<u>91,800</u>	
Total		3,469,202
FY 2008 spent to date (11/28/2007)		(583,879)
Fund 220 Encumbrances:		
Fuji Park	(250,974)	
Meth Appropriation	(115,884)	
Paramedic Training Prog	(31,631)	
Potable Water Line	(50,000)	
CC Theater Lighting	(17,051)	
CC Theater Improvements	(45,433)	
Community Support	(8,550)	
Revenue Sharing Study	<u>(35,000)</u>	
Total Encumbrances		(554,523)
Fund Balance		<u>(441,959)</u>
Total available capital		<u><u>1,888,841</u></u>
		1,888,841

FY 2007-08 CAPITAL REQUESTS OVER \$15,000

Department	Description Capital Under \$15,000	Original	Cost
Courthouse	Courthouse security upgrades	\$ 71,250	\$ 132,149
Fire Department	Purchase two-wy radios - part of a grant already underway	\$ 35,800	\$167,949
Sheriff	Live scan fingerprint system	\$ 48,000	\$215,949
Facilities	Facilities Division Building Maintenance	\$ 150,000	\$365,949
Information Serv.	Information Technology Capital projects - Priority 1	\$ 200,000	\$565,949
Parks	Park Equipment replacement & repairs	\$ 117,675	\$683,624
Sheriff	Blood alcohol testing	\$ 65,330	\$748,954
Fleet Services	Vehicle Replacement	\$ 278,500	\$1,027,454
Public Works	Rehabilitation of City-wide parking lots	\$ 67,325	\$1,094,779
Facilities	Multi Year roof replacement for City facilities	\$ 324,175	\$1,418,954
Recreation	Theater Improvements - carpet, paint, seating, acoustics	\$ 200,000	\$1,618,954
Animal Services	Build an animal shelter & dog park / Planning and Design only.	\$ 25,122	\$1,644,076
Fire Department	Replacement of flooring at Fire Stations 1 & 2	\$ 20,000	\$1,664,076
Public Works	Downtown revitalization	\$ 100,000	\$1,764,076
Recreation	Theater lighting	\$ 85,000	\$1,849,076
Golf Course	1 lightweight fairway mowers	\$ 39,765	\$1,888,841
Fire Department	Type III wildland fire engine	\$ 289,000	\$2,177,841
Public Works	Reconstruction of parking & access drives-Centennial Park	\$ 187,700	\$2,036,776
Sheriff	Patrol vehicle video	\$ 108,000	\$2,144,776
Golf Course	Cart Path Improvements	\$ 41,732	\$2,186,508
Information Serv.	Information Technology Capital projects - Priority 2	\$ 80,000	\$2,266,508
Fire Department	Swift water rescue equipment & training	\$ 58,911	\$2,325,419
Facilities	City Hall HVAC	\$ 200,000	\$2,525,419
Fire Department	Metal, modular storage building	\$ 349,000	\$2,874,419
Golf Course	2 lightweight fairway mowers	\$ 79,530	\$2,953,949
Fire Department	Replace 1986 aerial ladder truck	\$ 899,000	\$3,852,949
Golf Course	2 Triplex greens mowers	\$ 55,430	\$3,908,379
Golf Course	1 Rotary rough mower	\$ 44,889	\$3,953,268
Golf Course	1 Super star bunker rake	\$ 15,497	\$3,968,765
Golf Course	1 Spray tek self contained sprayer	\$ 27,000	\$3,995,765
Golf Course	Remodel/relocation of Pro Shop	\$ 28,261	\$4,024,026

Funded

Not Funded



## MEMO

**To:** Internal Finance Committee  
**From:** Roger Moellendorf, Parks & Recreation Director  
**Subject:** Parks & Recreation Commission CIP Priorities  
**Date:** November 21, 2007

The Parks & Recreation Commission met during their regularly scheduled meeting Tuesday, November 20, 2007 and reviewed the Parks & Recreation Department's 2007-08 CIP requests. The Commission by a unanimous vote set the following priorities:

- |   |           |
|---|-----------|
| 1. Parks Equipment Replacement              | \$117,675 |
| 2. Auditorium Seating                       | \$111,006 |
| 3. Audio Replacement for the Sierra Room    | \$14,800  |
| 4. Reader Board Repair                      | \$7,000   |
| 5. Data Video Projector for the Sierra Room | \$14,800  |
| 6. VHF Wireless intercom for the Theater    | \$14,800  |
| 7. City Hall Landscaping                    | \$10,000  |

The Commission also discussed that the City should investigate asking other entities/organizations who regularly use the Sierra Room to contribute to the two Sierra Room improvement requests. This would include the School District, RTC, and the Airport Authority.

The Parks & Recreation Department does not review requests submitted by the Facility Division.

# Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

(1) **Type of Capital Facility:** Animal Shelter

(2) **Project Name:** Animal Shelter

(3) **Project Description:** Build an animal shelter and dog park

(4) **Project Location:** Centennial Drive

(5) **Responsible Department/Division:** Health & Human Services/ Animal Services

(6) **Financial Summary for fiscal year**

Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other	\$25,122					\$25,122
Land Appraisal, Land Acquisition						
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.		\$1,004,000				\$1,004,000
Other Major fixed equipment, Rolling Stock, Other:						
<b>TOTAL COSTS:</b>						
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Licenses	\$14,000	\$14,500	\$15,000	\$15,500	\$16,000	\$75,000
Fines & Fees	\$28,000	\$29,000	\$30,000	\$31,000	\$32,000	\$150,000
Sale of existing shelter location						
Bequest Donation						\$650,000
<b>TOTAL REVENUE:</b>	\$42,000	\$43,500	\$45,000	\$46,500	\$48,000	\$875,000

Prepared by: Pat Wiggins	Date: October 29, 2007
Department: Health & Human	Telephone: 775-887-2382

**Return this form to the Finance Department by November 9, 2007.**



# Carson City Capital Improvement Program Form 2 - Operating Budget Impact of Capital Project

(1) **Type of Capital Facility:** Animal Shelter and Business Offices

(2) **Project Name:** Animal Shelter

### Detailed Cost Estimate

**Personnel Costs:**

Job Title	Annual Salary	# of Positions	Total Salary
Animal Services Manager	\$62,000.00	1	\$62,000.00
Animal Regulations Officers	\$32,000.00	3	\$96,000.00
Office Tech	\$28,000.00	1	\$28,000.00
P/T Kennel Maintenance	\$10,000.00	1	\$10,000.00
Subtotal all Salaries:			\$196,000.00
Fringe Benefits at 35% of salaries:			\$56,000.00
<b>(a) Total Personnel Costs:</b>			<b>\$252,000.00</b>

These are current positions.

Non-Personnel Costs:	Materials & Supplies:	\$910,000.00
	Services & Contracts:	
Equipment and Furnishings (not included in project cost):		\$94,000.00
<b>(b) Total Non-Personnel Costs:</b>		<b>\$1,004,000.</b>
<b>Total Costs (a+b):</b>		<b>\$1,256,000.</b>

7,000 sq ft @ \$130.00 sq.ft.

Includes 2 acre dog park.

### Revenue

(c) Rate or Fee per Unit of Service:	
(d) Estimated Number of Service:	
<b>Total Revenue (c x d):</b>	-0-
<b>Total Revenue - Total Costs = Net Cost:</b>	<b>\$1,256,000.</b>

Prepared by: Pat Wiggins	Date: October 30, 2007
Department: Health & Human Services	Telephone: 775-887-2382

**Return this form to the Finance Department by November 9, 2007.**

## Carson City Capital Improvement Program Form 3 - Capital Facility Cost

<b>(1) Type of Capital Facility:</b> Animal Shelter			
<b>(2) Cost Base:</b> Animal Shelter with Dog Park			
(3) Cost Component	(4) # of Cost Components	(5) Cost per Component	(6) TYPICAL COST (4) x (5)
Turn key Animal Shelter with office space	7,000 sq.ft.	\$130 per sq.ft.	\$910,000
Dog park & shelter fencing with gates.	3 acres	\$12.50 per ln.ft.	\$30,000
Shelter/park landscaping (trees, shrubs, drip system, benches)	70	\$100	\$7,000
Surgical room (surgical table, cabinets, safe)	6	\$1,000	\$6,000
Office & shelter furnishings	40	\$200	\$8,000
Kitchen equipment (washer & dryer)	4	\$500	\$2,000
Rain tree cat condos	20	\$1,000	\$20,000
20 ft by 20 ft garage	1	\$21,000	\$21,000
<b>(7) Total Cost:</b>			<b>\$1,004,000</b>
<b>(8) Facility Unit of Capacity:</b>			<b>Animal Shelter</b>
<b>(9) # Units in Cost Base:</b>			<b>160 pet kennels</b>
<b>(10) "Standard" Cost per Unit of Capacity:</b>			<b>\$6,275</b>

**(11) Description of basis for cost estimate:**

Hound Quarters, Inc builds modular kennel buildings and has a turn key shelter for \$130 a sq.ft. A 7,000 sq.ft. shelter will bring us into compliance with Nevada Revised Statutes and America Humane Associations standards on amount of kennel space needed.

The dog park at the same location would be cross fenced with several areas for citizens to bring their pets and allow them to be with other dogs their same size.

**Carson City Capital Improvement Program  
Form 3 - Capital Facility Cost**

Prepared by: Pat Wiggins	Date: October 30, 2007
Department: Health & Human Services	Telephone: 775-887-2382

**Return this form to the Finance Department by November 9, 2007.**

FROM: Vicky Fogelman, HHS Director

9 Nov 2007

TO: Linda Ritter, City Manager

SUBJECT: Justification for New Animal Shelter

Carson City's existing animal shelter is in very poor condition and is not in compliance with NRS 574, Cruelty to Animals. An inspection by the American Humane Association in 2002 identified many significant problems, such as inability to prevent cross contamination between runs, lack of isolation and quarantine facilities, no treatment or euthanasia room, and deterioration of infrastructure. The Chief of Animal Control requested funds for a temporary fix in 2007, in the amount of approximately \$300,000, but these funds, though initially approved, had to be deferred for other city projects due to shortage of funds county-wide. This facility will not last for more than two more years without a major renovation or building of a new facility. A renovation to the existing will cost more than the originally funded \$300K if funded in the future, and will still just be a temporary solution. In our opinion, it would be much better to plan for a new shelter now, especially since it may take up to two years to complete.

Carson City has also been faced with growing demand for animal services which we cannot provide. Because of the limited size and condition of the Carson City shelter, it can only take in stray animals, not those which are no longer wanted by their owners. This often results in healthy animals being turned loose in the community or unnecessarily euthanized because we cannot meet the demand. Carson City Animal Shelter also cannot compete with new, modern facilities in Reno and Douglas Counties for adoptions, so some of those adoptable animals taken in will likely have to be euthanized as we run out of kennel space.

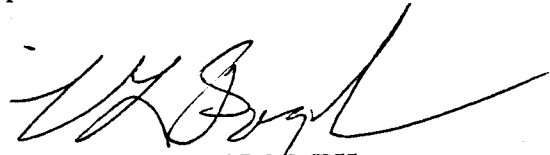
A new shelter will allow us to better meet the needs of the community for animal services, bring us up to code, prevent transmission of disease in the facility, and allow us to better compete for adoptions of healthy animals. Lyon County is also interested in partnering with us, since they do not have adequate space in their small, old shelter to meet the growing demands of their county. A regional shelter would help both communities in terms of services and adoptions and economies of scale. We will also be able to ask Lyon County to help support the funding of this project.

Carson city currently owns approximately 15 acres near the Carson-Lyon county border adjacent Rte 50, which would be perfect for such a shelter. This means that we will not have to buy property for the shelter, and could also construct a much needed dog park adjacent to the facility. We will also be able to sell the property where the current shelter

sits and put that money (est \$200,000) into construction of a new shelter. We will likely also be able to draw additional funds from national donors that are encouraging regional cooperation in animal sheltering.

We would like to build a dog park on the same property as the shelter, although separate from it. There is a great need for more controlled space where people can run their dogs off leash without worrying about competing interests, such as often happens at Fuji Park. By fencing in and landscaping part of the property, and developing a separate agility area, we will decrease pressure on Fuji park and provide a service to the community. By charging a small fee for entry to the park, we can defer some of the cost of maintaining it. A park of this type will also draw dog lovers to the area, who may be interested in adopting additional animals.

In summary, this project will solve the existing animal shelter problem which is against current code, provide better community service, help prevent disease transmission between animals, and provide an attractive facility which should draw patrons looking for adoptable animals. Please consider this request as a Priority 1.

A handwritten signature in black ink, appearing to read 'V. Fogelman', written in a cursive style.

Vicky Fogelman , DVM, MPH  
Director  
Carson City Health and Human Services

# Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

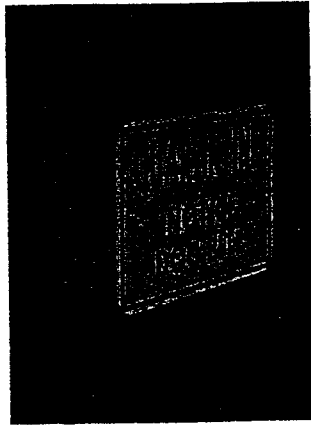
(1) <b>Type of Capital Facility:</b> Animal Shelter
(2) <b>Project Name:</b> Animal Shelter
(3) <b>Project Description:</b> Build an animal shelter and dog park
(4) <b>Project Location:</b> Centennial Drive
(5) <b>Responsible Department/Division:</b> Health & Human Services/ Animal Services

(6) Financial Summary for fiscal year						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other	\$25,122					\$25,122
Land Appraisal, Land Acquisition						
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.		\$1,217,000				\$1,217,000
Other Major fixed equipment, Rolling Stock, Other:						
<b>TOTAL COSTS:</b>						

Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Licenses	\$14,000	\$14,500	\$15,000	\$15,500	\$16,000	\$75,000
Fines & Fees	\$28,000	\$29,000	\$30,000	\$31,000	\$32,000	\$150,000
Sale of existing shelter location		\$200,000				\$200,000
Bequest Donation						\$650,000
<b>TOTAL REVENUE:</b>	<b>\$42,000</b>	<b>\$243,500</b>	<b>\$45,000</b>	<b>\$46,500</b>	<b>\$48,000</b>	<b>\$1,275,000</b>

Prepared by: Pat Wiggins	Date: October 29, 2007
Department: Health & Human	Telephone: 775-887-2382

**Return this form to the Finance Department by November 9, 2007.**



The organization must also have a facility that allows for the quarantine for the observation of rabies that prevents direct contact with a person or an animal.

The present facility does not meet either of these requirements.

#### ***Specific Recommendations***

The only way to meet the requirements in the state laws would be:

- a. To restrict public access to the present facility.
- b. To utilize a portion of the facility for an isolation area.

To facilitate these needs it would require the building of an adoption center separate from the present kennel.

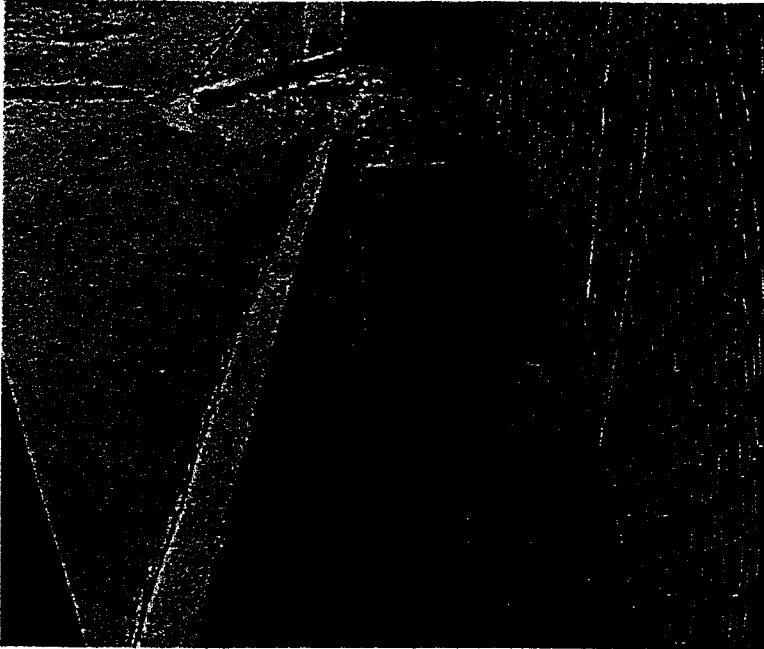
#### **5. Cat Facilities**

The present cat facilities are faced with the same challenges that were addressed above.

#### ***Specific Recommendations***

Creating a separate adoption area would again solve the issues that are listed above. We would also recommend that the door to the kennel be operational again once the puppy area is turned into a Euthanasia room (see Section B number 4).

## 6. Drainage



Under state law Carson City is required to protect the dogs and cats from being contaminated with water and other wastes. The present facility poses some very serious challenges in this respect. All of the drains are operational the problem is due to several factors that may or may not be causing the problem.

### ***Specific Recommendations***

Tackle the easiest causes first: Repair the guillotine doors so that water does not leak from inside to outside due to the gaps in the doors. Repair the block that has holes in it so that water does not flow from kennel to kennel. If these repairs do not solve the problem you might have to resurface the floors to provide the appropriate pitch necessary to move the water to the drains.



## **Question B**

### **New Facilities (Based on 75,000 population build out)**

#### **1. Size**

The size of the new adoption center is dependant on a variety of factors. As a first step you will find outlined below recommendations as to what should be included in the new facility. The most feasible way to estimate facility size is to catalogue the rooms you need and assign sizes to them.

#### ***Specific Recommendations***

Presently the cages to temporarily house animals during intake are outside of the building. These cages should be moved inside the facility providing for a safer transfer of animals.

A separate room for the laundry and a break room for staff should be incorporated into the new design, animals should not be housed in either of these areas. The housing of animals in areas intended for the preparation and consuming of food and the cleaning of laundry is not recommended as a disease control measure.

Any room that houses animals needs it's own sink and food preparation area. Again this is for disease control.

Puppies and small breed dogs should be housed in the new facility. The noise, temperature and cleaning issues make it too stressful environment for these more delicate animals.

Get Acquainted rooms (See Section B number 3 for more information)

#### **2. Type of structure for climate**

AHA would recommend that Carson City consider building an addition off the building that now houses the office. The same type of building would be fine.

#### **3. Get Acquainted Room**

The Get Acquainted room is an area that the public can sit with and interact with an animal (dog or cat). These rooms allow for safe visitation with animals regardless of the weather. AHA recommends that all shelters have such areas in there facilities. How many rooms depend on a number of factors: average number of adoptions per day, space constraints and cost constraints

### ***Specific Recommendations***

Carson City should plan on two Get Acquainted rooms in the new facility.

#### **4. Euthanasia/ Spay/Neuter Room**

State law requires that shelters maintain an area that is separate from other rooms for the purpose of euthanasia. Carson City Animal Services has not been performing euthanasia by means of lethal injection, however staff has been trained and the agency plans to move in that direction. AHA recommends that animal welfare agencies use the lethal injection as means of providing the most humane form of death to the communities unwanted animals.

Equipping the euthanasia room as a space that could also be used for neutering animals would require a significant capital investment. Area veterinarians would have to be interviewed to see if they would be willing to utilize the room, since it would be impossible to provide a sterile operating room. Hiring a veterinarian on staff to perform neutering would be cost prohibitive.

### ***Specific Recommendations***

The present puppy room in the kennels should be converted to the euthanasia/ grooming and treatment room. The room should be utilized as an exam or medical room for simple medical care and treatments. A grooming area should be installed in the room. Providing a space where animals could be groomed as necessary is an important space to have in any shelter.

AHA does not recommend pursuing the spay/neuter area at this time.

#### **5. Indoor/outdoor vs. totally enclosed kennels**

Because of climate issues AHA recommends indoor only runs in new construction.

### ***Specific Recommendations***

Many contemporary shelters utilize an indoor/outdoor configuration that is entirely enclosed. The ability to access the run from either end, or the ability to move the dogs from "indoor to outdoor" while cleaning make this a very practical and efficient approach. In this configuration, it is possible to have the public circulate around the "outdoor" portions of the runs, while staff cleans and feeds using the "indoor" aisle.

## **6. Drainage**

In building a new facility you have a variety of drainage types to select from.

### ***Specific Recommendations***

To review your various options please review to the appendix for AHA's operational guide: *Planning and Building an Animal Shelter*

## **7. Heating/cooling/air exchange required**

In building a new facility you have a variety of issues around HVAC systems. Please refer to the operational guide for an in depth review of the subject.

## **8. Number of isolation/quarantine vs. adoption kennels**

When converting the existing building to stray holding as well as isolation and quarantine you are providing ample space for these requirements. This leaves the sometimes-difficult task of deciding how many adoption kennels and cages will be needed.

### ***Specific Recommendations***

Average kennels are 4x12 (separated into two compartments by a guillotine door). This translates into about 100 sq feet when you add in aisle ways. Twenty similar enclosures would take about 2,000 square feet. Obviously Carson City Animal Services will have to determine the number of runs based on the cost of the project.

# Carson City Capital Improvement Program

## Form 1 - Capital Projects Costs and Revenues

<b>(1) Type of Capital Facility:</b> Public Assembly/Recreation Campus (Civic, Cultural, Sports, Aquatic)						
<b>(2) Project Name:</b> Mills Park Site Improvement, Phase 1 (West Parking Facility)						
<b>(3) Project Description:</b> Construction of new parking facilities to the west of the Community Center						
<b>(4) Project Location:</b> Corner of Roop Street and 851 East Williams St. (See attached)						
<b>(5) Responsible Department/Division:</b> Carson City Parks/Recreation Department						
<b>(6) Financial Summary for fiscal year</b>						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other	\$169,519.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$169,519.00
Land Appraisal, Land Acquisition	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.	\$750,384.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$750,384.00
Other Major fixed equipment, Rolling Stock, Other:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL COSTS:</b>	<b>\$919,903.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$919,903.00</b>
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
CIP	\$919,903.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$919,903.00
<b>TOTAL REVENUE:</b>	<b>\$919,903.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$919,903.00</b>

Prepared by: Mitch Ames	Date: October 30, 2007
Department: Parks/Recreation	Telephone: (775) 887-2290 x 108

**Return this form to the Finance Department by October 31, 2007**

# Carson City Capital Improvement Program

## Form 2 - Operating Budget Impact of Capital Project

**(1) Type of Capital Facility:** Parking Facility

**(2) Project Name:** Mills Park Site Improvement, Phase 1 (West Parking Facility)

**Alternative 1: Average Cost per Unit of Output**

$$\frac{\text{_____}}{\text{(2005/06 expenditures)}} + \# \frac{\text{_____}}{\text{(2005/06 units of output)}} = \$ \text{_____} \text{ per } \frac{\text{_____}}{\text{(unit of output)}}$$

**Alternative 2: Detailed Cost Estimate**

**Personnel Costs:**

Job Title	Annual Salary	# of Positions	Total Salary
Parks Maintenance Worker	\$29,380.00	.075	\$ 2,203.50
Building Maintenance Worker	\$29,380.00	.010	\$ 293.80

Subtotal all Salaries:	\$ 2,497.30
Fringe Benefits at 35% of salaries:	\$ 874.05
<b>(a) Total Personnel Costs:</b>	<b>\$ 3,371.35</b>

**Non-Personnel Costs:**

Materials & Supplies:	\$ 700.00
Services & Contracts:	\$ 0.00
Equipment and Furnishings (not included in project cost):	\$ 0.00
<b>(b) Total Non-Personnel Costs:</b>	<b>\$ 700.00</b>

**Total Costs (a+b): \$ 4,071.35**

Revenue

(c) Rate or Fee per Unit of Service:	\$ 0.00
(d) Estimated Number of Service:	\$ 0.00
<b>Total Revenue (c x d):</b>	<b>\$ 0.00</b>

Total Revenue - Total Costs = **Net Cost:** \$ 4,071.35

Prepared by: Mitch Ames	Date: October 30, 2007
Department: Parks/Recreation	Telephone: (775) 887-2290 x 108

**Return this form to the Finance Department by October**

## Carson City Capital Improvement Program Form 3 - Typical Capital Facility Cost

<b>(1) Type of Capital Facility:</b> Public Parking			
<b>(2) Cost Base:</b> Parking Facility			
(3) Cost Component	(4) # of Cost Components	(5) Cost per Component	(6) TYPICAL COST (4) x (5)
General Construction	1	\$ 36,000.00	\$ 36,000.00
Demolition	1	\$ 74,400.00	\$ 74,400.00
Site Improvements	1	\$ 514,920.00	\$ 514,920.00
Contingency	1	\$ 125,064.00	\$ 125,064.00
Architectural And Engineering	1	\$ 169,519.00	\$ 169,519.00
<b>(7) Total Cost:</b>			<b>\$ 919,903.00</b>
<b>(8) Facility Unit of Capacity:</b>			<b>Parking Spaces</b>
<b>(9) # Units in Cost Base:</b>			<b>91</b>
<b>(10) "Standard" Cost per Unit of Capacity:</b>			<b>\$ 10,108.82</b>

Prepared by: Mitch Ames	Date: October 30, 2007
Department: Parks/Recreation	Telephone: (775) 887-2290 x 108

**Return this form to the Finance Department by October 31, 2007**

## **Carson City Capital Improvement Program Request**

The most common complaint from Community Center patrons is the small number of parking spaces at and about the facility. This modest parking resource often exceeds capacity when any special event is presented at the Community Center or Aquatic Facility. If multiple facility events are held simultaneously, the parking is inadequate to say the least. During special events, the library parking resources are also heavily impacted. The potential for pedestrian/vehicular accidents at the Roop Street crossing and within the existing Community Center parking lot is high. This request is for the construction of a new parking facility to the west of the Community Center. Please see the drawing attached.

## Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

<b>(1) Type of Capital Facility: Public Assembly Civic, Sports and Cultural</b>						
<b>(2) Project Name: Community Center High Brightness Electronic Reader Board</b>						
<b>(3) Project Description: Please See Attached</b>						
<b>(4) Project Location: Carson City Community Center, 851 East William St</b>						
<b>(5) Responsible Department/Division: Carson City Parks/Recreation</b>						
<b>(6) Financial Summary for fiscal year</b>						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other	N/A	N/A	N/A	N/A	N/A	N/A
Land Appraisal, Land Acquisition	N/A	N/A	N/A	N/A	N/A	N/A
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.	\$18,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 18,000.00
Other Major fixed equipment, Rolling Stock, Other: Displays/equipment	\$163,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$163,500.00
<b>TOTAL COSTS:</b>	<b>\$181,500.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$181,500.00</b>
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
<b>CIP</b>	<b>\$181,500.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$181,500.00</b>
<b>TOTAL REVENUE:</b>	<b>\$181,500.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$181,500.00</b>

Prepared by: Mitch Ames	Date: October 30, 2007
Department: Parks/Recreation	Telephone: 775-887-2290 ext 108

**Return this form to the Finance Department by October 31, 2007**



# Carson City Capital Improvement Program Form 2- Operating Budget Impact of Capital Project

<b>(1) Type of Capital Facility: Public Assembly Civic, Sports and Cultural</b>
<b>(2) Project Name: Community Center High Brightness Electronic Reader Board</b>
Alternative 1: Average Cost per Unit of Output
$\frac{\text{_____}}{\text{(2005/06 expenditures)}} + \# \frac{\text{_____}}{\text{(2005/06 units of output)}} = \$ \text{_____} \text{ per } \frac{\text{_____}}{\text{(unit of output)}}$

**Alternative 2: Detailed Cost Estimate**

Personnel Costs:

Job Title	Annual Salary	# of Positions	Total Salary
No additional personnel			
Subtotal all Salaries:			\$
Fringe Benefits at 14.86% of salaries:			\$
<b>(a) Total Personnel Costs:</b>			<b>\$</b>

Non-Personnel Costs:	Materials & Supplies:	\$ 2,500.00
	Services & Contracts:	\$ 3,000.00
	Equipment and Furnishings (not included in project cost):	\$0.00
	<b>(b) Total Non-Personnel Costs:</b>	<b>\$ 5,500.00</b>
	<b>Total Costs (a+b):</b>	<b>\$ 5,500.00</b>

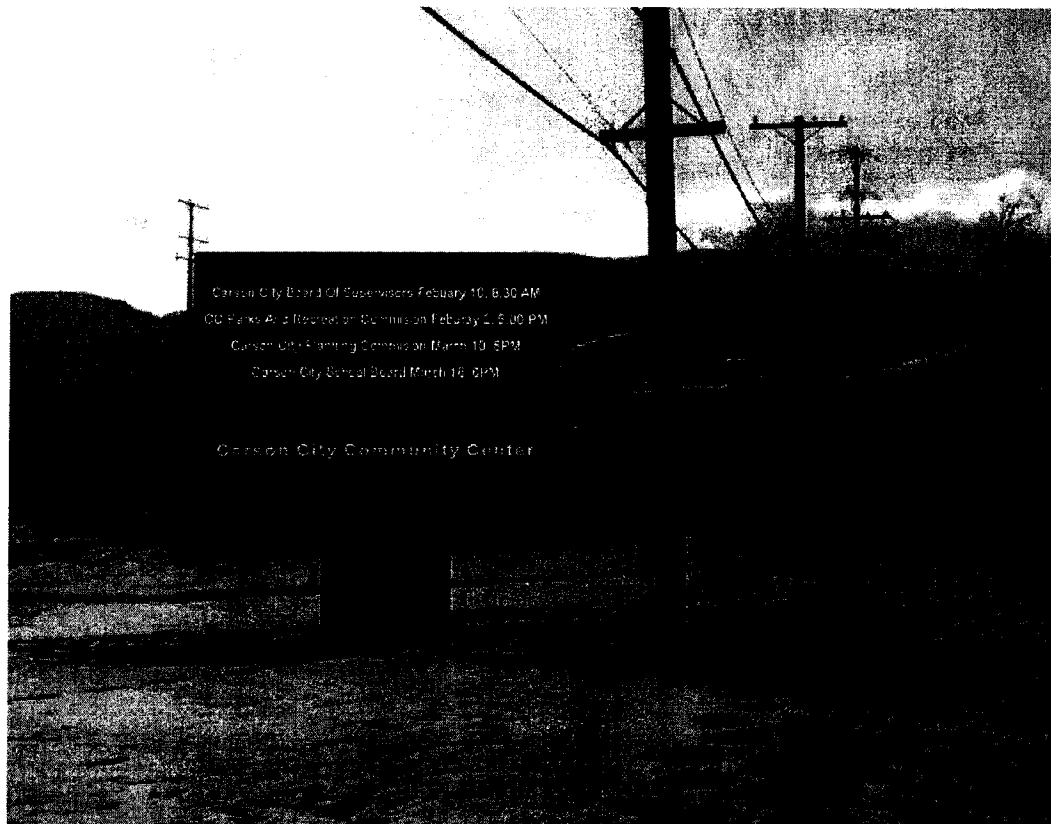
<u>Revenue</u>	
(c) Rate or Fee per Unit of Service:	0
(d) Estimated Number of Service:	0
<b>Total Revenue (c x d):</b>	<b>0</b>
<b>Total Revenue - Total Costs = Net Cost:</b>	<b>\$5,500.00</b>

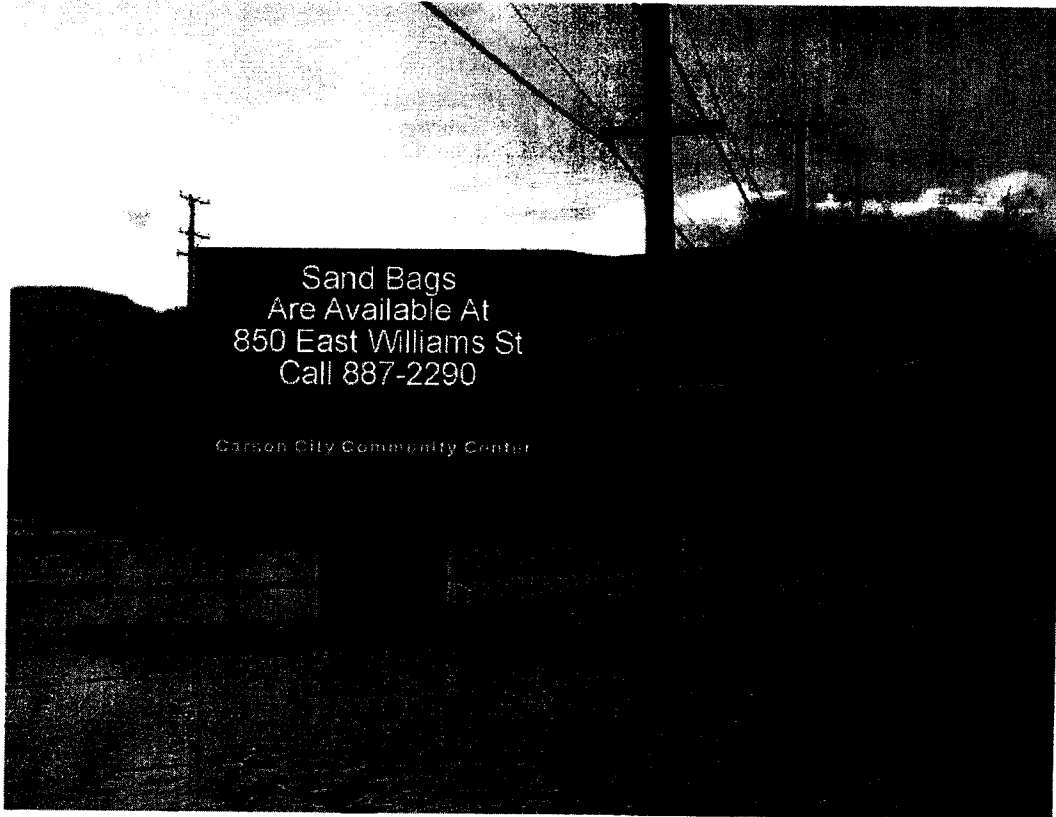
Prepared by: Mitch Ames	Date: October 30, 2007
Department: Recreation	Telephone: 775-887-2290x108

**Return this form to the Finance Department by October 31, 2007**

## Carson City Capital Improvement Program Request

The reader board at the Community Center is insufficient to communicate the volume of meeting and event notices. An electronic reader board would provide the needed communication capacity and also could display emergency and other civic messages to more than 26,000 people per day. We were attempting to fund this project through advertising revenue; However, this project cannot be funded by advertising sales as it against City code to have "offsite" advertising. In addition to the CIP, we will continue to search for funding opportunities for this project.





**Carson City Capital Improvement Program  
Form-1 Capital Projects Costs and Revenues**

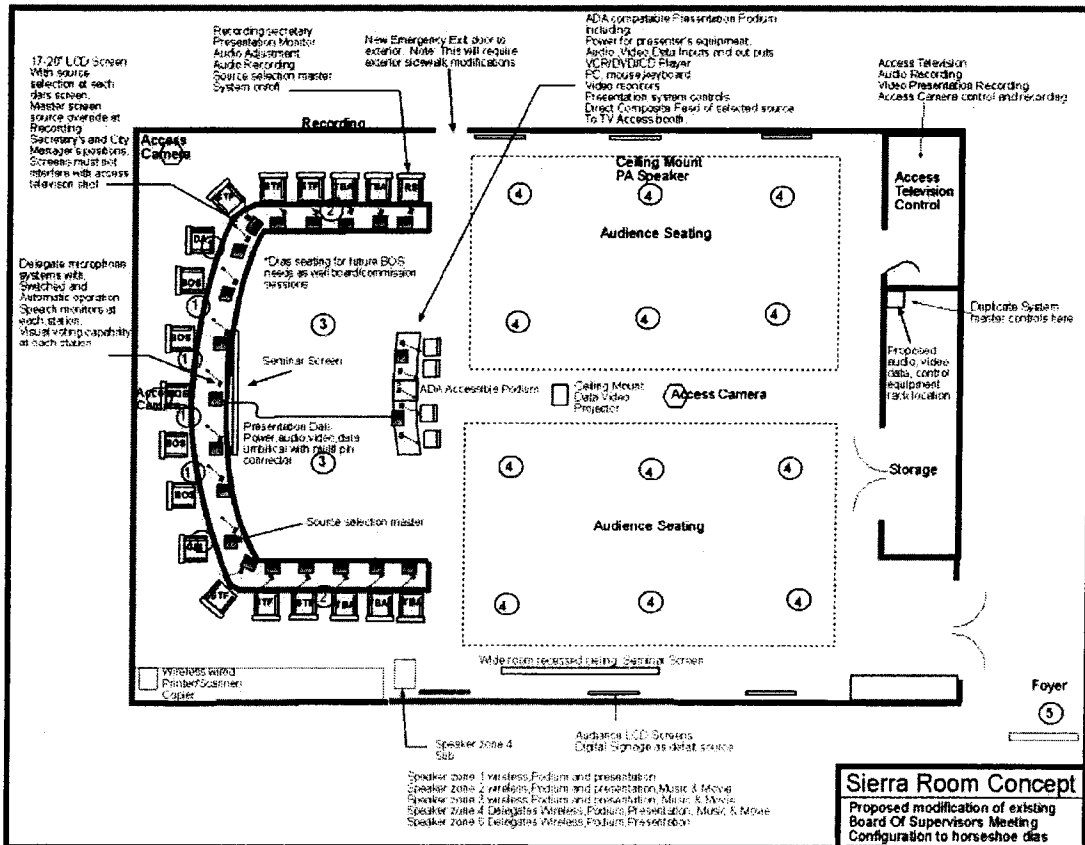
<b>(1) Type of Capital Facility: Public Assembly, Civic, Sports and Culture</b>						
<b>(2) Project Name: Sierra Room Remodel</b>						
<b>(3) Project Description: Please See Attached</b>						
<b>(4) Project Location: Community Center Sierra Room</b>						
<b>(5) Responsible Department/Division: Carson City Parks/Recreation</b>						
<b>(6) Financial Summary for fiscal year</b>						
<b>Cost Component</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total</b>
Pre-Construction Architect/Engineering, Legal, Permits/Other	\$ 60,000.00					\$ 60,000.00
Land Appraisal, Land Acquisition	\$ 0.00					\$ 0.00
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.	\$ 0.00					\$ 0.00
Other Major fixed equipment, Rolling Stock, Other: _____	\$ 60,000.00					\$ 60,000.00
<b>TOTAL COSTS:</b>						
<b>Revenue Sources</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total</b>
CIP	\$60,000.00					
<b>TOTAL REVENUE:</b>	\$60,000.00					\$60,000.00

Prepared by: Mitch Ames	Date: October 29, 2007
Department: Parks/Recreation	Telephone: 887-2290x108

**Return this form to the Finance Department by October 31,2007**

# Carson City Capital Improvement Program Form-1 Capital Projects Costs and Revenues

We request funding to design the renovation of the Sierra Room dais, audio, visual, data systems and modify the room as required to accommodate the new dais design. The purpose of the new design would be to better facilitate board and commission meetings while reducing labor costs and enhancing the meeting environment.



**Sierra Room Concept**  
 Proposed modification of existing  
 Board Of Supervisors Meeting  
 Configuration to horseshoe dais

## Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

<b>(1) Type of Capital Facility: Public Assembly Civic, Sports and Cultural</b>						
<b>(2) Project Name: Bob Boldrick Theater Renovation Project Completion</b>						
<b>(3) Project Description: Bob Boldrick Theater Renovation final phase</b>						
<b>(4) Project Location: Carson City Community Center, 851 East William St.</b>						
<b>(5) Responsible Department/Division: Carson City Parks/Recreation</b>						
<b>(6) Financial Summary for fiscal year</b>						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other	\$33,700.00	N/A	N/A	N/A	N/A	\$33,700.00
Land Appraisal, Land Acquisition	N/A	N/A	N/A	N/A	N/A	N/A
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.	\$ 67,400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 67,400.00
Other Major fixed equipment, Rolling Stock, Other: Displays/equipment	\$682,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$682,000.00
<b>TOTAL COSTS:</b>	<b>\$783,100.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$783,100.00</b>
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
<b>CIP</b>	<b>\$783,100.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$783,100.00</b>
<b>TOTAL REVENUE:</b>	<b>\$783,100.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$783,100.00</b>

Prepared by: Mitch Ames	Date: October 29, 2007
Department: Parks/Recreation	Telephone: 775-887-2290 x 108

**Return this form to the Finance Department by October 31, 2007.**

# Carson City Capital Improvement Program Form 2- Operating Budget Impact of Capital Project

<b>(1) Type of Capital Facility: Public Assembly Civic, Sports and Cultural</b>
<b>(2) Project Name: Community Center High Brightness Electronic Reader Board</b>
Alternative 1: Average Cost per Unit of Output
$\frac{\text{_____} + \#}{(2005/06 \text{ expenditures})} = \$ \frac{\text{_____}}{(2005/06 \text{ units of output})} \text{ per } \text{_____} \text{ (unit of output)}$

**Alternative 2: Detailed Cost Estimate**

Personnel Costs:

Job Title	Annual Salary	# of Positions	Total Salary
	\$	1	\$
Subtotal all Salaries:			\$
Fringe Benefits at 14.86% of salaries:			\$
<b>(a) Total Personnel Costs:</b>			<b>\$</b>

Non-Personnel Costs:

Materials & Supplies:	\$ 2,000.00
Services & Contracts:	\$
Equipment and Furnishings (not included in project cost):	
<b>(b) Total Non-Personnel Costs:</b>	<b>\$ 2,000.00</b>
<b>Total Costs (a+b):</b>	<b>\$ 2,000.00</b>

Revenue

(c) Rate or Fee per Unit of Service:	
(d) Estimated Number of Service:	
<b>Total Revenue (c x d):</b>	
<b>Total Revenue - Total Costs = Net Cost:</b>	<b>2,000.00</b>

Prepared by: Mitch Ames	Date: October 29, 2007
Department: Recreation	Telephone: 775-887-2290x108

**Return this form to the Finance Department by October 31, 2007**

## Carson City Capital Improvement Program Request

This request is for the funding necessary to complete the renovations to the Bob Boldrick Theater as planned in FY 2000. The remaining project components to be completed from this plan are:

1. Auditorium Seating (partial funding frozen and removed from project per October 16, 2007 07-08 CIP memo).	\$165,000.00
2. Paint, carpet, lobby lights, facility signage.	\$139,000.00
3. Orchestra pit cover.	\$186,000.00
4. Acoustic correction as per FY 2006 acoustical report.	\$ 27,000.00
5. Construction of remaining lighting position. This need was identified in the FY 2000 lighting study with citizen's groups.	\$ 80,000.00
6. Completion of lighting fixture package	\$ 85,000.00
7. Design and construction administration	<u>\$101,100.00</u>
Total	\$783,100.00

\*We believe a 10% inflation adder is typical for each year of project delay.



## Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

<b>(1) Type of Capital Facility:</b> City of Carson City Facilities						
<b>(2) Project Name:</b> Multi Year Roof Replacement For City Facilities						
<b>(3) Project Description:</b> Roof Replacement						
<b>(4) Project Location:</b> City Facilities (Various)						
<b>(5) Responsible Department/Division:</b> Parks & Recreation Department / Facilities Division						
<b>(6) Financial Summary for fiscal year</b>						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other						
Land Appraisal, Land Acquisition						
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.						
Other Major fixed equipment, Rolling Stock, Other: _____	\$324,175	\$466,000 Comm Cntr	\$143,750 ½ Library	\$7,500 Kid's Klub \$143,750 1/2 Library	\$99,687 Aquatic Fac \$109,792 Court House	\$1,294,654
<b>TOTAL COSTS:</b>	\$324,175	\$466,000	\$143,750	\$151,250	\$209,479	\$1,294,654
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
CIP	\$324,175	\$466,000	\$143,750	\$151,250	\$209,479	\$1,294,654
<b>TOTAL REVENUE:</b>	\$324,175	\$466,000	\$143,750	\$151,250	\$209,479	\$1,294,654

Prepared by: Bob Keith	Date: October 24, 2007
Department: P & R Facilities Division	Telephone: 887-2144 x1002

**Return this form to the Finance Department by November 9, 2007.**

Carson City 10 Year Capital Plan Location	07-08	08-09	09-10	10-11	Roofing	11-12	12-13	13-14	14-15	15-16	16-17	17-18
Aquatic Facility						\$99,687.00	\$99,687.00	\$99,687.00	\$99,689.00			
RSVP (Corp Yard)												
Brewery Arts (Upper)										\$22,500.00		
Brewery Arts (Sec A)	\$3,300.00									\$22,500.00		
Brewery Arts (Sec B)												
Brewery Arts (Sec C)												
Cemetery												
City Hall	\$196,875.00									\$15,000.00		
Court House						\$109,792.00	\$109,792.00	\$109,792.00	\$109,792.00	\$109,792.00	\$109,792.00	\$109,792.00
Community Center		\$466,000.00										
Fire Station 1												
Fire Station 2	\$54,000.00											
Fire Station 3	\$30,000.00											
Kid's Klub												
Library				\$7,500.00								
Animal Shelter			\$143,750.00	\$143,750.00								
Robert's House	\$25,000.00										\$23,250.00	
Health (900 E Long)				\$0.00		\$0.00	\$0.00	\$0.00				
<b>Total</b>	<b>\$324,175.00</b>	<b>\$466,000.00</b>	<b>\$143,750.00</b>	<b>\$151,250.00</b>	<b>\$209,479.00</b>	<b>\$209,479.00</b>	<b>\$209,479.00</b>	<b>\$209,479.00</b>	<b>\$209,481.00</b>	<b>\$169,792.00</b>	<b>\$133,042.00</b>	
<b>Urgency</b>												
High												
Medium												
Low												

Immediate Attention Is Needed (Satisfied By Replacement Or Major Renovation)  
Increased Maintenance Will Delay Need For Immediate Attention  
Items That Will Need Immediate Attention In The Near Future - Little Or No Increased Maintenance At This Time

# Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

(1) **Type of Capital Facility:** City of Carson City Facilities

(2) **Project Name:** On Going CIP Funds - Various City Facilities

(3) **Project Description:** \$150,000 Yearly On Going CIP Funds

(4) **Project Location:** City Facilities (Various)

(5) **Responsible Department/Division:** Parks & Recreation Department / Facilities Division

(6) Financial Summary for fiscal year

Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other						
Land Appraisal, Land Acquisition						
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.						
Other Major fixed equipment, Rolling Stock, Other: _____	\$150,000 (See attached for break down)	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
<b>TOTAL COSTS:</b>	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
<b>TOTAL REVENUE:</b>	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000

Prepared by: Bob Keith

Date: October 24, 2007

Department: P & R / Facilities Division

Telephone: 887-2144 x1002

**Return this form to the Finance Department by November 9, 2007.**

City Hall	Concrete Replacement / Repairs	\$33,000
Aquatic Facility	Rebuild Second Boiler	\$8,500
Kid's Klub	Replace HVAC & Hot Water Tank	\$3,500
Community Center	Replace One Set / Gym Exterior Doors	\$7,000
Mill Park Train Station	Concrete Replacement	\$23,000
Parks Buidling	Paint	\$20,000
Fire St 1 (Crew Hall)	Replace Tile Floor	\$16,000
Custodial Equipment	Replace Worn Out Equipment	\$5,000
Library	Carpet Replacement	\$34,000
	<b>Total</b>	<b>\$150,000</b>

# Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

(1) **Type of Capital Facility:** City of Carson City Facilities

(2) **Project Name:** City Hall HVAC

(3) **Project Description:** HVAC Retrofit

(4) **Project Location:** City Hall

(5) **Responsible Department/Division:** Parks and Recreation/Facilities Division

(6) Financial Summary for fiscal year

Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other						
Land Appraisal, Land Acquisition						
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.						
Other Major fixed equipment, Rolling Stock, Other: _____	\$200,000					
<b>TOTAL COSTS:</b>						

Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
210-0000-413-7840	\$114,285					
220-0000	\$86,000					
<b>TOTAL REVENUE:</b>	\$200,000					

Total project cost is \$200,000. An additional \$86,000.00 is needed to complete the project.

Prepared by: Bob Keith	Date: October 24, 2007
Department: Parks & Recreation	Telephone: 887-2144 x 1002

Return this form to the Finance Department by November 9, 2007.



**CARSON CITY, NEVADA**  
**CONSOLIDATED MUNICIPALITY AND STATE CAPITAL**

MEMO TO: CIP / Budget Review Committee  
FROM: Bob Keith, Facilities Maintenance Supervisor *BT*  
DATE: October 30, 2007  
RE: CIP Request To Fund City Hall HVAC Retrofit

With the attached Capital Improvement Program funding request we are asking for funds in the amount of \$200,000.00. This funding is essential in order for us to retrofit the existing HVAC system located at City Hall from it's current condition to one that is more adequate for the building occupancy and type of use.

This building was originally a bank when purchased by the city. Very little if anything was done to redesign the HVAC system to function with the newly remodeled interior. Over the years Facility Maintenance has worked on the system constantly trying to keep the occupants as comfortable as the system would allow. We have received several complaints and most occupants understand the situation.

As originally designed the system has six (6) zones with one thermostat for each zone. One zone may cover several departments / offices, the offices without the thermostats are at the mercy of the office that has control. This is not only inefficient it has caused Facilities Maintenance to spend a lot of time trying to keep each area as comfortable as possible.

The new design proposal will break up the system into 15-17 zones each with it's own thermostat and a VAV (Variable Air Volume) damper, each with re-heat coils allowing greater control and a more efficient use of the system.

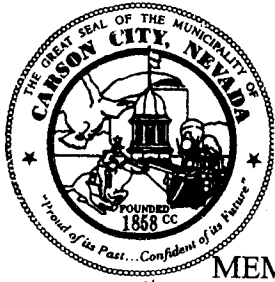
In 2003 we received a design estimate of \$125,000 for the job however the lowest quote received was approx. \$190,000. We had on hand approx \$145,000 in various accounts that were being saved for this project. All CIP accounts were frozen and that money has been or will be reallocated. Account number 210-0000-413-78-40 currently has \$114,000 for this project. If these funds are available we would need an additional \$86,000 to do the job, if not we will need a total of \$200,000.

## Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

<b>(1) Type of Capital Facility:</b> City of Carson City Park Facilities (various)						
<b>(2) Project Name:</b> Park Equipment Replacement and Repairs						
<b>(3) Project Description:</b> Park Equipment Replacement and Repairs						
<b>(4) Project Location:</b> Various						
<b>(5) Responsible Department/Division:</b> Parks and Recreation Department/Parks Division						
<b>(6) Financial Summary for fiscal year</b>						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other						
Land Appraisal, Land Acquisition						
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.						
Other Major fixed equipment, Rolling Stock, Other: _____	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
<b>TOTAL COSTS:</b>						
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
CIP	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
<b>TOTAL REVENUE:</b>	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000

Prepared by: Scott Fahrenbruch	Date: October 24, 2007
Department: Parks and Recreation	Telephone: 887-2115 Ext. 1003

**Return this form to the Finance Department by November 9, 2007.**



# CARSON CITY, NEVADA

CONSOLIDATED MUNICIPALITY AND STATE CAPITAL

MEMO TO: CIP/ Budget Review Committee

FROM: Scott Fahrenbruch, Director of Operations/ Parks & Recreation Department

DATE: October 29, 2007

SUBJECT: CIP Request to Fund Parks Capital Equipment and Repairs

With the attached Capital Improvement Program funding request we are asking for funds in the amount of \$100,000. This funding is critical in order for us to maintain our current levels of service in our park system, and many of these items address liability and safety issues, as well as local and national code compliance.

This submittal is combining the following listed requests into one consolidated funding request;

1. Parks Equipment Replacement (typically funded at \$50,000 annually. Currently there is a \$117,772 carry-over from FY 06-07. This fund replaces maintenance equipment such as riding mowers and utility vehicles, as well as replacing unsafe and obsolete playground equipment in our parks).
2. Tennis Court Preventive Maintenance @ \$15,000 to \$25,000 (varies within this range year-to-year depending on severity of cracks needing necessary repairs to all of our 15 tennis courts in the park system).
3. Concrete Path & Sidewalk Repairs @ \$10,000 to \$15,000 annually.
4. Playground Prescription Wood Surfacing Material @ \$5,000 to \$10,000 annually (this is necessary to meet ADA compliance as well as meeting Consumer Product Safety Guidelines as mandated by the federal government).



# Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

(1) **Type of Capital Facility:** Carson City Courthouse

(2) **Project Name:** Security Upgrades

(3) **Project Description:** Courthouse Security Upgrades as recommended by Insurance Pool in June 2007 and US Marshal Assessment in October 2006.

(4) **Project Location:** 885 Musser Street Carson City, Nevada 89701

(5) **Responsible Department/Division:** Court

(6) Financial Summary for fiscal year						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other						
Land Appraisal, Land Acquisition						
Construction: Perimeter Fencing Perimeter Lighting Secondary screening Recorder's Office Duress Alarm Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.	40,000 28,000 3,000 250					
Security Radios Other Major fixed equipment, Rolling Stock, Other: _____	18,000					
<b>TOTAL COSTS:</b>	89,250.00					

Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
<b>TOTAL REVENUE:</b>	0.00					

Prepared by: <i>Maxine Porter</i>	Date: <i>10-29-2007</i>
Department: <i>Courts</i>	Telephone: <i>887-2020 ext. 1645</i>

# Carson City Capital Improvement Program

## Form 2 - Operating Budget Impact of Capital Project

(1) <b>Type of Capital Facility:</b> Carson City Courthouse
(2) <b>Project Name:</b> Security Upgrades as recommended by Insurance Pool in June 2007 and US Marshal Assessment in October 2006

**Detailed Cost Estimate**

**Personnel Costs:**

Job Title	Annual Salary	# of Positions	Total Salary
Subtotal all Salaries:			
Fringe Benefits at 35% of salaries:			
<b>(a) Total Personnel Costs:</b>			

Non-Personnel Costs:	Materials & Supplies:	89,250.00
	Services & Contracts:	
	Equipment and Furnishings (not included in project cost):	
	<b>(b) Total Non-Personnel Costs:</b>	
	<b>Total Costs (a+b):</b>	

Revenue

(c) Rate or Fee per Unit of Service:	
(d) Estimated Number of Service:	
<b>Total Revenue (c x d):</b>	
<b>Total Revenue - Total Costs = Net Cost:</b>	

Prepared by: <i>Maxine Potts</i>	Date: <i>10-29-2007</i>
Department: <i>Courts</i>	Telephone: <i>887-2020 ext 1645</i>

**Return this form to the Finance Department by November 9, 2007.**

**Carson City Capital Improvement Program  
Form 5 - Capital Projects Costs and Revenues  
Summary Data for Years 6 - 10**

<b>(1) Type of Capital Project:</b> Carson City Courthouse						
<b>(2) Project Description:</b> Security Upgrades						
<b>(3) Project Location:</b> 885 Musser St., Carson City, Nevada 89701						
<b>(4) Responsible Department/Division:</b> Courts						
<b>(5) Financial Summary for fiscal year</b>						
Explanation/Justification	Year 6	Year 7	Year 8	Year 9	Year 10	Total

**Carson City Capital Improvement Program  
Form 5 - Capital Projects Costs and Revenues  
Summary Data for Years 6 - 10**

Perimeter Fencing (Secure employee/judges parking lot)	40,000	Replace windows with bullet proof glass at front lobby entrance. Move Elections out of building or reconfigure the screening station to control all access to the building.	Public Address System for entire facility. Exterior Pant, Tilt and Zoom (PTZ) Cameras (NW corner at E. Musser and N. Roop St.) The 2nd and 3rd floor front large pane windows - draperies or frosting			
Perimeter Lighting (enhance lighting in parking lot)	28,000					
Secondary screening - card readers (assist with back entry access to courthouse)	3,000					
Recorder's Office Duress Alarm	250	Front Lobby: Duress alarm and camera monitoring the screening station activities and lobby areas leading into the courtrooms should be connected to the Sheriff's monitoring station.	Front Lobby: Install bullet resistant glass panels at the bottom of the stairwell to cover any attack from the north parking lot window area which provides a clear view into the secure side of the screening station and building elevator access area.			
Hand Held Radios (enable all security staff in courthouse to communicate in the event of an emergency and with the Sheriff's Office)	18,000	Key controlled courtroom light switches. Door lock issues for the entire building and developing a comprehensive access control plan. Access control to judge's chambers. Windows: Blinds kept at an oblique angle/all windows to have tinting and mylar coating or possible frosting/draperies. Priority Front Windows and Chambers.	Relocation of the duress activation button for secretaries and judge's desks.			
		Duress alarms for restrooms used for drug testing.	Duress alarms in Fines and Fees Office, Reinforcement of door, Safe for money or adequate locks for cabinet and securing to the floor/wall, additional camera positioned outside of the entrance.			
		Recorder's Office: Keep door locked or install card reader.	Secure power units in coffee shop.			
		Appropriate staffing levels to cover public screening and all courtrooms. More than 6 assigned per day. Additional 4 staff recommended.	Threat to Judges: Create Plan and incorporate in Security Training Manual to include 2 person escort and 24/7 protection			
		Stairwells: Properly mark by letter or number.	Roof: Alarmed and video monitored.			
		Public Stairwell by North East Corner of Building is not monitored. Include in monitoring plan.				
<b>TOTAL COSTS:</b>	<b>89,250</b>					

**Carson City Capital Improvement Program  
Form 5 - Capital Projects Costs and Revenues  
Summary Data for Years 6 - 10**

Revenue Sources	Year 6	Year 7	Year 8	Year 9	Year 10	Total
<b>TOTAL REVENUE:</b>	0.00					

Prepared by: <i>Maxine Cortes</i>	Date: <i>October 30, 2007</i>
Department: <i>Court</i>	Telephone: <i>887-2020 ext. 1645</i>

**Return this form to the Finance Department by November 9, 2007.**



**First Judicial District  
District Court  
Justice and Municipal Court**

Maxine Cortes  
Court Administrator  
885 Musser Street, Ste 2007  
Carson City, Nevada 89701  
Email: mcortes@ci.carson-city.nv.us  
Office: (775) 887-2020 ext. 1645  
Fax: (775) 887-2297

RECEIVED

NOV 01 2007

CARSON CITY  
EXECUTIVE OFFICES

October 30, 2007

Linda Ritter, City Manager  
201 N. Carson Street  
Carson City, NV 89701

Re: Capital City Improvement Program

Dear Linda,

The Carson City Courthouse underwent a security assessment by the U.S. Marshal in October of 2006. Several areas of the courthouse did not meet minimum standards and were identified as potential security risks. The Insurance Pool (Willis) reviewed the U.S. Marshal's report and performed an assessment in April of 2007. The Insurance Pool concurred with many of the areas that the U.S. Marshal identified as potential security risks and submitted their findings in a report received in June 2007.

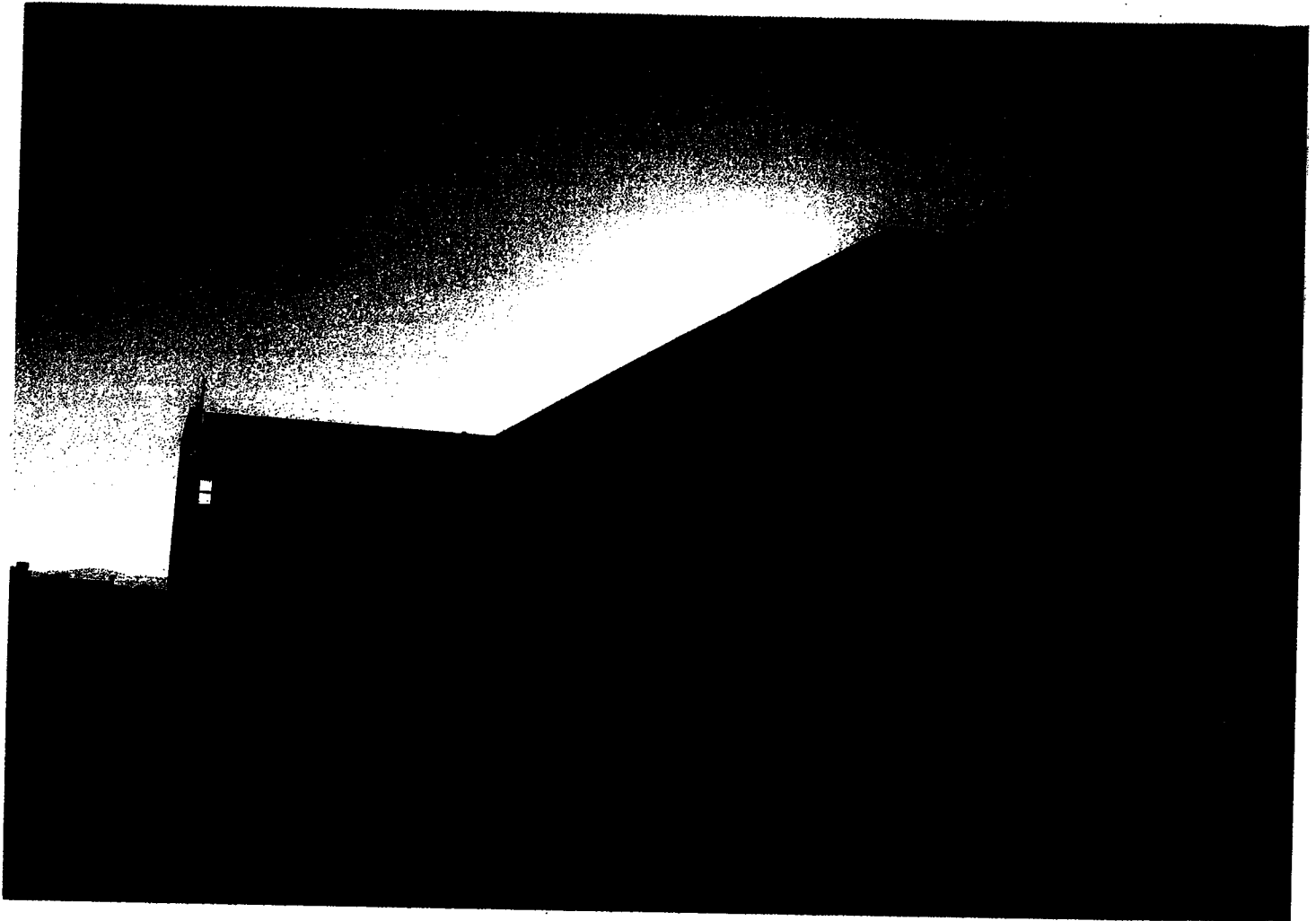
On August 24, 2007 and September 14, 2007, Chief Rory Planeta and I met with Sue Johnson, former Finance Director. At this time, Sue advised us that she would request funding through the Insurance Pool to complete work on high priority areas. Sue further suggested that we identify needs and request Capital Improvement funding over a three-year period for the other areas.

Enclosed are the Carson City Capital Improvement Program forms and the U.S. Marshal and Insurance Pool reports. Please advise if you need any further information or if I can be of any assistance.

Respectfully,

*Maxine Cortes*

**FACILITY SURVEY**



**Name of Facility:** CARSON CITY COURTHOUSE

**Location:** 885 East Musser Street  
Carson City, NV 89701

**Date of Survey:** October 11, 2006

**Survey Conducted By:** Vincent Freiburger  
Senior Inspector  
Judicial Security Program  
District of Nevada – Las Vegas Office

## INTRODUCTION

The Administrative Office of the United States Courts, the United States Marshals Service and the General Services Administration, entered into an agreement to identify certain security systems to be utilized in all Federal Courthouses. The federal standards are published in a document known as the "Court Design Guide" which contains detailed guidelines for the Court Security System.

Upon request, the Court Security Program of the United States Marshals Service will perform a Court Security Survey of courthouse facilities for state, county and city officials utilizing the court design guide as a reference.

The survey focus is on the current methods used to provide protection for the judiciary and court support personnel as well as the general public who have access to a facility. Security enhancements are often inconvenient to the personnel affected by the changes. The main goal is to establish sound security measures and encourage personnel to accept the new changes by emphasizing how their overall safety can be increased with a minimum of inconvenience. Sound security measures enhance the success of the judicial process.

Please note it is not the intention of the United States Marshals Service to appear we are attempting to impose or dictate new courthouse security policies by conducting a survey. Our role is to respond to any request for assistance from law enforcement organizations charged with the responsibility of providing security to members of the judiciary and offer recommendations or guidelines which may improve their current courthouse security.



## BACKGROUND

Pursuant to a request made by Senior Administrative Clerk Cookie Gallegos, Carson City Justice Court, the Judicial Security Inspector for the United States Marshals Service conducted a survey of the Carson City Courthouse in Carson City, Nevada on October 11, 2006.

The survey covered operational matters relating to court activities, security for both the judiciary and prisoners, the physical security of the building, including ingress and egress routes, interior physical controls such as keys, locks, alarms and emergency power.

The survey is centered on security procedures and countermeasures that can enhance those areas where significant emphasis should be placed. Some areas are more easily identifiable than others.

Physical security requirements usually are very difficult to measure in the sense of actual value. They have a place in the overall program and should be considered equally when authorizing appropriations.

System recommendations are more expensive initially to install, but they provide security personnel the ability to control access to a broader area while gaining efficiencies from a much smaller labor pool while increasing reliability and consistency of services. When considering any of the recommendations, one should weigh the advantages of the application. To install an entry control system for a judge's chambers, which is designed to eliminate unauthorized access, the primary concern is not to evaluate whether or not the judges will use the system; the primary consideration is that it will protect the integrity of the judicial process.

Additionally, duress alarms used to summon emergency law enforcement officers should be installed at each location where there is a need for emergency response. Screening stations, courtrooms, judge's chambers, prisoner areas and other areas where risk levels are defined, should have an alarm installed. Also each location where money is handled is also an area to consider using a duress alarm.

Duress alarms have other applications beside security concerns. They can be used for summoning law enforcement personnel where someone has become ill or injured during a mishap.

The installation of bullet resistant material at the main screening stations or behind a judge's bench is expensive, but this simple enhancement may preserve the life of a marshal/court bailiff and the judges they are charged to protect.

Planning and training is essential in the implementation of any program. How to use the equipment and expectation when it is used is an integral part of the consideration. Testing of alarms, emergency lights and routine monitoring should be done regularly. This is the element that is weak in most security programs.

## REPORT

**Carson City Courthouse  
Carson City, NV 89701**

The Carson City Courthouse is located at 885 East Musser Street and is a little over 7 years old. This three story structure is constructed of steel; brick and double pane glass windows. The facility is occupied by 6 agencies with a combined total of approximately 95 employees.

The Carson City Courthouse is situated within a single block. The complex borders the 800 block of East Musser on the North; the local sheriff's office lies immediately East; the 800 block of Second Street on the South and the 100 block of N. Roop Street on the West.

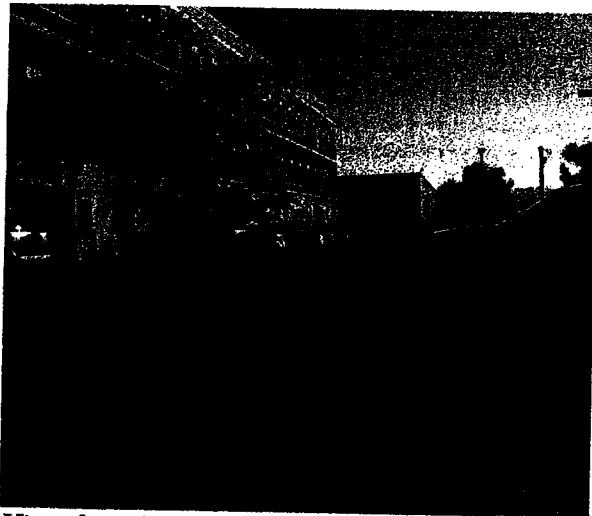
### *EXTERIOR:*

**Problem:** This complex has no means to stop public access from the judges and employee parking area. The exterior lighting is minimal and the exterior camera coverage could be enhanced.

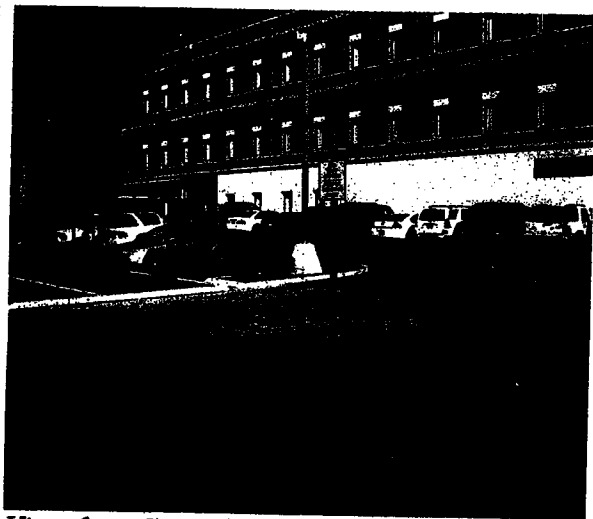
**Recommendation:** Strongly recommend perimeter fencing to incase the entire complex to include the employee and public parking areas. At minimum, the employee and judges parking areas should be properly fenced with a vehicle entry control package to allow only authorized vehicles in to the judges and employee parking areas.

Complex perimeter lighting meets minimum standards, but should be enhanced especially in the judges and employee parking areas.

Exterior pant, tilt and zoom (PTZ) cameras should be added to the exterior especially the NW corner of the parking lot to cover areas on East Musser and N. Roop Street.



*View from N. Roop Street*

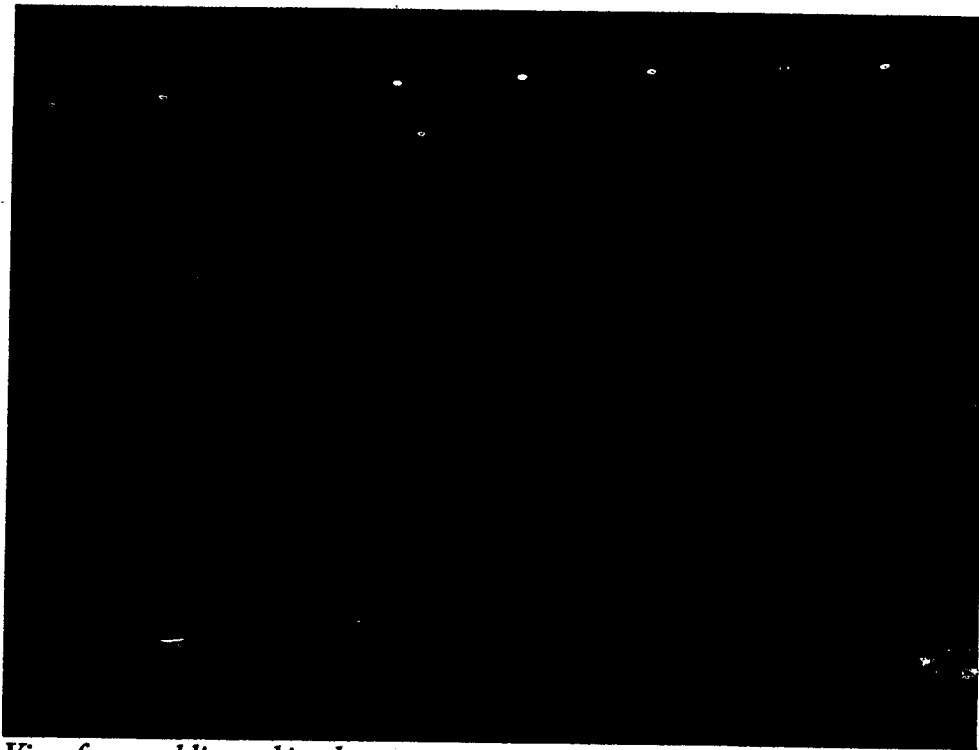


*View from Second Street*

**Problem:** The front courthouse large pane windows on the 2<sup>nd</sup> and 3<sup>rd</sup> floors offer an excellent and immediate view into the exterior courtroom areas. These windows have neither tinting nor Mylar protective coatings.

**Recommendation:** Mylar and tinting be applied to the large pane windows to protect building employees and visitors. At a minimum security tinting should be used to prevent a clear view into the courthouse exterior courtroom areas. **Note:** Tinting has no affect during darkness and with the lights on employees and visitors are easily viewable.

Mylar protects employees and visitors from an explosion by keeping most of the window in tact, greatly minimizing the deadly effect incurred from shards of glass. **Note:** Mylar does not stop high velocity bullets and is not considered bullet resistant material. However, Mylar may stop low velocity rounds if they are fired from a distance.



*View from public parking lot*

***INTERIOR:***

The courthouse facility is open 7:30 am to 5:00 pm Monday thru Friday; however the Elections and Marriage office located on the first floor is open for a period of time on Saturdays. Two District Judges and two Justice Judges occupy four courtrooms and chambers. The facility is occupied by approximately 95 employees daily; including four Bailiffs who oversee the entrance screening station and two District courtrooms; two city Marshals are responsible for the two Justice courtrooms.

**ACCESS POINTS: PUBLIC ENTRANCE**

The public entrance is located on the north-side of building and has a security screening station consisting of a magnetometer and an x-ray machine and is supported with two bailiffs. The entrance itself is composed of dual double door entrances with the inner double doors right at the screening station. Since this site is used as an election voting station, some of the visitors are never screened even though they have access to courthouse areas on the first floor.

**Problem:** The entrance offers no protection to law enforcement personnel manning the screening station. Any assailant will automatically have the advantage with the current design.

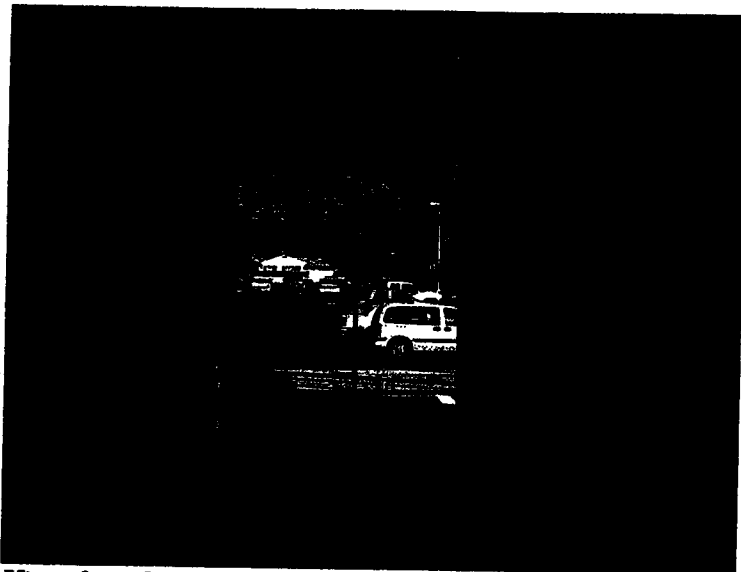
Allowing open access to any area in this judicial facility is an invitation for disaster.

**Recommendation:** Bullet resistant glass panels should be installed to incase the front and side areas of the screening station. Also bullet resistant panels should be installed at the bottom of the stairwell to cover any attack from the north parking lot window area which provides a clear view into the secure side of the screening station and building elevator access area.

**Note:** The screening access point is your *first line of defense*; if you do nothing else this is one area that needs to be addressed.

To allow 100% screening of all visitors, I recommend the election voting station be relocated out of the courthouse facility.

To enhance facility security, a duress alarm and camera monitoring the screening station activities and lobby areas leading into the courtrooms should be connected to the Sheriff's monitoring station.



*View from backside of screening station and facility elevators*

**ACCESS POINTS: JUDGES/EMPLOYEE ENTRANCE**

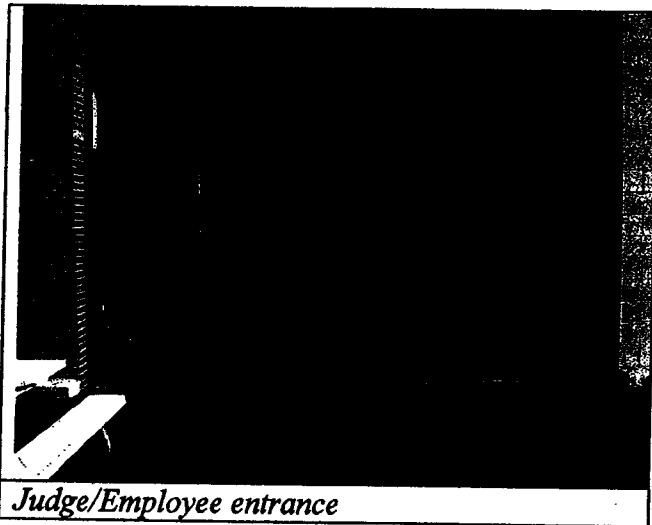
The four judges and some employees share the same south side access point located off of Second Street. A card reader is used to gain access to the facility and after entry they can use the stairwell door or enter two office areas.

**Problem:** This area is wide open to the public which can easily allow someone to follow an employee into the facility. There is no duress alarm located in this area and the lighting is below minimum standards for security access points.

**Recommendation:** A secondary screening station to screen all employees is the first recommendation. Although inconvenient, it does add another layer of security for each employee.

EX: If someone with evil intent sees no employee is being screened upon entry, they will use bribery or duress to get the employee to bring unlawful items into the courthouse. If however all employees are screened they will look for another avenue and most likely leave the employee and their family members alone.

Short of this I recommend card readers for each interior door, a duress alarm located just inside the entrance with a surveillance camera with video recording capability should a security intrusion actually occur. Mylar and tinting for the glass area is also recommended with additional lighting for the exterior area of the access point.



**ACCESS CARDS/KEYS:**

The access cards are issued and the hard keys are maintained on a master roster by the building facility supervisor.

**Problem:** There is no policy in place to change out the hard key locks periodically.

**Recommendation:** The court administrator should implement a policy to change all hard key locks every 3 to 5 years.

**COURTROOMS:**

The two Justice and two District courtrooms are separated by the holding cells and each courtroom has emergency lights, two duress alarms and bench ballistic material. The Justice court allows all law enforcement personnel to enter the courtroom armed; the District court does not. All four

courtroom lights are manually activated via standard light switches. Courtroom doors leading to secure court family space are not properly secured.

**Problem:** Allowing all law enforcement personnel to enter the court room armed escalates the chance of a friendly fire scenario should a weapon be drawn by someone other than known Bailiff/Marshal personnel.

The interior courtroom light switches are accessible and can be easily turned off to create havoc during courtroom proceedings.

If doors leading to secure space are not properly secured, an intruder could easily place a judge or other court family member in harms way.

Courtroom front doors were unsecured when the court was not in session.

No security cameras present.

**Recommendation:** Except for Bailiff/Marshal personnel, no other law enforcement officers should be allowed to enter a courtroom armed. This allows courtroom Bailiffs/Marshals to react to a gun incident without hesitation when they know they are the only ones allowed armed in the courtroom.

The courtroom lighting should be key-controlled to prevent anyone one from manually darkening the courtroom.

Doors leading into secure space from each courtroom should have a card readers installed to properly maintain control and prevent unwarranted entry into secure space.

The courtroom front doors should always be secured when there are no court family personnel present.

Recommend at least one security camera be installed to allow monitoring of the defendants and visitor seating areas.

#### **CHAMBERS:**

The four judge's chambers have two duress alarms and emergency lighting. The chamber windows have internal window coverings but the window coverings were not properly used. No entry control package was in place for any of the judge's chambers.

**Problem:** All judicial chamber windows lacked Mylar and tint materials which offer additional protection to the judiciary. The windows did have blinds which were not properly used and allowed a clear view into the chamber areas. Chamber access should be properly secured with an entry control package.

**Recommendation:** Mylar and window tinting should be applied to chamber windows and window coverings shall be kept at an oblique angle to offer obstructed viewing from the outside. An entry control package should also be included on all chamber doors to better control access into these areas; this easily allows chamber personnel to screen and allow or prevent unwarranted access.

The chamber duress alarms should be located at the judge's and secretary desks.

**NOTE:** Judicial Profiles are not maintained for any judge. These profiles save time and lives if an immediate and viable threat places a judge and family members in peril. The profiles are completed and updated annually and kept in a secure location by Bailiff/Marshal Supervisory Personnel.

***PRISONERS:***

The prisoners are escorted by Sheriff Office personnel via the prisoner elevator to the 2<sup>nd</sup> and 3<sup>rd</sup> floor holding cells.

**Problem:** Manpower used to handle prisoners in the courtrooms is below minimum standards and poses a direct threat to all court family personnel.

**Recommendation:** A 1 + 1 policy in handling prisoners is recommended. The present Bailiff/Marshal staffing would at times make compliance with that policy impossible to meet. To meet minimum safety standards for the judiciary and law enforcement personnel, staffing requirements should be increased.

***CLERK'S OFFICE:***

**Problem:** There are no security measures in place.

**Recommendation:** At minimum duress alarms should be installed

***ALTERNATIVE SENTENCING:***

**Problem:** There are no security measures in place.

**Recommendation:** The public assistance window should be reinforced with higher grade material and a duress alarm installed. Also the area restrooms are used for drug testing and a duress alarm should also be installed in each or a mobile duress alarm used.

***FINES AND FEES CENTER:***

This small office contains two employees and some times handles \$4,000 to \$7,000 which is locked in a file cabinet.

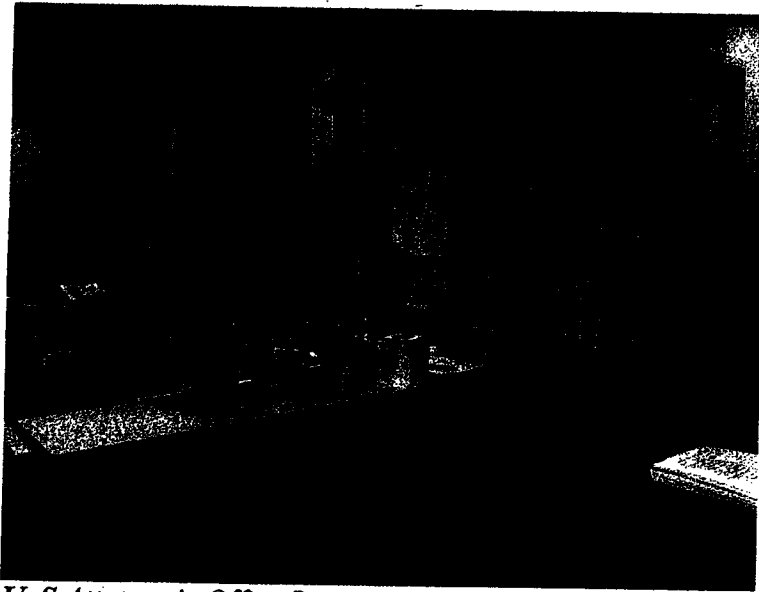
**Problem:** There are no security measures in place.

**Recommendation:** A duress alarm should be installed at each work station. The door needs to be reinforced and alarmed, with a camera positioned outside monitoring the entrance area. Also a small secure safe should be installed to properly protect any funds present.

***U.S. ATTORNEY'S OFFICE:***

**Problem:** The reception area lacks proper security measures and the duress alarm is located away from the work stations.

**Recommendation:** The duress alarm should be relocated near the reception window and another duress alarm installed at the employee's desk. The reception window should have the safety glass replaced with appropriate security screening. The door should be reinforced and a card reader or day-lock used for gaining access.



*U. S Attorney's Office Reception Area*

**RECORDS OFFICE, 3<sup>RD</sup> FLOOR:**

**Problem:** The door leading from this inner office into secure court family space is kept unlocked.

**Recommendation:** The door should remain secure at all times by keeping it locked or installing a card reader.

**COURT RECORDERS OFFICE:**

**Problem:** Similar to the U.S. Attorney's Office the duress alarm is located on the wall away from the work stations.

**Recommendation:** A duress alarm be installed at each desk which allows each employee a means to alert law enforcement without leaving their workstations.

**ELECTIONS AND MARRIAGE BUREAU:**

**Problem:** This office allows visitor entry without screening and is open on Saturdays when no Bailiff personnel are present. They have one duress alarm for a large area and the counters have no security screening in place.

**Recommendation:** Duress alarms should be installed at each work station and the duress alarms also be monitored by the Sheriff's Office located next door, which will allow an immediate response to trouble on Saturdays.

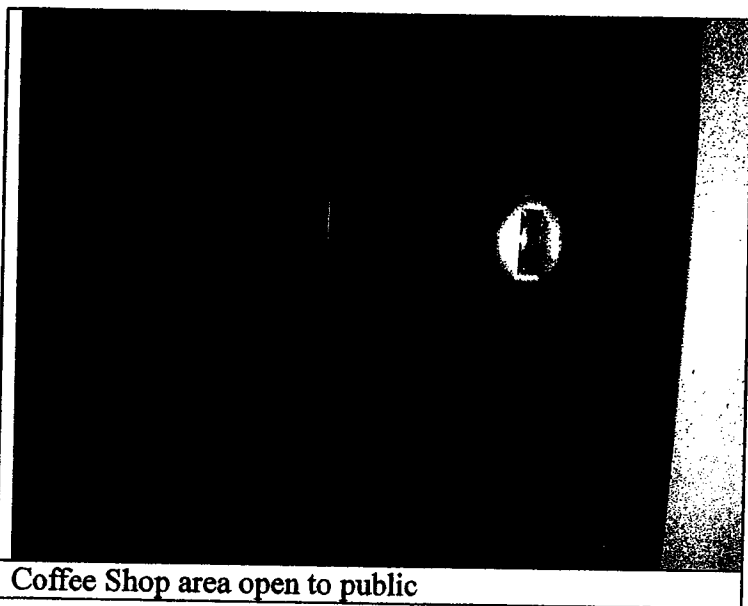


Security screening should be installed on and around the counters to properly secure this large work area.

**COFFEE SHOP:**

**Problem:** This area is wide open to the public and has two power supply boxes which can easily be turned off.

**Recommendation:** Both units should be properly secured or covered to prevent tampering.



Coffee Shop area open to public

**EMPLOYEES:**

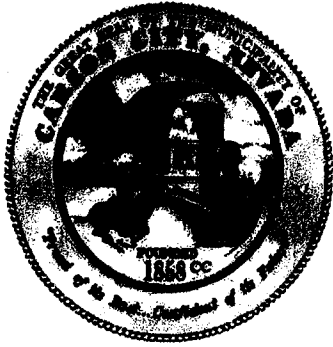
**Recommendation:** All employees should have a NCIC & local criminal computer inquiry completed prior to starting their employment. This would be followed with a mandated FBI fingerprint examination requirement as a condition for continued employment.

**EMERGENCY EQUIPMENT & EVACUATION PLANS:**

The fire equipment is properly located and is checked monthly and each floor has an Automated External Defibrillator (AED). The facility does have an evacuation and hostage/bomb plan in place.

**Problem:** The facility has no Evacuation chairs for the 2<sup>nd</sup> and 3<sup>rd</sup> floors. The Evacuation/hostage/bomb threat plans are not distributed to all employees and drills are not performed on a continuing and regular basis. This facility has no judicial protection plan in place should either judge receive a viable threat warranting immediate protection.

**Recommendation:** This facility should have at least two evacuation chairs. The Evac/hostage/bomb plans should be distributed to all employees and an annual 1 hour security awareness class mandated for all employees. There also should be a semi-annual, but no less than an annual evacuation drill for ALL employees and/or tenants.



**First Judicial District  
District Court  
Justice and Municipal Court**  
Maxine Cortes  
Court Administrator  
885 Musser Street, Ste 2007  
Carson City, Nevada 89701  
Email: [mcortes@ci.carson-city.nv.us](mailto:mcortes@ci.carson-city.nv.us)  
Office: (775) 887-2020 ext. 1645  
Fax: (775) 887-2297

October 30, 2007

Linda Ritter, City Manager  
201 N. Carson Street  
Carson City, NV 89701

Re: Capital City Improvement Program

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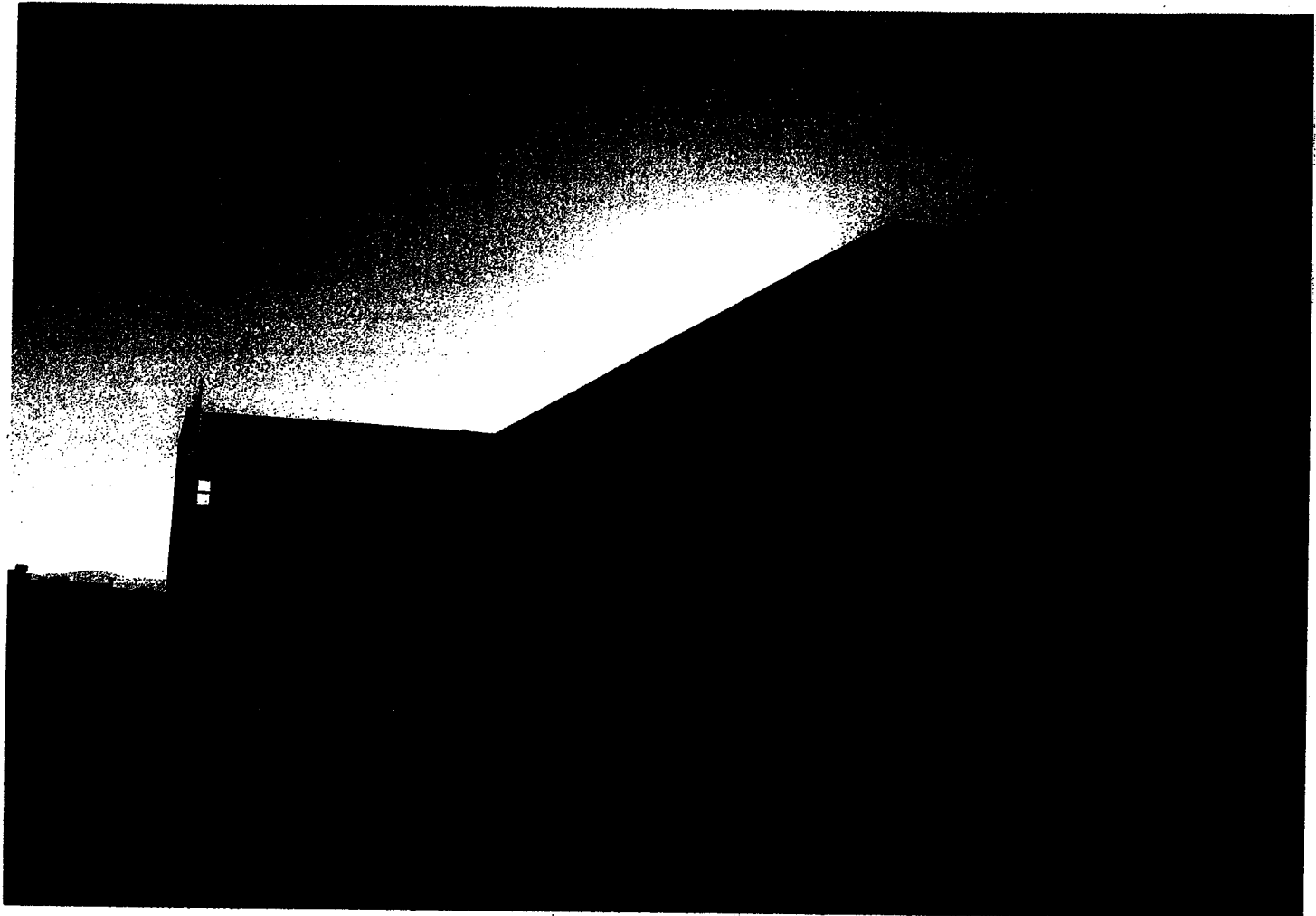
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Respectfully,

*Maxine Cortes*

cc: Judge William A. Maddox, Judge James T. Russell, Judge Robey B. Willis, Judge John Tatro and Chief of Alternative Sentencing, Rory Planeta

**FACILITY SURVEY**



**Name of Facility:** CARSON CITY COURTHOUSE

**Location:** 885 East Musser Street  
Carson City, NV 89701

**Date of Survey:** October 11, 2006

**Survey Conducted By:** Vincent Freiburger  
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## **INTRODUCTION**

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## REPORT

**Carson City Courthouse  
Carson City, NV 89701**

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### *EXTERIOR:*

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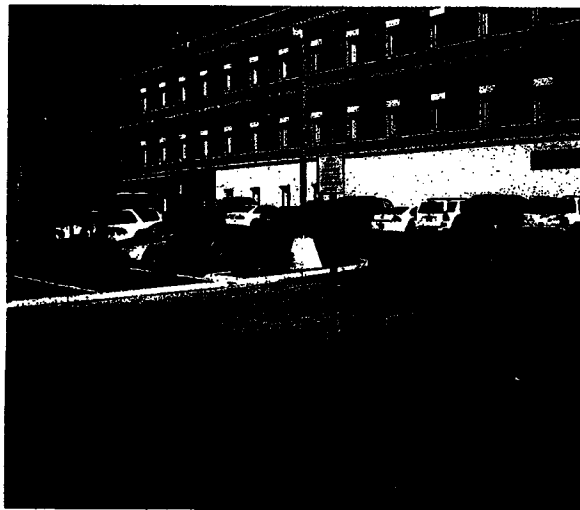
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*View from N. Roop Street*

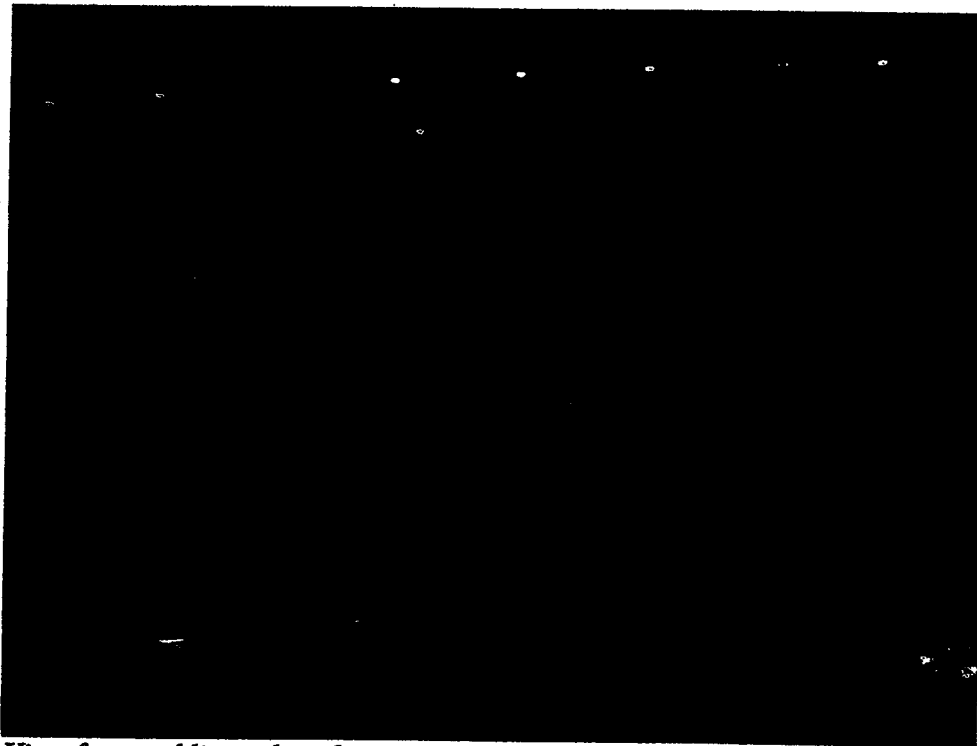


*View from Second Street*

**Problem:** The front courthouse large pane windows on the 2<sup>nd</sup> and 3<sup>rd</sup> floors offer an excellent and immediate view into the exterior courtroom areas. These windows have neither tinting nor Mylar protective coatings.

**Recommendation:** Mylar and tinting be applied to the large pane windows to protect building employees and visitors. At a minimum security tinting should be used to prevent a clear view into the courthouse exterior courtroom areas. **Note:** Tinting has no affect during darkness and with the lights on employees and visitors are easily viewable.

Mylar protects employees and visitors from an explosion by keeping most of the window in tact, greatly minimizing the deadly effect incurred from shards of glass. **Note:** Mylar does not stop high velocity bullets and is not considered bullet resistant material. However, Mylar may stop low velocity rounds if they are fired from a distance.



*View from public parking lot*

***INTERIOR:***

The courthouse facility is open 7:30 am to 5:00 pm Monday thru Friday; however the Elections and Marriage office located on the first floor is open for a period of time on Saturdays. Two District Judges and two Justice Judges occupy four courtrooms and chambers. The facility is occupied by approximately 95 employees daily; including four Bailiffs who oversee the entrance screening station and two District courtrooms; two city Marshals are responsible for the two Justice courtrooms.

**ACCESS POINTS: PUBLIC ENTRANCE**

The public entrance is located on the north-side of building and has a security screening station consisting of a magnetometer and an x-ray machine and is supported with two bailiffs. The entrance itself is composed of dual double door entrances with the inner double doors right at the screening station. Since this site is used as an election voting station, some of the visitors are never screened even though they have access to courthouse areas on the first floor.

**Problem:** The entrance offers no protection to law enforcement personnel manning the screening station. Any assailant will automatically have the advantage with the current design.

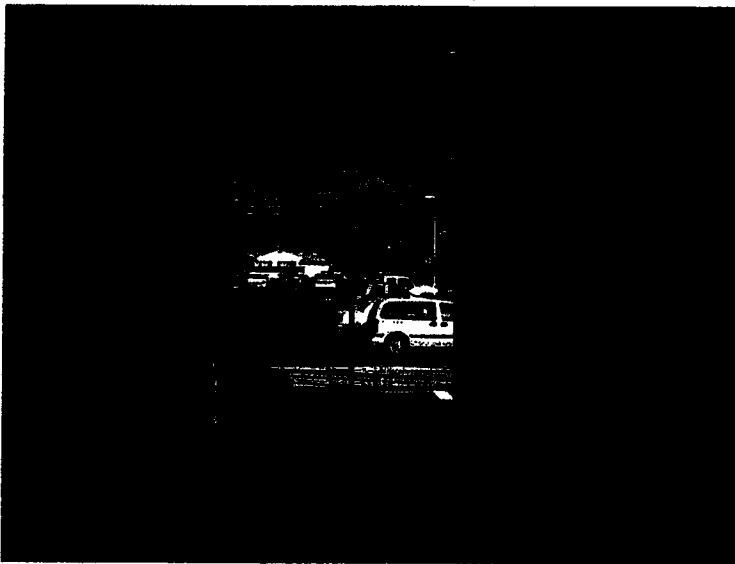
Allowing open access to any area in this judicial facility is an invitation for disaster.

**Recommendation:** Bullet resistant glass panels should be installed to incase the front and side areas of the screening station. Also bullet resistant panels should be installed at the bottom of the stairwell to cover any attack from the north parking lot window area which provides a clear view into the secure side of the screening station and building elevator access area.

**Note:** The screening access point is your *first line of defense*; if you do nothing else this is one area that needs to be addressed.

To allow 100% screening of all visitors, I recommend the election voting station be relocated out of the courthouse facility.

To enhance facility security, a duress alarm and camera monitoring the screening station activities and lobby areas leading into the courtrooms should be connected to the Sheriff's monitoring station.



*View from backside of screening station and facility elevators*

**ACCESS POINTS: JUDGES/EMPLOYEE ENTRANCE**

The four judges and some employees share the same south side access point located off of Second Street. A card reader is used to gain access to the facility and after entry they can use the stairwell door or enter two office areas.



**Problem:** This area is wide open to the public which can easily allow someone to follow an employee into the facility. There is no duress alarm located in this area and the lighting is below minimum standards for security access points.

**Recommendation:** A secondary screening station to screen all employees is the first recommendation. Although inconvenient, it does add another layer of security for each employee.

**EX:** If someone with evil intent sees no employee is being screened upon entry, they will use bribery or **duress** to get the employee to bring unlawful items into the courthouse. If however all employees are screened they will look for another avenue and most likely leave the employee and their family members alone.

Short of this I recommend card readers for each interior door, a duress alarm located just inside the entrance with a surveillance camera with video recording capability should a security intrusion actually occur. Mylar and tinting for the glass area is also recommended with additional lighting for the exterior area of the access point.



*Judge/Employee entrance*

#### **ACCESS CARDS/KEYS:**

The access cards are issued and the hard keys are maintained on a master roster by the building facility supervisor.

**Problem:** There is no policy in place to change out the hard key locks periodically.

**Recommendation:** The court administrator should implement a policy to change all hard key locks every 3 to 5 years.

#### **COURTROOMS:**

The two Justice and two District courtrooms are separated by the holding cells and each courtroom has emergency lights, two duress alarms and bench ballistic material. The Justice court allows all law enforcement personnel to enter the courtroom armed; the District court does not. All four

courtroom lights are manually activated via standard light switches. Courtroom doors leading to secure court family space are not properly secured.

**Problem:** Allowing all law enforcement personnel to enter the court room armed escalates the chance of a friendly fire scenario should a weapon be drawn by someone other than known Bailiff/Marshal personnel.

The interior courtroom light switches are accessible and can be easily turned off to create havoc during courtroom proceedings.

If doors leading to secure space are not properly secured, an intruder could easily place a judge or other court family member in harms way.

Courtroom front doors were unsecured when the court was not in session.

No security cameras present.

**Recommendation:** Except for Bailiff/Marshal personnel, no other law enforcement officers should be allowed to enter a courtroom armed. This allows courtroom Bailiffs/Marshals to react to a gun incident without hesitation when they know they are the only ones allowed armed in the courtroom.

The courtroom lighting should be key-controlled to prevent anyone one from manually darkening the courtroom.

Doors leading into secure space from each courtroom should have a card readers installed to properly maintain control and prevent unwarranted entry into secure space.

The courtroom front doors should always be secured when there are no court family personnel present.

Recommend at least one security camera be installed to allow monitoring of the defendants and visitor seating areas.

#### **CHAMBERS:**

The four judge's chambers have two duress alarms and emergency lighting. The chamber windows have internal window coverings but the window coverings were not properly used. No entry control package was in place for any of the judge's chambers.

**Problem:** All judicial chamber windows lacked Mylar and tint materials which offer additional protection to the judiciary. The windows did have blinds which were not properly used and allowed a clear view into the chamber areas. Chamber access should be properly secured with an entry control package.

**Recommendation:** Mylar and window tinting should be applied to chamber windows and window coverings shall be kept at an oblique angle to offer obstructed viewing from the outside. An entry control package should also be included on all chamber doors to better control access into these areas; this easily allows chamber personnel to screen and allow or prevent unwarranted access.

The chamber duress alarms should be located at the judge's and secretary desks.

**NOTE:** Judicial Profiles are not maintained for any judge. These profiles save time and lives if an immediate and viable threat places a judge and family members in peril. The profiles are completed and updated annually and kept in a secure location by Bailiff/Marshal Supervisory Personnel.

***PRISONERS:***

The prisoners are escorted by Sheriff Office personnel via the prisoner elevator to the 2<sup>nd</sup> and 3<sup>rd</sup> floor holding cells.

**Problem:** Manpower used to handle prisoners in the courtrooms is below minimum standards and poses a direct threat to all court family personnel.

**Recommendation:** A 1 + 1 policy in handling prisoners is recommended. The present Bailiff/Marshal staffing would at times make compliance with that policy impossible to meet. To meet minimum safety standards for the judiciary and law enforcement personnel, staffing requirements should be increased.

***CLERK'S OFFICE:***

**Problem:** There are no security measures in place.

**Recommendation:** At minimum duress alarms should be installed

***ALTERNATIVE SENTENCING:***

**Problem:** There are no security measures in place.

**Recommendation:** The public assistance window should be reinforced with higher grade material and a duress alarm installed. Also the area restrooms are used for drug testing and a duress alarm should also be installed in each or a mobile duress alarm used.

***FINES AND FEES CENTER:***

This small office contains two employees and some times handles \$4,000 to \$7,000 which is locked in a file cabinet.

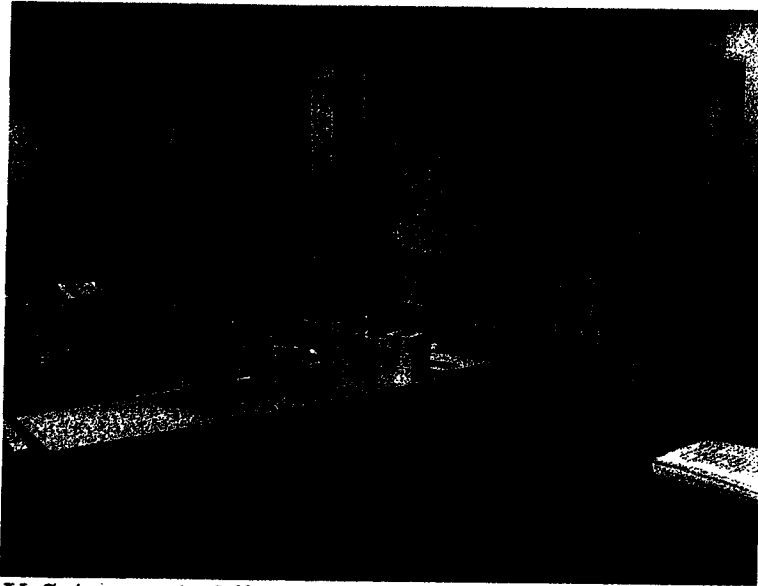
**Problem:** There are no security measures in place.

**Recommendation:** A duress alarm should be installed at each work station. The door needs to be reinforced and alarmed, with a camera positioned outside monitoring the entrance area. Also a small secure safe should be installed to properly protect any funds present.

***U.S. ATTORNEY'S OFFICE:***

**Problem:** The reception area lacks proper security measures and the duress alarm is located away from the work stations.

**Recommendation:** The duress alarm should be relocated near the reception window and another duress alarm installed at the employee's desk. The reception window should have the safety glass replaced with appropriate security screening. The door should be reinforced and a card reader or day-lock used for gaining access.



*U. S Attorney's Office Reception Area*

***RECORDS OFFICE, 3<sup>RD</sup> FLOOR:***

**Problem:** The door leading from this inner office into secure court family space is kept unlocked.

**Recommendation:** The door should remain secure at all times by keeping it locked or installing a card reader.

***COURT RECORDERS OFFICE:***

**Problem:** Similar to the U.S. Attorney's Office the duress alarm is located on the wall away from the work stations.

**Recommendation:** A duress alarm be installed at each desk which allows each employee a means to alert law enforcement without leaving their workstations.

***ELECTIONS AND MARRIAGE BUREAU:***

**Problem:** This office allows visitor entry without screening and is open on Saturdays when no Bailiff personnel are present. They have one duress alarm for a large area and the counters have no security screening in place.

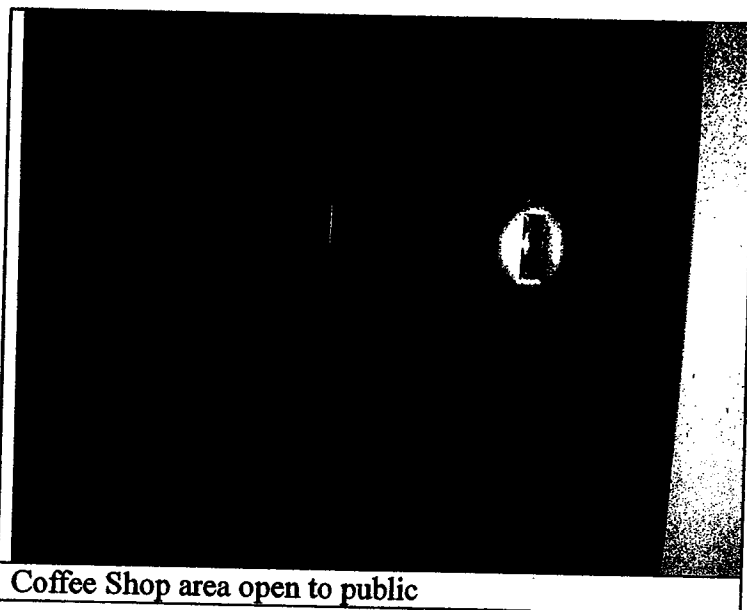
**Recommendation:** Duress alarms should be installed at each work station and the duress alarms also be monitored by the Sheriff's Office located next door, which will allow an immediate response to trouble on Saturdays.

Security screening should be installed on and around the counters to properly secure this large work area.

**COFFEE SHOP:**

**Problem:** This area is wide open to the public and has two power supply boxes which can easily be turned off.

**Recommendation:** Both units should be properly secured or covered to prevent tampering.



Coffee Shop area open to public

**EMPLOYEES:**

**Recommendation:** All employees should have a NCIC & local criminal computer inquiry completed prior to starting their employment. This would be followed with a mandated FBI fingerprint examination requirement as a condition for continued employment.

**EMERGENCY EQUIPMENT & EVACUATION PLANS:**

The fire equipment is properly located and is checked monthly and each floor has an Automated External Defibrillator (AED). The facility does have an evacuation and hostage/bomb plan in place.

**Problem:** The facility has no Evacuation chairs for the 2<sup>nd</sup> and 3<sup>rd</sup> floors. The Evacuation/hostage/bomb threat plans are not distributed to all employees and drills are not performed on a continuing and regular basis. This facility has no judicial protection plan in place should either judge receive a viable threat warranting immediate protection.

**Recommendation:** This facility should have at least two evacuation chairs. The Evac/hostage/bomb plans should be distributed to all employees and an annual 1 hour security awareness class mandated for all employees. There also should be a semi-annual, but no less than an annual evacuation drill for ALL employees and/or tenants.

## EAGLE VALLEY GOLF COURSE (CART PATHS MAINTENANCE)

Concrete Repair	1500 sq ft	\$20.00 sq ft	\$30,000
Asphalt Patching	500 sq ft	\$10.00 sq ft	\$5,000
Slurry Seal Asphalt Path	18,480 sq ft	\$0.35 sq ft	\$6,468.00
Seal Concrete Path	2,640 sq ft	\$0.10 sq ft	<u>\$264.00</u>
	Total		<u><u>\$41,732</u></u>

There are three section of cart path that have large hill side drainage that runs across, these will need to be replaced with concrete cart path. This work is include in estimate but engineering if needed is not included.

2007-08 CIP Worksheet

Department Golf Course

Capital Request: Concrete Repair Path  
Maintenance

Requested Amount \$ 38,000 41,732

Please check all that apply:

	Points	Score
<input type="checkbox"/> Mandated by federal or state law.	_____	_____
<input type="checkbox"/> Enhances employee and/or citizen safety.	_____	_____
<input type="checkbox"/> Avoids future costs and/or damages.	_____	_____
<input type="checkbox"/> Creates savings in on-going operating expenses or creates revenue generating opportunity.	_____	_____
<input type="checkbox"/> Allows for enhanced service to the public without increased operating expenses.	_____	_____
<input type="checkbox"/> Replaces a current fixed asset. (Score should reflect relative critical need of the equipment.)	_____	_____
<input type="checkbox"/> Necessary to achieve goals set by the Board of Supervisors.	_____	_____
<input type="checkbox"/> Allows flexibility in service delivery.	_____	_____
<input type="checkbox"/> Enhances service to the public.	_____	_____
<input type="checkbox"/> Compatible with other projects.	_____	_____

Total Score \_\_\_\_\_

Notes / Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A basic judicial protection plan should be in place that outlines portal to portal protection, two person security escort detail and a 24/7 protection detail should the need arise.

**MANPOWER:**

This facility has four Bailiffs assigned to cover the screening station and the two District courtrooms. Two Marshals are assigned to handle matters in the two Justice courtrooms

**Problem:** If an emergency occurs in the courtroom, the public security screening station deputy or deputy's respond and likewise the same occurs for the courtrooms should an emergency occur at the public entrance. This greatly reduces the security integrity for this courthouse facility and a simple diversion in either location could easily result in a major security breach, putting the judicial staff, employees and the public in harms way.

**Recommendation:** At least two to three more Bailiffs and two more Marshals should be available to respond to any duress alarm without abandoning the courtroom and screening station positions. Also additional correction personnel are warranted in dealing with the current prisoner load and to assure a 1+1 policy is maintained during prisoner courtroom appearances.

**MISC - ROOF ACCESS:**

**Recommendation:** The roof access is neither alarmed nor video monitored. Both are recommended, however an access alarm itself would meet the minimal standard.

**STAIRWELLS:**

**Recommendation:** The stairwells are not properly marked; each stairwell should be assigned a letter or number and this should be prominently displayed in case someone needs assistance and cannot exit the stairwell areas.

**WINDOWS:**

**Recommendation:** All employees should keep their blinds at an oblique angle. All windows should eventually have tinting and Mylar coatings, but the first priority should be chamber windows and the large front pane windows.

**COMMUNICATIONS:** The Bailiffs use an over the counter radio system.

**Recommendation:** The Bailiffs and Marshals should have on upgraded system that is tied into the Sheriffs Office next door. Also the facility lacks a public address system which is critical during a crisis and I recommend a system be installed to include all three floors.

**NOTE:** At least once a year the judges and their family members should be invited to attend a security awareness training class. Most classes take about one hour and provide them information about office, home, vehicle and travel security measures to be aware of.

This same program can be tailored for complex employees and this should be a yearly requirement for all employees. This training really enhances employee security awareness which only adds to the security integrity of your facility



Rec'd June 2007

Willis

~~April 11, 2007~~

Tony Baker, Risk Management Coordinator  
Carson City Consolidated Municipality  
201 N. Carson Street, Suite 1  
Carson City, NV 89701

Mr. Baker,

At your request I have reviewed the report issued by The United States Marshals Service, District of Nevada regarding a security survey conducted at a Carson City owned property commonly known as the Carson City Courthouse located at 885 East Musser Street, Carson City NV 89701. In addition to reviewing the above mentioned report, I also walked through the Courthouse with Yourself and Mr. Rory Planeta, Chief of Alternative Sentencing, to get a first hand look at the applicability of the Marshals Service observations and recommendations and how they relate to the facility. During the walk-through several employees were questioned about issues identified in the Marshals Service report that these individuals are affected by.

The purpose of the review and walk-through was to:

- Provide Carson City Consolidated Municipality with feedback regarding the Marshals Service recommendations.
  - To comment on the appropriateness of the recommendations
  - To identify cost effective alternatives to the recommendations
- Provide Carson City Consolidated Municipality with observations and recommendations independent of the Marshals Service survey relating to facility security and violence exposure to employees and members of the public.

## Part 1 - Marshals Service Observations and Recommendations

The first section of this report will be based on the summary of recommendations section of the Marshals Service Report. Each recommendation will be addressed individually.

1. Perimeter Fencing
  - a. To stop public access from the judges and employee parking area.
  - b. At minimum, fencing with vehicle entry control package to only allow authorized vehicles.

*I agree with the Marshals Service (MS) recommendations and suggest as a further measure that the fencing be installed with privacy slats to prevent line of sight identification of individuals exiting their vehicles and entering the building at the rear employee entrance, and visa versa.*

2. Enhance Perimeter Lighting
  - a. Current lighting only meets minimum standards.
3. Exterior pant, tilt and zoom (PTZ) cameras
  - a. Cameras should be added to exterior especially, NW corner at E. Musser and N. Roop Street.

*This recommendations is viable as part of an upgrade of the overall video monitoring system*

4. The 2<sup>nd</sup> and 3<sup>rd</sup> front large pane windows
  - a. Add Mylar and Tinting to large pane windows.

**Note:** Tinting alone has no affect during darkness when the lights are on. Persons can still be seen. Mylar keeps windows intact protecting employees and visitors from an explosion. Mylar does not stop high velocity bullets and is not considered bullet resistant material. However, Mylar may stop low velocity rounds if they are fired from a distance.

*The application of Mylar and tinting to the large pane windows would be effective during daylight hours in preventing line of sight identification of individuals (employees, principals of civil and criminal proceedings – as those individuals often meet in the foyer) and to prevent persons from being showered with broken glass regardless of day or night conditions. Consider draperies or frosting (chemical etching, sandblasting) to part way up on the north facing glass panels as an alternative to tinting which would allow persons inside a clear view of the surrounding scenery yet prevent line of site identification of specific individuals regardless of day or night conditions.*

5. Access Point – Public Entrance
  - a. Install bullet resistant glass panels to the front and side areas of the screening station.

*I agree with this recommendation for the protection of the security personnel if the screening station is not re-configured to control all public access to the building.*

- b. Install bullet resistant glass panels at the bottom of the stairwell to cover any attack from the north parking lot window area which provides a clear view into the secure side of the screening station and building elevator access area.

**Note:** The screening access point is your first line of defense, if you do nothing else this is one area that needs to be addressed.

*Regardless of whether the screening station is re-configured to control all access to the building or not there is a line of site identification exposure at the location. Bullet resistant glass is the best engineering control available; however consider draperies or window frosting as an alternative.*

- c. To allow for 100% screening of all visitors, election voting stations will be relocated out of the courthouse facility.

*Or reconfigure the screening station to control all access to the building.*

- d. To enhance facility security, a duress alarm and camera monitoring the screening station activities and lobby areas leading into the courtrooms should be connected to the Sheriff's monitoring station.

*This recommendation is appropriate.*

6. Judges/Employees Entrance

- a. A secondary screening station to screen all employees is the first recommendation. Although inconvenient, it does add another layer of security for each employee.
- b. Short of this, the recommendation is card readers for each interior door, a duress alarm located inside the entrance with a surveillance camera with video recording capability. Mylar and tinting for the glass area is recommended with additional lighting for the exterior area of the access point.

*Increased security measures are desirable at this location. If the parking lot for the judges and other sensitive employees were upgraded to include controlled access perimeter security/privacy fencing then the recommendations may be less of an issue and could be downscaled to video monitoring and improved procedures and/or equipment regarding access to the stairwell and office doors versus the creation of an employee screening station as not all employees use the rear entrance while entering and exiting the building.*

7. Access Cards/Keys

- a. The Court Administrator should implement a policy to change all hard key locks every 3 to 5 years. Currently, there is no policy to change all hard key locks. A master roster is being maintained by the building facility supervisor.

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*I was unable to verify this recommendation as being an accepted standard practice and therefore cannot provide comment in the affirmative or negative.*

8. Courtrooms

- a. Justice Court allows all law enforcement to enter courtrooms armed.
- b. District Court does not allow law enforcement to enter the courtrooms armed.
- c. Except for Bailiff/Marshall personnel, no other law enforcement officers should be allowed to enter a courtroom armed. This allows courtroom Bailiffs/Marshalls to react to a gun incident without hesitation when they know they are the only ones allowed armed in the courtroom.

*I agree with the MS recommendation regarding firearms, but more importantly the Courthouse should have a consistent policy that applies to the entire building.*

- d. Courtroom lights are manually activated via standard light switches.
- e. The interior courtroom light switches are accessible and can be easily turned off to create havoc during courtroom proceedings.
- f. The interior courtroom light switches should be key controlled to prevent anyone from manually darkening the courtroom.

*This recommendation is a cost effective solution to a possibly very dangerous condition.*

- g. If doors leading to secure space are not properly secured, an intruder could easily place a judge or other court members in harms way.
- h. Doors leading into secure space from each courtroom should have card readers installed to properly maintain control and prevent unwarranted entry into secure space.

*The City should consider evaluating door lock issues for the entire building and developing a comprehensive access control plan.*

- i. The courtroom front doors should always be secured when there are no court personnel present.

*Again a low cost way to prevent access to secure areas. Consider amending or instituting new policy to lock the public access doors to the courtrooms and the doors to the secure areas when courtrooms are not in use as part of access control policy for the entire building.*

- j. No security cameras present. Recommend at least one security camera by installed to allow monitoring of the defendants and visitor seating areas.

*This recommendation is agreeable with an overall evaluation of the desirable video monitoring plan for the entire building and should be addressed as part of the reconfiguring of the screening station and security personnel duties.*

9. Chambers

- a. The four judge's chambers have two duress alarms and emergency lighting.
- b. The chamber windows have internal window blinds but were not properly used.
- c. No entry control package is in place for any of the judge's chambers.
- d. Mylar and window tinting should be applied to chamber windows.
- e. Window coverings should be kept at an oblique angle to offer obstructed viewing from outside.
- f. An entry control package should also be included on all chamber doors to better control access.
- g. The chamber duress alarms should be located at the judge's and secretary desks.

*Relocation of the duress activation button to secretary and judge desks is recommended as well as access control to judge offices. As an alternative to tinting of windows consider frosting partially up the window or a policy whereby window coverings are adjusted to obstruct viewing from the outside.*

**Note:** Judicial profiles are not maintained for any judge. These profiles save time and lives if an immediate and viable threat places a judge and family members in peril. The profiles are completed and updated annually and kept in a secure location by Bailiff/Marshall Supervisory Personnel.

*I suggest the City invest the time necessary to institute an annual judicial profile policy and procedure.*

10. Prisoners

- a. Manpower used to handle prisoners in the courtrooms is below minimum standards and poses a direct threat.
- b. A 1 + 1 policy in handling prisoners is recommended. To meet minimum safety standards for the judiciary and law enforcement personnel, staffing requirements should be increased.

*I'm un-familiar with the meaning and detail of a 1+1 systems and am unable to comment on this recommendation.*

11. Clerk's Office

- a. No security measures in place. At minimum duress alarms should be installed.

*Include the Clerks Office into an evaluation and revision of the overall access control, video monitoring and duress alarm response plans.*

12. Alternative Sentencing Department

- a. No security measures in place.
- b. The public assistance window should be reinforced with higher grade material and a duress alarm installed.

*I agree with this recommendation. Consider video monitoring coverage of the public waiting area as part of the overall video monitoring plan. \* Also the wall separating the public side of the Alternative Sentencing from secure areas does not go all the way to the ceiling and someone could with relative ease, using the window as a step, scale the wall and gain access to secure areas. Consider installing a barrier between the top of the wall and ceiling.*

- c. Restrooms used for drug testing should have a duress alarm or mobile duress alarm.

*Consider providing a portable duress alarm for those employees supervising sample collection.*

13. Fines and Fees Center

- a. Small office contains two employees and sometimes handles \$4,000 to \$7,000 which is locked in a file cabinet.
- b. No security measures in place.
- c. A duress alarm should be installed at each work station. The door needs to be reinforced and alarmed.
- d. A camera should be positioned outside monitoring the entrance area.

*Include the payment center in the revision of the video monitoring and duress alarm response plans.*

- e. A small secure safe should be installed to properly protect any funds present.

*If the locks on the file cabinet are adequate consider securing the cabinet to the floor or wall so it may not be removed.*

14. U.S. Attorney's Office

- a. The reception area lacks proper security measures and duress alarm is located away from the work stations.
- b. The duress alarm should be relocated near the reception window and another duress alarm be installed at the employee's desk.

*Include the U.S. Attorney's in the revision of the video monitoring and duress alarm response plans.*

- c. The reception window should have the safety glass replaced with appropriate security screening.

*I agree with this recommendation.*

- d. The door should be reinforced, a card reader or day-lock used for gaining access.

*I agree with this recommendation.*

15. Recorder's Office, 3<sup>rd</sup> Floor

- a. The door leading from the inner office into secure court personnel space is kept unlocked.
- b. The door should remain secure at all times by keeping it locked or installing a card reader.

*I agree with this recommendation, this would be a cost effective way to prevent access to secured areas.*

16. Court Recorder's Office

- a. The duress alarm is located on the wall away from the work stations.
- b. A duress alarm should be installed at each desk which allows each employee a means to alert law enforcement without leaving their work stations.

*Include the Court Recorders Office in the revision of the duress alarm response plans.*

17. Elections and Marriage Bureau

- a. The office allows visitor entry without screening.
- b. The office is open on Saturdays when no Bailiff personnel are present.
- c. One duress alarm for a large area and the counters have no security screening in place.
- d. Duress alarms should be installed at each work station.
- e. Duress alarms should be monitored by the Sheriff's Office which will allow an immediate response to trouble on Saturdays.
- f. Security screening should be installed on and around the counters to properly secure this large area.

*Include the Elections and Marriage Bureau in the revision of the duress alarm response plans. If the screening station and video monitoring functions are re-configured to control all access to the building the City may want to consider:*

- *Conducting Saturday elections and marriage business at an alternative location, that way there will be no opportunity for members of the public to gain access to the building and secret themselves away during the weekends and would not require video monitoring by the Sheriff's Department.*
- *Eliminating Saturday service*

18. Coffee Shop

- a. Area is wide open to the public and has two power supply boxes which can easily be turned off.
- b. Both power supply units should be properly secured or covered to prevent tampering.

*I agree with this recommendation.*

19. Employees

- a. All employees should have a NCIC and local criminal computer inquiry completed prior to starting their employment.
- b. Followed up with a mandated FBI fingerprint examination requirement as a condition for continued employment.

*Consider amending hiring policy to reflect these recommendations*

20. Emergency Equipment and Evacuation Plans

- a. The facility has no evacuation chairs for the 2<sup>nd</sup> and 3<sup>rd</sup> floors.
- b. The evacuation/hostage/bomb threat plans are not distributed to all employees.
- c. Drills are not performed on a continuing and regular basis.

*Develop and emergency action plan that address the most likely of threats to the facility and personnel associated with the facility. Perform periodic drills to inform and train employees on their roles and responsibilities before, during and after a crisis.*

- d. Facility has no judicial protection plan in place should either judge receive a viable threat warranting immediate protection.

*As part of the overall facility security plan include a section that addresses viable threats to judges.*

- e. Facility should have at least two evacuation chairs.
- f. The evacuation/hostage/bomb plans should be distributed to all employees.
- g. An annual 1 hour security awareness class mandated for all employees.
- h. A semi-annual, but no less than an annual, evacuation drill for all employees and tenants.
- i. A basic judicial protection plan should be in place that outlines portal to portal protection.
- j. A two person security escort detail (*should be established*) and a 24/7 protection detail should the need arise.

*See answer to MS summary of recommendations #20,C*

21. Manpower

- a. Facility has four bailiffs assigned to cover the screening station and the two District courtrooms. Two Marshalls are assigned to handle matters in the two Justice courtrooms.
- b. If an emergency occurs in the courtroom, the public security screening station deputy or deputy's respond and likewise the same occurs for the courtrooms should an emergency occur at the public entrance.
- c. This greatly reduces the security integrity for this courthouse facility.
- d. At least two to three more Bailiffs and two more Marshalls should be available to respond to any duress alarm without abandoning the courtroom and screening station positions.

*I agree with the Marshals Service on this one as well, security staffing needs to be at a level whereby neither the screening station nor the courts are left un-guarded/un-attended in the event of an emergency.*

- e. Also additional correction personnel are warranted in dealing with the current prisoner load and to assure a 1 + 1 policy is maintained during prisoner courtroom appearances.

*I'm un-familiar with the meaning and detail of a 1+1 systems and am unable to comment on this recommendation.*

22. Misc.-Roof Access

- a. The roof access is neither alarmed nor video monitored. Both are recommended.
- b. An access alarm itself would meet the minimal standard.

*This is a good recommendation for any building of value and especially good for a courthouse.*

23. Stairwells

- ✓ a. The stairwells are not properly marked.
- b. Each stairwell should be assigned a letter or number and this should be prominently displayed in case someone needs assistance and cannot exit the stairwell areas.

*Prominently mark stairwells to identify each stairwell and also identify each landing or floor level.*

24. Windows

- a. All employees should keep their blinds at an oblique angle.
- b. All windows should eventually have tinting and Mylar coatings.
- c. First priority should be the chamber windows and the large front pane windows.

*These issues are addressed throughout this report, no further comment needed.*

25. Communications

- a. The Bailiffs use an over the counter radio system.
- b. The Bailiffs and Marshalls should have an upgraded system that is tied into the Sheriff's Office next door.
- c. ~~The facility lacks a public address system which is critical during a crisis.~~
- d. A system should be installed to include all three floors.



*Consider an evaluation of the current communications systems in place at the facility and developing a single common system that is compatible with Sheriff's Department communications system with the additional capability of being able to handle public address needs.*

**Note:** At least once a year the judges and their family members should be invited to attend a security awareness training class. Most classes take about one hour and provide them information about office, home, vehicle and travel security measures. This same program can be tailored for employees and this should be a yearly requirement for all employees. This training really enhances employee security awareness which only adds to the security integrity of the facility.

*I'm unfamiliar with this type of security/personal protection training and am somewhat reluctant to comment, however if done well I don't see how it could hurt.*

## **Part 2 – Observations and Recommendations Independent of Marshals Service Report**

The second section this report will be based on my observations as a result of reviewing the Marshals Service Report and the walk-through conducted at the Courthouse.

### Facility Issues

It is possible to reach over the counter at the Clerk's Office and activate the door release button. That button should be moved to a location un-accessible to the public.

It is possible to activate the motion sensor on the inside of the rear security doors by pushing a small stick or piece of wire through a gap at the top of the doors which opens the doors from the outside without an access card or key.

Repair and maintain the rear doors in a manner that won't allow manipulation of the motion sensor from the outside.

Near the public restrooms adjacent to the Alternative Sentencing Division is a boiler stop panic button that could easily be activated by members of the public by accident or malicious intent. Move the boiler stop button to a non-public area or secure with some measure that allows only authorized personnel to activate.

The public stairwell at the north east corner of the building and the emergency stairwells are un-monitored at this time.

When developing the facility video monitoring plan consider video coverage of these areas.

Consider reconfiguring the screening station to control all public access to the building. The station could be moved and public traffic directed so all incoming traffic proceeds through the screening station and all exiting traffic is directed through designated exit doors (the doors to the extreme north with their exterior handles removed and marked exit only) similar to how airport screening is conducted. Anyone attempting to sneak in would be going against the flow of traffic and would still need to pass by security personnel.

Consider researching the availability of materials that can be applied to the windows that are more bullet resistant than Mylar and materials that can be applied to the windows which would inhibit line of site identification even when back-lit after dark.

Policy Issues

Consider revising or developing a new comprehensive Building Security Program to include:

- An evaluation of current policy relating to key control and card control access of the building (internal and external) including secure parking and develop new or improved access control protocols section of the Building Security Program.
- An evaluation of current policy relating to video monitoring of the building (internal and external) including secure parking and develop new or improved video monitoring protocols section of the Building Security Program.
- An evaluation of current policy relating to duress alarm response within the building and develop new or improved video monitoring protocols section of the Building Security Program that would address situations whereby the screening station and/or courtrooms are not left un-attended.
- The development of a consistent policy in regards to firearms control protocols for the entire facility.
- The development or revision of disaster/emergency/crisis protocols with defined roles and responsibilities for affected employees to include provisions for training and periodic drills.

Please feel free to contact me if you have any questions or if I can be of further assistance.



Craig Buchholz, Risk Control Specialist, Willis Pooling  
On behalf of Nevada Public Agency Insurance Pool  
1755 E. Plumb Lane, #269  
Reno, NV 89502

Office 775.323.1656 ext.23  
Facsimile 775.323.8721

[buchholz\\_cl@willis.com](mailto:buchholz_cl@willis.com)

C. Rory Planeta, Chief of Alternative Sentencing  
Max Cortez, Court Administrator

## Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

<b>(1) Type of Capital Facility:</b>						
<b>(2) Project Name:</b> Live Scan Fingerprint System						
<b>(3) Project Description:</b> Live Scan Fingerprint System - Adam Walsh Act Compliance						
<b>(4) Project Location:</b> Carson City Sheriff's Office						
<b>(5) Responsible Department/Division:</b> Sheriff's Office Admin Services and Detention Divisions						
<b>(6) Financial Summary for fiscal year</b>						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other						
Land Appraisal, Land Acquisition						
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.						
Other Major fixed equipment, Rolling Stock, Other: _____	\$48,000	\$4,000 (maintenance on Civil system)	\$8,000 (maintenance on Civil and Jail systems)	\$8,000 (maintenance on Civil and Jail systems)	\$8,000 (maintenance on Civil and Jail systems)	\$76,000
<b>TOTAL COSTS:</b>	<b>\$48,000</b>	<b>\$4,000</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$76,000</b>
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
<b>TOTAL REVENUE:</b>						

Prepared by: Ken Furlong	Date: 11/02/07
Department: Sheriff	Telephone: 887-2500

**Return this form to the Finance Department by November 9, 2007.**

# Carson City Capital Improvement Program

## Form 2 - Operating Budget Impact of Capital Project

<b>(1) Type of Capital Facility:</b>
<b>(2) Project Name:</b> Live Scan Fingerprint System

**Detailed Cost Estimate**

**Personnel Costs:**

Job Title	Annual Salary	# of Positions	Total Salary
<b>Subtotal all Salaries:</b>			
<b>Fringe Benefits at 35% of salaries:</b>			
<b>(a) Total Personnel Costs:</b>			

Non-Personnel Costs:	Materials & Supplies:	
	Services & Contracts:	\$4,000
	Equipment and Furnishings (not included in project cost):	
	<b>(b) Total Non-Personnel Costs:</b>	<b>\$4,000</b>
	<b>Total Costs (a+b):</b>	<b>\$4,000</b>

Revenue

(c) Rate or Fee per Unit of Service:	
(d) Estimated Number of Service:	
<b>Total Revenue (c x d):</b>	
<b>Total Revenue - Total Costs = Net Cost:</b>	<b>\$4,000</b>

Prepared by: Ken Furlong	Date: 11/02/07
Department: Sheriff	Telephone: 887-2500

**Return this form to the Finance Department by November 9, 2007.**



Ken Furlong  
Sheriff

901 E. Musser St.  
Carson City, NV 89701

775-887-2500  
Fax: 775-887-2026

TO: CIP Committee

DATE: November 2, 2007

RE: Live Scan Fingerprint Systems

The 2007 Legislative Session approved the purchase of Live Scan Fingerprint Systems by the Department of Public Safety for use throughout the state. This approval provided for the most efficient and positive identification of persons being printed. It is estimated that 60% of ink based print cards submitted for review are rejected for fault. Live Scan submissions are more cost effective and electronically submitted to the state and federal government and controlled as such. The state of Nevada has selected Motorola at the venter for supplying new equipment.

The Carson City Sheriff's Office is equipped with two Live Scan Systems, one in the detention facility (booking) and the second at the civil division. At detention, approximately 3,800 to 4,000 persons are processed per year. In the civil division, 400 to 600 persons per month are processed for a variety of background reasons. Background criminal history for crime related registrants may ONLY be submitted by fingerprint. This includes ex-felon registration and sex offender registrations.

In July 2008, all law enforcement agencies will be required to comply with the Adam Walsh Act. This will cause both detention and civil divisions to add palm print submissions to the current booking, background and registration processes. Neither Live Scan Fingerprint System currently in use at the Sheriff's Office is currently capable of compliance.

Fulfillment of the mandates and resources required will necessitate the Sheriff's Office to purchase a second Motorola Live Scan System at a cost of \$29,689 and interface modifications of \$9,000. The state did not provide for interface modifications in the equipment purchased. Therefore, two separate interfaces may be needed. On-going maintenance for this equipment IS required.

As applies to this submission, the immediate fiscal impact is \$48,000. The total estimated five (5) year impact of this mandate is \$76,000.

# Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

<b>(1) Type of Capital Facility:</b>						
<b>(2) Project Name:</b> Blood Alcohol Testing Equipment						
<b>(3) Project Description:</b> Blood Alcohol Testing						
<b>(4) Project Location:</b> Carson City Sheriff's Office						
<b>(5) Responsible Department/Division:</b> Sheriff's Office Operations Division						
<b>(6) Financial Summary for fiscal year</b>						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other						
Land Appraisal, Land Acquisition						
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.						
Other Major fixed equipment, Rolling Stock, Other:	\$65,330	\$7,550 (maintenance and supplies)	\$7,550 (maintenance and supplies)	\$8,550 (maintenance supplies and GC columns)	\$7,550 (maintenance and supplies)	\$96,530
<b>TOTAL COSTS:</b>	<b>\$65,330</b>	<b>\$7,550</b>	<b>\$7,550</b>	<b>\$8,550</b>	<b>\$7,550</b>	<b>\$96,530</b>
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
<b>TOTAL REVENUE:</b>						

Prepared by: Ken Furlong	Date: 11/02/07
Department: Sheriff	Telephone: 887-2500

**Return this form to the Finance Department by November 9, 2007.**

# Carson City Capital Improvement Program Form 2 - Operating Budget Impact of Capital Project

<b>(1) Type of Capital Facility:</b>
<b>(2) Project Name:</b> Blood Alcohol Testing Equipment

**Detailed Cost Estimate**

**Personnel Costs:**

Job Title	Annual Salary	# of Positions	Total Salary
Subtotal all Salaries:			
Fringe Benefits at 35% of salaries:			
<b>(a) Total Personnel Costs:</b>			

Non-Personnel Costs:	Materials & Supplies:	\$3,750
	Services & Contracts:	\$3,800
	Equipment and Furnishings (not included in project cost):	
	<b>(b) Total Non-Personnel Costs:</b>	<b>\$7,550</b>
	<b>Total Costs (a+b):</b>	<b>\$7,550</b>

Revenue

(c) Rate or Fee per Unit of Service:	
(d) Estimated Number of Service:	
<b>Total Revenue (c x d):</b>	
<b>Total Revenue - Total Costs = Net Cost:</b>	<b>\$7,550</b>

Prepared by: Ken Furlong	Date: 11/02/07
Department: Sheriff	Telephone: 887-2500

**Return this form to the Finance Department by November 9, 2007.**



Ken Furlong  
Sheriff

901 E. Musser St.  
Carson City, NV 89701

775-887-2500  
Fax: 775-887-2026

TO: CIP Committee

DATE: November 2, 2007

RE: Blood Alcohol Testing

This is a joint Capital Improvement submission by the Sheriff's Office and the District Attorney's Office.

The Carson City Sheriff's Office Crime Lab is equipped and staffed by two employees with a Senior Forensic Lab Specialist and a Forensic Technician. The operational functions of the Lab include processing crime scenes, analyzing evidence, and providing testimony in judicial matters. The lab is not equipped and personnel are not trained for blood alcohol testing.

The Sheriff's Office retrieves evidentiary blood from (primarily) DUI related cases. The samples are retrieved by specialists and forwarded to Quest Diagnostics in Las Vegas for analysis. The cost to the Sheriff's Office for analysis only is approximately \$12,000 annually.

For prosecution of cases involving blood draws, the District Attorney's Office is required to provide for witness testimony those persons in line with the seizure of the sample, as well as those persons who have completed analysis. The District Attorney currently expends funds for expert witness testimony, travel and lodging, as well as incidental expenses for Quest Diagnostics. In calendar year 2006, the Sheriff's Office recorded 248 DUI cases.

Implementation of this capital improvement will not result in cost reductions for approximately one (1) year.



# Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

<b>(1) Type of Capital Facility:</b>						
<b>(2) Project Name:</b> Patrol Vehicle Video Cameras						
<b>(3) Project Description:</b> Patrol Vehicle Video Cameras						
<b>(4) Project Location:</b> Carson City Sheriff's Office						
<b>(5) Responsible Department/Division:</b> Sheriff's Office Operations Division						
<b>(6) Financial Summary for fiscal year</b>						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other						
Land Appraisal, Land Acquisition						
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.						
Other Major fixed equipment, Rolling Stock, Other: _____	\$108,000					
<b>TOTAL COSTS:</b>	<b>\$108,000</b>					
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
<b>TOTAL REVENUE:</b>						

Prepared by: Ken Furlong	Date: 11/02/07
Department: Sheriff	Telephone: 887-2500

**Return this form to the Finance Department by November 9, 2007.**



Ken Furlong  
Sheriff

901 E. Musser St.  
Carson City, NV 89701

775-887-2500  
Fax: 775-887-2026

TO: CIP Committee

DATE: November 2, 2007

RE: Patrol Vehicle Audio/Video Cameras

In car camera systems are mounted in the marked patrol units. They are used in a variety of ways while on patrol and thirteen (13) aged items are currently in use. The use of recordings have several benefits to the agency, including officer safety, professional development, public opinion, and evidence.

#### Officer Safety

The system may be used to identify suspects and activity at the time of law enforcement contact. If the Deputy is injured during a contact, the system may also provide the evidence needed in a criminal or civil litigation. Further, in car videos may be used for training purposes to sharpen and enhance the skills and effectiveness of officers.

#### Professionalism

Achieving the public expectation for professional law enforcement is enhanced when activities are recorded. These recordings allow for reviewing activities and determining additional training options. There are rising public expectation that all law enforcement is equipped with this technology.

#### Complaints

Studies have shown that when there is a recording of the event, nearly half of the complaints are immediately withdrawn. This saves the department and the city by not having to investigate falsely made complaints or allegations of misconduct.

#### Evidence

The primary purpose of audio/video recordings is to make available evidence in criminal case prosecutions. These devices often save the department, District Attorneys Office, courts and the City of Carson by reducing court time. When videos are introduced as evidence, defendants face stronger clear and convincing evidence of the facts before a jury.

## Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

<b>(1) Type of Capital Facility:</b> Fire Apparatus						
<b>(2) Project Name:</b> Type III Wildland Fire Engine						
<b>(3) Project Description:</b> Add one additional wildland fire engine for suppression operations						
<b>(4) Project Location:</b> Fire Department, Station 1						
<b>(5) Responsible Department/Division:</b> Fire/Operations						
<b>(6) Financial Summary for fiscal year</b>						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other						
Land Appraisal, Land Acquisition						
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.						
Other Major fixed equipment, Rolling Stock, Other: _____	\$289,000 (1 unit @ \$289,000 each)					
<b>TOTAL COSTS:</b>	<b>\$289,000</b>					<b>\$289,000</b>
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
<b>TOTAL REVENUE:</b>						

Prepared by: R. Stacey Giomi	Date: October 25, 2007
Department: Fire	Telephone: 887-2210 Ext 1005

**Return this form to the Finance Department by November 9, 2007.**

**Project Name:** Type III Wildland Fire Engine

**Project Description:** Add one additional wildland fire engine for suppression operations.

**Explanation/Justification:** Federal and State agencies are decreasing the number of fire apparatus that are available for responses. This decrease is related to budget cuts at both levels. This has placed a heavier burden on local governments to support each other. For calendar year 2007, the Fire Department has responded to 23 separate requests for fire assistance. This commitment by local agencies has occurred throughout the region. The addition of another wildland engine would allow the department the resources necessary to provide assistance to other local governments while at the same time providing for the protection of our community.

## Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

<b>(1) Type of Capital Facility:</b> Fire Apparatus						
<b>(2) Project Name:</b> Aerial Apparatus						
<b>(3) Project Description:</b> Replace 1986 Aerial Ladder Truck						
<b>(4) Project Location:</b> Fire Department, Station 1						
<b>(5) Responsible Department/Division:</b> Fire/Operations						
<b>(6) Financial Summary (\$ in thousands) for fiscal year</b>						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other						\$0
Land Appraisal, Land Acquisition						\$0
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.						\$0
Other Major fixed equipment <b>Rolling Stock,</b> Other:	\$899,000					\$899,000
<b>TOTAL COSTS:</b>	\$899,000	\$0	\$0	\$0	\$0	\$899,000
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
						\$0
						\$0
						\$0
						\$0
<b>TOTAL REVENUE:</b>	\$0	\$0	\$0	\$0	\$0	\$0

Prepared by: R. Stacey Giomi	Date: October 25, 2007
Department: Fire	Telephone: 887-2210 Ext 1005

**Return this form to the Finance Department by November 9, 2007.**

**Project Name:** Aerial Apparatus

**Project Description:** Replace 1986 Aerial Ladder Truck.

**Explanation/Justification:** This vehicle was due for replacement in FY 2006. Attempts were made to get partial funding from the legislature, but these efforts failed. The unit replacement date is based upon recommendation from fleet, a fleet management study, and historical use trends. The apparatus has been costly to maintain, on average we are spending between \$15,000 and \$20,000 annually to maintain the ladder's certification of use. The most recent test caused the ladder to be taken out of service (October 2007). This apparatus is critical to maintaining our insurance rating and responding to fires, but also used for rescue purposes.

## Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

<b>(1) Type of Capital Facility:</b> Radio Communications						
<b>(2) Project Name:</b> Two-way Hand Held Radios						
<b>(3) Project Description:</b> Purchase two way radios for use in interoperable communications with other city departments and neighboring fire agencies.						
<b>(4) Project Location:</b> Fire Department						
<b>(5) Responsible Department/Division:</b> Fire/All divisions						
<b>(6) Financial Summary (\$ in thousands) for fiscal year</b>						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other						\$0
Land Appraisal, Land Acquisition						\$0
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.						\$0
Other Major fixed equipment Rolling Stock, Other:	\$35,800*					\$35,800
<b>TOTAL COSTS:</b>	\$35,800	\$0	\$0	\$0	\$0	\$35,800
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
						\$0
						\$0
						\$0
						\$0
<b>TOTAL REVENUE:</b>	\$0	\$0	\$0	\$0	\$0	\$0

Prepared by: R. Stacey Giomi	Date: October 25, 2007
Department: Fire	Telephone: 887-2210 Ext 1005

**Return this form to the Finance Department by November 9, 2007.**

\*Note: This is 12 new radios @ \$2,400 each and replacement of old HT Radios/Chargers @ \$7,000.

**Project Name:** Two-way Hand Held Radios

**Project Description:** Purchase two way radios for use in interoperable communications with other city departments and neighboring fire agencies.

**Explanation/Justification:** This money will be leveraged against a \$260,000 federal grant, grant match funds, and funds from an adjoining fire district to update our compliment of portable and handheld radios. By 2009 all radios in use must be narrow-band capable. This is an FCC mandate. We still have a few remaining radios that do not meet this standard.



## Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

<b>(1) Type of Capital Facility:</b> Storage Building						
<b>(2) Project Name:</b> Fire Department Storage Building						
<b>(3) Project Description:</b> Metal, modular storage building.						
<b>(4) Project Location:</b> Carson City Fire Department, Station 2, 2400 College Parkway						
<b>(5) Responsible Department/Division:</b> Fire/Operations						
<b>(6) Financial Summary (\$ in thousands) for fiscal year</b>						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other						\$0
Land Appraisal, Land Acquisition						\$0
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.	\$349,000					\$349,000
Other Major fixed equipment Rolling Stock, Other:						\$0
<b>TOTAL COSTS:</b>	\$349,000	\$0	\$0	\$0	\$0	\$349,000
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
						\$0
						\$0
						\$0
						\$0
<b>TOTAL REVENUE:</b>	\$0	\$0	\$0	\$0	\$0	\$0

Prepared by: Rich Chrzanowski	Date: October 25, 2007
Department: Fire	Telephone: 887-2210 Ext 1010

**Return this form to the Finance Department by November 9, 2007.**

**Project Name:** Fire Department Storage Building

**Project Description:** Metal, modular storage building.

**Explanation/Justification:** This request is inclusive of site preparation (Fire Station 2 property), building permits, and installation of modular metal storage building. The building would be approximately 3,200 square feet with large overhead doors. The purpose of the building is primarily for storage of fire and EMS vehicles that presently have no place for storage.

This storage building will also be used to house emergency management, evacuation shelter, and disaster preparedness supplies. Carson City is presently using storage facilities provided at no cost by the Salvation Army. This storage arrangement will end in the next few months and a location to store essential emergency management supplies, in addition to the apparatus noted, will be necessary.

## Carson City Capital Improvement Program Form 1 - Capital Projects Costs, and Revenues

<b>(1) Type of Capital Facility:</b>						
<b>(2) Project Name:</b> Swift Water Rescue						
<b>(3) Project Description:</b> Train Fire Department personnel to the "Operation" and "Technician" level for Swift Water River rescue emergencies on the Carson River.						
<b>(4) Project Location:</b> Carson City Fire Department						
<b>(5) Responsible Department/Division:</b> Fire/Operations						
<b>(6) Financial Summary (\$ in thousands) for fiscal year</b>						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other						\$0
Land Appraisal, Land Acquisition						\$0
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.						\$0
Other Major fixed equipment Rolling Stock, Other:	\$58,911					\$58,911
<b>TOTAL COSTS:</b>	\$58,911	\$0	\$0	\$0	\$0	\$58,911
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
						\$0
						\$0
						\$0
						\$0
<b>TOTAL REVENUE:</b>	\$0	\$0	\$0	\$0	\$0	\$0

Prepared by: Dan Shirey	Date: October 25, 2007
Department: Fire	Telephone: 887-2210 Ext 1010

**Return this form to the Finance Department by November 9, 2007.**

**Project Name:** Swift Water Rescue

**Project Description:** Train Fire Department personnel to the "Operation" and "Technician" level for Swift Water River rescue emergencies on the Carson River.

**Explanation/Justification:** The Carson River is rapidly becoming promoted as a destination river for the white water rafting sportsmen and casual river goer. Carson City Fire Department is tasked with the responsibility of performing swift water rescue in the Carson River. The current level of service is at the "Awareness" level. This level is primarily "throw them a rope and hope for the best". If the rescue is more involved than this, the closest agency capable of assisting could have a response time of about 1-2 hrs which likely would be too late. This training proposal is to increase the level of service to the "Operation level with limited Technician" level of service. This will result in a more successful rescue rate because Technicians are the only level capable of actually getting in the water for rescue and is the most cost effective service level.

## Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

<b>(1) Type of Capital Facility:</b> Fire Station						
<b>(2) Project Name:</b> Flooring Replacement						
<b>(3) Project Description:</b> Removal and replacement of deteriorating floor tile in two fire stations.						
<b>(4) Project Location:</b> Station 1 - 777 South Stewart Street and Station 2 - 2400 College Parkway.						
<b>(5) Responsible Department/Division:</b> Fire/Operations						
<b>(6) Financial Summary (\$ in thousands) for fiscal year</b>						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other						\$0
Land Appraisal, Land Acquisition						\$0
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.	\$20,000					\$20,000
Other Major fixed equipment Rolling Stock, Other:						\$0
<b>TOTAL COSTS:</b>	\$20,000	\$0	\$0	\$0	\$0	\$20,000
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
						\$0
						\$0
						\$0
						\$0
<b>TOTAL REVENUE:</b>	\$0	\$0	\$0	\$0	\$0	\$0

Prepared by: Rich Chrzanowski	Date: October 25, 2007
Department: Fire	Telephone: 887-2210 Ext 1010

**Return this form to the Finance Department by November 9, 2007.**

**Project Name:** Flooring Replacement

**Project Description:** Removal and replacement of deteriorating floor tile in two fire stations.

**Explanation/Justification:** Capital improvement funds are being requested for the intended replacement of flooring at fire stations 1 and 2. In both locations, existing flooring is cracking, worn, and in some places, coming loose. Flooring at station 2 encompasses the kitchen/dining area. Flooring at station 1 encompasses hallways, dining, and janitorial areas. In both cases, existing flooring needs to be removed and replaced with ceramic tile for increased life span and ease of maintenance. Estimated cost for both locations (combined) is \$20,000.

**MEMORANDUM**

**TO:** Linda Ritter, City Manager

**FROM:** Kevin Haggerty, Information Technology Services

**DATE:** Monday, November 05, 2007

**SUBJECT:** Projected Information Technology Capital Spend 2007 / 08 Fiscal Year

Assumptions:

Telephone systems will be resold during VOIP implementation to cover any additional costs. Cost will be incurred due to Sheriff and Public Safety cutover which was not in the original design.

Break/Fix items will be funded from I.T. operating budget.

Attachment A contains a project breakdown and estimated spend for the 2007/2008 I.T. capital projects.

The total cost is approximately \$447K. Potential carryover budget is/was \$100K. Lyon County agreement provides approximately \$50K for the remainder of this year.

Please contact me if you have questions.

**Attachment A**

**Fiscal Year 2007/2008  
Capital Projects (000's)**

Item	Budget Estimate	Priority	Comments
Code Enforcement Implementation using Sungard THE <i>good</i>	10 ✓	1	Cost is to re-enable software. Sweeps is current system with annual maintenance of \$5000 versus \$1800 for Sungard.
UPS for Phone and Network Equipment	12 ✓	1	Protect network equipment from power outages at sites without UPS capability.
Parks & Recreation Software Review <i>good</i>	<del>20</del> ✓	<del>1</del> 3	Nice ROI. Safari is current system with annual maintenance of \$9000 versus \$2000 for alternative.
JCATS Upgrade <i>good</i>	25 ✓	1	Application recovery and integrity
Wireless Wide Area Network Backbone <i>good</i>	25 ✓	1	Network backup and throughput improvements. AT&T cost reductions.
Document Imaging	30 ✓	1	
Printer & Copier Portfolio Upgrade	40 ✓	1	
Disaster Recovery AS/400 Platform	40 ✓	1	
Disaster Recovery Windows Platform	70 ✓	1	
HR Systems Review	TBD	1	
Central Fax Services	10	2	Eliminate 40-45 phone lines (\$13 per line) associated with fax and potential integration with Documentum.
UPS Make/Break Switch	15 ✓	2	Provide uninterruptible power to computers during UPS maintenance
Disk Storage Expansion	15	2	
Email Archive	40	2	
<del>Wireless Access Points</del>	<del>10</del>	<del>3</del>	<del>Increasing use of Wireless Access</del>
Theatre Sound System PC Replacement	10	3	
<del>Parking Enforcement Collection - Treasurer</del>	<del>35</del>	<del>3</del>	
<del>Payment Kiosk (Treasurer)</del>	<del>40</del>	<del>3</del>	
<b>Total</b>	<b>447</b>		



# Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

<b>(1) Type of Capital Facility:</b> Vehicles						
<b>(2) Project Name:</b> Vehicle Replacement Program						
<b>(3) Project Description:</b> Vehicle Replacement						
<b>(4) Project Location:</b> Fleet Services						
<b>(5) Responsible Department/Division:</b> Public Works / Fleet Services						
<b>(6) Financial Summary for fiscal year</b>						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other						
Land Appraisal, Land Acquisition						
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.						
Other Major fixed equipment, <b>Rolling Stock,</b> Other:	\$278,500.00	\$489,600.00	\$471,400.00	\$525,210.00	\$481,400.00	\$2,246,110.00
<b>TOTAL COSTS:</b>	\$278,500.00	\$489,600.00	\$471,400.00	\$525,210.00	\$481,400.00	\$2,246,110.00
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
220-0000-413- 77.05 (CIP)	\$278,500.00	\$489,600.00	\$471,400.00	\$525,210.00	\$481,400.00	\$2,246,110.00
<b>TOTAL REVENUE:</b>	\$278,500.00	\$489,600.00	\$471,400.00	\$525,210.00	\$481,400.00	\$2,246,110.00

Prepared by: Darren Selby	Date: 11/01/07
Department: Public Works	Telephone: 887-2355 ext. 1048

**Return this form to the Finance Department by November 9, 2007.**

FLEET SERVICES 5 YEAR VEHICLE REPLACEMENT PROGRAM

DEPARTMENT	VEHICLE/EQUIP.	QUANTITY	FY 07/08	QUANTITY	FY 08/09	QUANTITY	FY 09/10	QUANTITY	FY 10/11	QUANTITY	FY 11/12	QUANTITY	FY 12/13
Assessor	Sedan												
District Attorney				1	\$24,000.00								
Risk Management	SUV												
Information Technology	Van											1	\$25,500.00
Purchasing	Van/Suv											1	\$29,000.00
Sheriff Patrol	Sedans	3	\$84,000.00	6	\$173,000.00	6	\$178,200.00	6	\$183,500.00	6	\$189,000.00	6	\$194,700.00
	SUV	3	\$102,000.00	2	\$70,000.00	2	\$72,000.00	2	\$74,300.00	3	\$69,000.00	3	\$69,000.00
	Motorcycle												
Sheriff Detective	Sedan	2	\$52,000.00	1	\$25,800.00	1	\$27,600.00	1	\$28,410.00	1	\$29,300.00	1	\$30,150.00
Fire Dept	SUV			1	\$32,000.00			1	\$45,000.00			1	\$30,700.00
Parking Enforcement	Sedan												
Vehicle Maint.	Pickup			1	\$35,000.00								
Juvi. Prob. Sedan	Van												
	Sedan			1	\$25,000.00								
	SUV											1	\$28,000.00
Justice Court	Sedan			1	\$33,000.00								
Alt. Sentence	SUV			1	\$35,000.00							1	\$38,000.00
Parks	Pickup			1	\$27,000.00								
	SUV			1	\$28,000.00							2	\$61,600.00
Bldg. Maint.	Pickup												
Recreation	Sedan			1	\$23,000.00								
Cemetery	Pickup			1	\$27,000.00							1	\$29,000.00
Health	Sedan			1	\$22,000.00								
	Pickup												
Animal Control	Pickup											1	\$28,000.00
Engineering	Pickup			1	\$18,500.00								
Planning	SUV												
# vehicles				17								14	
General Fund Grand Total			\$278,500.00		\$489,600.00		\$471,400.00		\$525,210.00		\$481,400.00		\$559,250.00
Previous Estimate													

# Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

(1) **Type of Capital Facility:** Downtown Improvements

(2) **Project Name:** Downtown Revitalization

(3) **Project Description:** Initial efforts are to prepare a market study and funding plan for the downtown project.

(4) **Project Location:** Musser to William on Carson Street

(5) **Responsible Department/Division:** Public Works/Redevelopment/Parks

(6) Financial Summary for fiscal year						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other	\$250,000	\$250,000	\$250,000			\$750,000
Land Appraisal, Land Acquisition						
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.				\$5,000,000	\$5,000,000	\$10,000,000
Other Major fixed equipment, Rolling Stock, Other: _____						
<b>TOTAL COSTS:</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$5,000,000</b>	<b>\$5,000,000</b>	<b>\$10,750,000</b>
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
NDOT/RTC/Redevelopment	Unknown					
CIP-GF and Unknown Sources						
<b>TOTAL REVENUE:</b>						

Prepared by: Andrew Burnham	Date: 10/31/07
Department: Public Works	Telephone: 775-887-2355

**Return this form to the Finance Department by November 9, 2007.**

# Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

<b>(1) Type of Capital Facility:</b> Parking Lot Rehabilitation						
<b>(2) Project Name:</b> City-wide Parking Lots - 2008						
<b>(3) Project Description:</b> Rehabilitation of City-wide Parking Lots						
<b>(4) Project Location:</b> Cemetery, Dispatch Substation, Library, and Fire Station #3						
<b>(5) Responsible Department/Division:</b> Public Works						
<b>(6) Financial Summary for fiscal year</b>						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other	\$8,100					\$8,100
Land Appraisal, Land Acquisition						
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.	\$59,225					\$59,225
Other Major fixed equipment, Rolling Stock, Other: _____						
<b>TOTAL COSTS:</b>	<b>\$67,325</b>					<b>\$67,325</b>
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
General	\$67,325					\$67,325
<b>TOTAL REVENUE:</b>	<b>\$67,325</b>					<b>\$67,325</b>

Prepared by: Kim Belt/John Platt	Date: 10/31/07
Department: Public Works	Telephone: 887-2355

**Return this form to the Finance Department by November 9, 2007.**

**Centennial Park 2008/2009**

**Parking Lot**

Engineering	\$25,000
Construction	\$140,000
Maintenance	\$8,500
Testing	\$14,000
	<hr/>
	\$187,500

**Street**

Engineering	\$32,200
Construction	\$230,000
Maintenance	\$15,000
Testing	\$23,000
	<hr/>
	\$300,200

**Total Both** \$487,700

**City Wide Parking Lots 2008/2009**

**Maintenance**

Cemetery Parking Lot	\$1,275
Dispatch Substation	\$2,380
Library Parking Lot	\$3,570
	<hr/>
	\$7,225

**Firestation #3**

Engineering	\$8,100
Construction	\$45,000
Testing	\$7,000
	<hr/>
	\$60,100

**Total City Wide Parking Lots** \$67,325

# Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

(1) **Type of Capital Facility:** Access and Parking Improvements

(2) **Project Name:** Centennial Park - Pavement Rehabilitation

(3) **Project Description:** Reconstruction of Parking and Access Drives

(4) **Project Location:** Centennial Park

(5) **Responsible Department/Division:** Public Works

(6) Financial Summary for fiscal year						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other	\$57,200					\$57,200
Land Appraisal, Land Acquisition						
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.	\$430,500					\$430,500
Other Major fixed equipment, Rolling Stock, Other: _____						
<b>TOTAL COSTS:</b>	<b>\$487,700</b>					<b>\$487,700</b>
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
General	\$187,500					\$187,500
Streets	\$300,200					\$300,200
<b>TOTAL REVENUE:</b>	<b>\$487,700</b>					<b>\$487,700</b>

Prepared by: Kim Belt/John Platt	Date: 10/29/07
Department: Public Works	Telephone: 887-2355

**Return this form to the Finance Department by November 9, 2007.**

**Centennial Park 2008/2009**

**Parking Lot**

Engineering	\$25,000
Construction	\$140,000
Maintenance	\$8,500
Testing	\$14,000
	<hr/>
	\$187,500

**Street**

Engineering	\$32,200
Construction	\$230,000
Maintenance	\$15,000
Testing	\$23,000
	<hr/>
	\$300,200

**Total Both** \$487,700

**City Wide Parking Lots 2008/2009**

**Maintenance**

Cemetery Parking Lot	\$1,275
Dispatch Substation	\$2,380
Library Parking Lot	\$3,570
	<hr/>
	\$7,225

**Firestation #3**

Engineering	\$8,100
Construction	\$45,000
Testing	\$7,000
	<hr/>
	\$60,100

**Total City Wide Parking Lots** \$67,325

# Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

<b>(1) Type of Capital Facility:</b> Transportation Infrastructure Improvement						
<b>(2) Project Name:</b> ADA Sidewalk Improvements						
<b>(3) Project Description:</b> Improve sidewalk network to meet ADA standards.						
<b>(4) Project Location:</b> Citywide						
<b>(5) Responsible Department/Division:</b> Public Works - Transportation						
<b>(6) Financial Summary for fiscal year</b>						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other	20,000	20,800	21,600	22,500	23,400	108,300
Land Appraisal, Land Acquisition						
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.	180,000	187,200	194,700	202,500	210,600	975,000
Other Major fixed equipment, Rolling Stock, Other: _____						
<b>TOTAL COSTS:</b>	<b>200,000</b>	<b>208,000</b>	<b>216,300</b>	<b>225,000</b>	<b>234,000</b>	<b>1,083,300</b>
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
General Fund	200,000	208,000	216,300	225,000	234,000	1,083,000
<b>TOTAL REVENUE:</b>	<b>200,000</b>	<b>208,000</b>	<b>216,300</b>	<b>225,000</b>	<b>234,000</b>	<b>1,083,000</b>

Prepared by: Patrick Pittenger	Date: 10/29/2007
Department: Public Works	Telephone: 887-2355

**Return this form to the Finance Department by November 9, 2007.**



# Carson City Capital Improvement Program

## Form 2 - Operating Budget Impact of Capital Project

(1) <b>Type of Capital Facility:</b> Transportation Infrastructure Improvement
(2) <b>Project Name:</b> ADA Sidewalk Improvements

**Detailed Cost Estimate**

**Personnel Costs:**

Job Title	Annual Salary	# of Positions	Total Salary
Subtotal all Salaries:			
Fringe Benefits at 35% of salaries:			
<b>(a) Total Personnel Costs:</b>			<b>0</b>

Non-Personnel Costs:	Materials & Supplies:	0
	Services & Contracts:	200,000
	Equipment and Furnishings (not included in project cost):	0
	<b>(b) Total Non-Personnel Costs:</b>	<b>200,000</b>
	<b>Total Costs (a+b):</b>	<b>200,000</b>

Revenue

(c) Rate or Fee per Unit of Service:	0
(d) Estimated Number of Service:	0
<b>Total Revenue (c x d):</b>	<b>0</b>
<b>Total Revenue - Total Costs = Net Cost:</b>	<b>200,000</b>

Prepared by: Patrick Pittenger	Date: 10/29/2007
Department: Patrick Pittenger	Telephone: 887-2355

**Return this form to the Finance Department by November 9, 2007.**

## Carson City Capital Improvement Program Form 3 - Capital Facility Cost

<b>(1) Type of Capital Facility:</b> Transportation Infrastructure Improvement			
<b>(2) Cost Base:</b> ADA-compliant corner ramp			
(3) Cost Component	(4) # of Cost Components	(5) Cost per Component	(6) TYPICAL COST (4) x (5)
Install one ADA-compliant corner ramp	40	5,000	200,000
<b>(7) Total Cost:</b>			200,000
<b>(8) Facility Unit of Capacity:</b>			
<b>(9) # Units in Cost Base:</b>			
<b>(10) "Standard" Cost per Unit of Capacity:</b>			
<b>(11) Description of basis for cost estimate:</b> Public Works has recent experience with improvements of this type.			
Prepared by: Patrick Pittenger		Date: 10/29/2007	
Department: Public Works		Telephone: 887-2355	

**Return this form to the Finance Department by November 9, 2007.**

**Carson City Capital Improvement Program  
Form 5 - Capital Projects Costs and Revenues  
Summary Data for Years 6 - 10**

<b>(1) Type of Capital Project:</b> Transportation Infrastructure Improvement						
<b>(2) Project Description:</b> ADA Sidewalk Improvements						
<b>(3) Project Location:</b> Citywide						
<b>(4) Responsible Department/Division:</b> Public Works - Transportation						
<b>(5) Financial Summary for fiscal year</b>						
Explanation/Justification	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Continuing need to remedy existing conditions to meet Federal requirements	243,400	253,100	263,200	273,700	284,600	1,318,000
<b>TOTAL COSTS:</b>	243,400	253,100	263,200	273,700	284,600	1,318,000
Revenue Sources	Year 6	Year 7	Year 8	Year 9	Year 10	Total
General Fund	243,400	253,100	263,200	273,700	284,600	1,318,000
<b>TOTAL REVENUE:</b>	243,400	253,100	263,200	273,700	284,600	1,318,000

Prepared by: Patrick Pittenger	Date: 10/29/07
Department: Public Works	Telephone: 887-2355

**Return this form to the Finance Department by November 9, 2007.**

**PUBLIC WORKS  
DEPARTMENT**

**CARSON CITY NEVADA**  
Consolidated Municipality and State Capital



**MEMO**

**To:** Carson City CIP Committee  
**From:** Patrick Pittenger, Transportation Program Manager  
**Date:** October 31, 2007  
**Subject:** CIP Application for ADA Sidewalk Improvements

Application materials have been submitted for an annual funding of sidewalk improvements citywide to meet the standards of the Americans with Disabilities Act (ADA). This memo is intended to provide additional information regarding the project need.

Carson City has an extensive network of sidewalks. Unfortunately, there are numerous deficiencies with the infrastructure. There are many non-compliance issues, and it is estimated that the total cost to remedy the deficiencies is at least \$20 million. While the Carson City Regional Transportation Commission (RTC) is dedicating funding annually specifically to improve conditions and completing improvements as part of street projects, the need far exceeds the capacity of the RTC.

General Fund monies are being sought to address one specific element of the ADA deficiencies – corner curb ramps. There are about 2,000 ADA-compliant corner curb ramps needed, and the requested funding would allow the Public Works Department to make consistent progress towards improving overall conditions.

The City is currently operating under a settlement agreement with the U.S. Department of Justice regarding ADA compliance, and the City needs to show consistent progress in improving conditions. Current conditions represent a potential liability. Federal complaints filed thus far against the City have been relatively minor, but other governmental agencies nationwide have been subject to much more substantial actions due to their lack of progress on ADA compliance.

**ADMINISTRATION**  
3505 Butti Way  
Carson City, NV 89701-3498  
Ph: 775-887-2355  
Fx: 775-887-2112

**CONTRACTS**  
3505 Butti Way  
Carson City, NV 89701-3498  
Ph: 775-887-2355  
Fx: 775-887-2112

**FLEET SERVICES**  
3303 Butti Way, Building 2  
Carson City, NV 89701-3498  
Ph: 775-887-2356  
Fx: 775-887-2258

**OPERATIONS**  
(Water, Sewer, Wastewater,  
Streets, Landfill, Environmental)  
3505 Butti Way  
Carson City, NV 89701-3498  
Ph: 775-887-2355  
Fx: 775-887-2112

**TRANSPORTATION/  
CAPITAL PROJECTS**  
3505 Butti Way  
Carson City, NV 89701-3498  
Ph: 775-887-2355  
Fx: 775-887-2112

**DEVELOPMENT  
SERVICES**

**BUILDING and SAFETY  
PERMIT CENTER**  
2621 Northgate Lane, Suite 6  
Carson City, NV 89706-1319  
Ph: 775-887-2310  
Fx: 775-887-2202

**DEVELOPMENT ENGINEERING**  
2621 Northgate Lane, Suite 54  
Carson City, NV 89706-1319  
Ph: 775-887-2300  
Fx: 775-887-2283

**PLANNING**  
2621 Northgate Lane, Suite 62  
Carson City, NV 89706-1319  
Ph: 775-887-2180  
Fx: 775-887-2278

# Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

<b>(1) Type of Capital Facility:</b> 2 Lightweight Fairway Mowers (\$39,765 each)						
<b>(2) Project Name:</b> 2 Lightweight Fairway Mowers						
<b>(3) Project Description:</b> 2 Lightweight Fairway Mowers						
<b>(4) Project Location:</b> Eagle Valley Golf Course						
<b>(5) Responsible Department/Division:</b> Finance						
<b>(6) Financial Summary for fiscal year</b>						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other						
Land Appraisal, Land Acquisition						
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.						
Other Major fixed equipment, Rolling Stock, Other: _____	\$79,530					
<b>TOTAL COSTS:</b>	<b>\$79,530</b>					
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
<b>TOTAL REVENUE:</b>	<b>0</b>					

Prepared by: Nick Providenti	Date: 10/24/2007
Department: Finance	Telephone: 775-887-2133

**Return this form to the Finance Department by November 9, 2007.**

# Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

<b>(1) Type of Capital Facility:</b> 2 Triplex Greens Mowers (\$27,715 each)						
<b>(2) Project Name:</b> 2 Triplex Greens Mowers						
<b>(3) Project Description:</b> 2 Triplex Greens Mowers						
<b>(4) Project Location:</b> Eagle Valley Golf Course						
<b>(5) Responsible Department/Division:</b> Finance						
<b>(6) Financial Summary for fiscal year</b>						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other						
Land Appraisal, Land Acquisition						
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.						
Other Major fixed equipment, Rolling Stock, Other: _____	\$55,430					
<b>TOTAL COSTS:</b>	<b>\$55,430</b>					
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
<b>TOTAL REVENUE:</b>	<b>0</b>					

Prepared by: Nick Providenti	Date: 10/24/2007
Department: Finance	Telephone: 775-887-2133

**Return this form to the Finance Department by November 9, 2007.**

# Carson City Capital Improvement Program

## Form 1 - Capital Projects Costs and Revenues

<b>(1) Type of Capital Facility:</b> 1 Rotary Rough Mower						
<b>(2) Project Name:</b> 1 Rotary Rough Mower						
<b>(3) Project Description:</b> 1 Rotary Rough Mower						
<b>(4) Project Location:</b> Eagle Valley Golf Course						
<b>(5) Responsible Department/Division:</b> Finance						
<b>(6) Financial Summary for fiscal year</b>						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other						
Land Appraisal, Land Acquisition						
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.						
Other Major fixed equipment, Rolling Stock, Other:	\$44,889					
<b>TOTAL COSTS:</b>	<b>\$44,889</b>					
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
<b>TOTAL REVENUE:</b>	<b>0</b>					

Prepared by: Nick Providenti	Date: 10/24/2007
Department: Finance	Telephone: 775-887-2133

**Return this form to the Finance Department by November 9, 2007.**

# Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

<b>(1) Type of Capital Facility:</b> 1 Spray Tek Self Contained Sprayer						
<b>(2) Project Name:</b> 1 Spray Tek Self Contained Sprayer						
<b>(3) Project Description:</b> 1 Spray Tek Self Contained Sprayer						
<b>(4) Project Location:</b> Eagle Valley Golf Course						
<b>(5) Responsible Department/Division:</b> Finance						
<b>(6) Financial Summary for fiscal year</b>						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other						
Land Appraisal, Land Acquisition						
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.						
Other Major fixed equipment, Rolling Stock, Other: _____	\$27,000					
<b>TOTAL COSTS:</b>	<b>\$27,000</b>					
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
<b>TOTAL REVENUE:</b>	<b>0</b>					

Prepared by: Nick Providenti	Date: 10/24/2007
Department: Finance	Telephone: 775-887-2133

**Return this form to the Finance Department by November 9, 2007.**



# Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

<b>(1) Type of Capital Facility:</b> 1 Super Star Bunker Rake						
<b>(2) Project Name:</b> 1 Super Star Bunker Rake						
<b>(3) Project Description:</b> 1 Super Star Bunker Rake						
<b>(4) Project Location:</b> Eagle Valley Golf Course						
<b>(5) Responsible Department/Division:</b> Finance						
<b>(6) Financial Summary for fiscal year</b>						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other						
Land Appraisal, Land Acquisition						
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.						
Other Major fixed equipment, Rolling Stock, Other: _____	\$15,497					
<b>TOTAL COSTS:</b>	<b>\$15,497</b>					
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
<b>TOTAL REVENUE:</b>	<b>0</b>					

Prepared by: Nick Providenti	Date: 10/24/2007
Department: Finance	Telephone: 775-887-2133

**Return this form to the Finance Department by November 9, 2007.**

September 24, 2007

City of Carson

As you are aware, the East Course suffered serious damage over the winter and early summer. We have worked very hard to restore the course and it's stature in the golf and local community.

Significant improvements to the courses and facilities have been made this year, but in order to reach our goals, we require help from the City.

After a thorough analysis of equipment needs and repairs required on the East and West Course, I am requesting that the following upgrades / purchases be seriously considered in the immediate future.

Maintenance / Repairs:

- 1) As previously discussed, the need for isolation valves on the East Course needs to be addressed and completed prior to winter. Kyle Menath has been contacted and he recommended that a plan be submitted for approval and implementation. Severe damage resulted by not having isolation valves and we are just now getting the course back to pristine conditions.
- 2) Many of the cart paths on the West Course need immediate attention. A few of the paths on the East Course also require repair. With the assistance from the Streets Department, these repairs can be done without major expense.
- 3) The two pump stations on the West Course and one pump station on the East Course are in need of winter service. These pump stations are the property of the City, therefore the City needs to schedule and pay for the service. The approximate cost for this is \$3,000 - \$5,000.

Equipment Replacement:

There is a serious need for new equipment at Eagle Valley Golf. Most of the turf equipment is at least 6 years old with thousands of hours of use. The following request is prioritized by need. We have received estimate replacement costs for all of the following equipment, as noted.

- 1) 2 - Lightweight Fairway Mowers - \$39,765 each  
Currently we have 1 mower that is 6 years old with 4700 hours of use and the second mower is 18 years old, which we purchased used.

Page Two

- 2) 2- Triplex Greens Mowers - \$27,715 each  
Currently we have 2 mowers that are 6 years old with 3000 hours of use.
- 3) 1 - Rotary Rough Mower - 44889<sup>h</sup>  
Currently we have 1 mower that is 6 years old with 6300 hours of use and 1 mower that is 1 year old with 1300 hours of use.
- 4) 1 - Spray Tek Self Contained Sprayer - \$38,847 - change to 27000<sup>h</sup>  
Our current sprayer is 20 years old and is in need of replacement.
- 5) 1 - Super Star Bunker Rake - \$15,497  
Currently we have 2 rakes that are 15 years old with 6000 hours of use and 1 that is 5 years old with 1600 hours of use.

As the course turns around financially, we will be in a better position to accept the fiscal responsibility of the day-to-day maintenance and repairs. But, until then, we will be looking to the City for their help and support with the goal of keeping Eagle Valley Golf "Carson City's Hometown Golf Course".

Sincerely,

Jim Kepler, General Manager  
Director of Golf

## Carson City Capital Improvement Program Form 1 - Capital Projects Costs and Revenues

<b>(1) Type of Capital Facility:</b> Remodel/Relocation of Pro Shop at Eagle Valley Golf Course						
<b>(2) Project Name:</b> : Remodel/Relocation of Pro Shop at Eagle Valley Golf Course						
<b>(3) Project Description:</b> : Remodel/Relocation of Pro Shop at Eagle Valley Golf Course						
<b>(4) Project Location:</b> Eagle Valley Golf Course						
<b>(5) Responsible Department/Division:</b> Finance						
<b>(6) Financial Summary for fiscal year</b>						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other						
Land Appraisal, Land Acquisition						
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.	\$28,261					
Other Major fixed equipment, Rolling Stock, Other: _____						
<b>TOTAL COSTS:</b>	<b>\$28,261</b>					
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
<b>TOTAL REVENUE:</b>	<b>0</b>					

Prepared by: Nick Providenti	Date: 10/24/2007
Department: Finance	Telephone: 775-887-2133

**Return this form to the Finance Department by November 9, 2007.**



www.eaglevalleygolf.com

# EAGLE VALLEY GOLF

36 Holes of Championship Golf

November 8, 2007

Carson City Finance  
Attn: Nick Providenti  
201 N. Carson Street, Suite 3  
Carson City, Nevada 89701

Dear Nick,

Attached is the quote from Metcalf Builders for repositioning of the pro-shop back upstairs to better utilize the building, enable the use of the front doors and provide better customer service for our clientele. This will also facilitate the use of the front gates instead of the back or side gates. This change will greatly improve the overall accessibility for our customers.

The pro-shop staff will also have better control over the cart barn, 1<sup>st</sup> tee and the driving range and putting green areas.

This quote does not include the remodel of the current pro-shop area for the restaurant/banquet use and/or gaming?.

Please let me know if you have any questions.

Sincerely,

Jim Kepley, General Manager



**METCALF BUILDERS, INC.**

751 BASQUE WAY • CARSON CITY, NV 89706  
BUS: (775) 885-1844 • FAX: (775) 885-0178  
Nevada Contractors License - 0037475  
California Contractors License - 743953

11/5/2007

Eagle Valley Golf  
3999 Centennial Park Drive  
Carson City, Nevada 89706

Attn: Jim Kepler

RE: Pro Shop Remodel

Dear Jim,

In response to your request to provide a price quote for the remodel/relocation of the existing Pro Shop, at Eagle Valley Golf, 3999 Centennial Park Drive, Carson City, Nevada in accordance with our site visits and preliminary drawings (See Attached) that we have used to assist in our compilation of this cost proposal. We have attached a copy of our cost break down for your review and/or comment.

Total Design / Construction cost.....\$ 28,261.00

Metcalf Builders, Inc., would like to thank you for the opportunity to bid this project for you. If you have any questions, or need any clarifications, please do not hesitate to call.

Sincerely,

Bart Walker  
Sr. Estimator

November 5th, 2007  
Carson City, Nevada

Total Markup: 10.00%

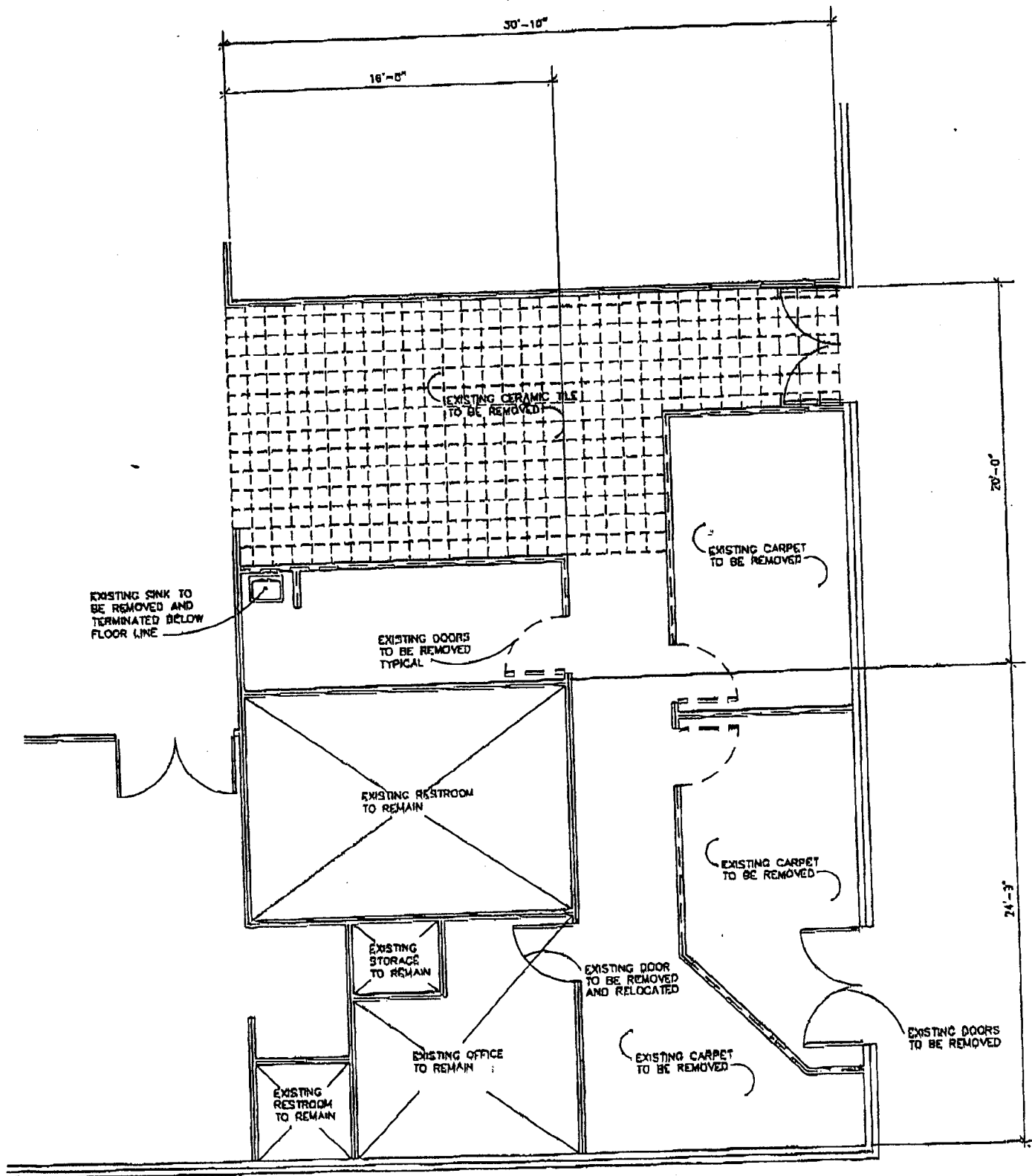


EAGLE VALLEY GOLF PRO SHOP - BUDGET .01

Eagle Valley Golf  
Relocate Pro Shop  
Job #  
Budget .01

Code	Description	Unit	QTY	Rate	Amount	Material	Subcontractor	Notes	Estimate
001	Project Manager 4 wks @ 10 hrs per week	40 HRS	75	3,600	0	0	0	PROJECT MANAGER	\$3,000.00
003	Supervision 4 wks @ 10 hrs per week	40 HRS	65	2,600	0	0	0	SUPERINTENDENT	\$2,600.00
003	Estimating	8 HRS	55	440	0	0	0	MBI	\$440.00
055	Debris Boxes/Dump Fees	1 EA	0	0	285	285	0	CAPITAL SANITATION	\$285.00
102	Removal of (e) walls	16 HRS	120	\$1,920.00	0	0	0	Budget	\$1,920.00
102	Removal/Dispose of (1) year of storefront doors	1 BID	0	\$0.00	300	300	0	Budget	\$300.00
102	Remove and dispose of (e) Carpet & Ceramic tile	1 BID	0	\$0.00	850	850	0	Budget	\$850.00
102	Electrical Demo & Installation	8 HRS	65	\$520.00	0	0	0	Budget	\$520.00
000	Rough Carpentry	1 LS	0	0	480	480	0	Supplier	\$480.00
035	Framing materials for Miscellaneous Framing	16 HRS	42	672	0	0	0	MBI	\$672.00
035	Framing labor for window, inll, etc.	1 LS	672	672	5248	5248	0	MBI	\$5,918.00
000	Rough Finish Carpentry	1 LS	0	0	1600	1600	0	Jackson Drywall	\$1,600.00
135	Provide/Install Back counter Base cabinets w/ top	1 LS	0	0	1200	1200	0	MBI	\$1,200.00
080	In labor Drywall patch and repairs	1 LS	0	0	0	0	0	MBI Incl'd	\$0.00
080	Pa Texture of remediated area	1 LS	0	0	225	225	0	Rick's Floor Covering	\$225.00
080	Interior Paint Material & Labor	1 LS	0	0	2802	2802	0	Rick's Floor Covering	\$2,902.00
080	Exterior Prep / Paint - Labor	1 LS	0	0	0	0	0	Plumbing Sub	\$780.00
080	Provide & Install new rubber base	1 LS	0	0	0	0	0	Electrical Sub	\$1,000.00
080	Provide & Install new direct glus caps	1 BGT	0	0	780	780	0	Excluded, By Owner	\$0.00
000	Plumbing	1 LS	0	0	1000	1000	0	MBI / M,P,&E	\$1,000.00
005	Remove and Terminate (e) Handlink under floor	1 LS	0	0	0	0	0	Excluded, By Owner	\$0.00
005	Electrical	1 LS	0	0	0	0	0	MBI / M,P,&E	\$1,000.00
005	Electrical Modifications for new layout	1 LS	0	0	0	0	0	Excluded, By Owner	\$0.00
005	Relocation of Fire Alarm Panel	0 LS	0	0	0	0	0	Subcontractor Total	\$25,692.00
080	Design Build Drawings for Permit							MARKUP @ 10%	\$2,569.20
080	Permit Fees							Total Construction Cost	\$28,261.20

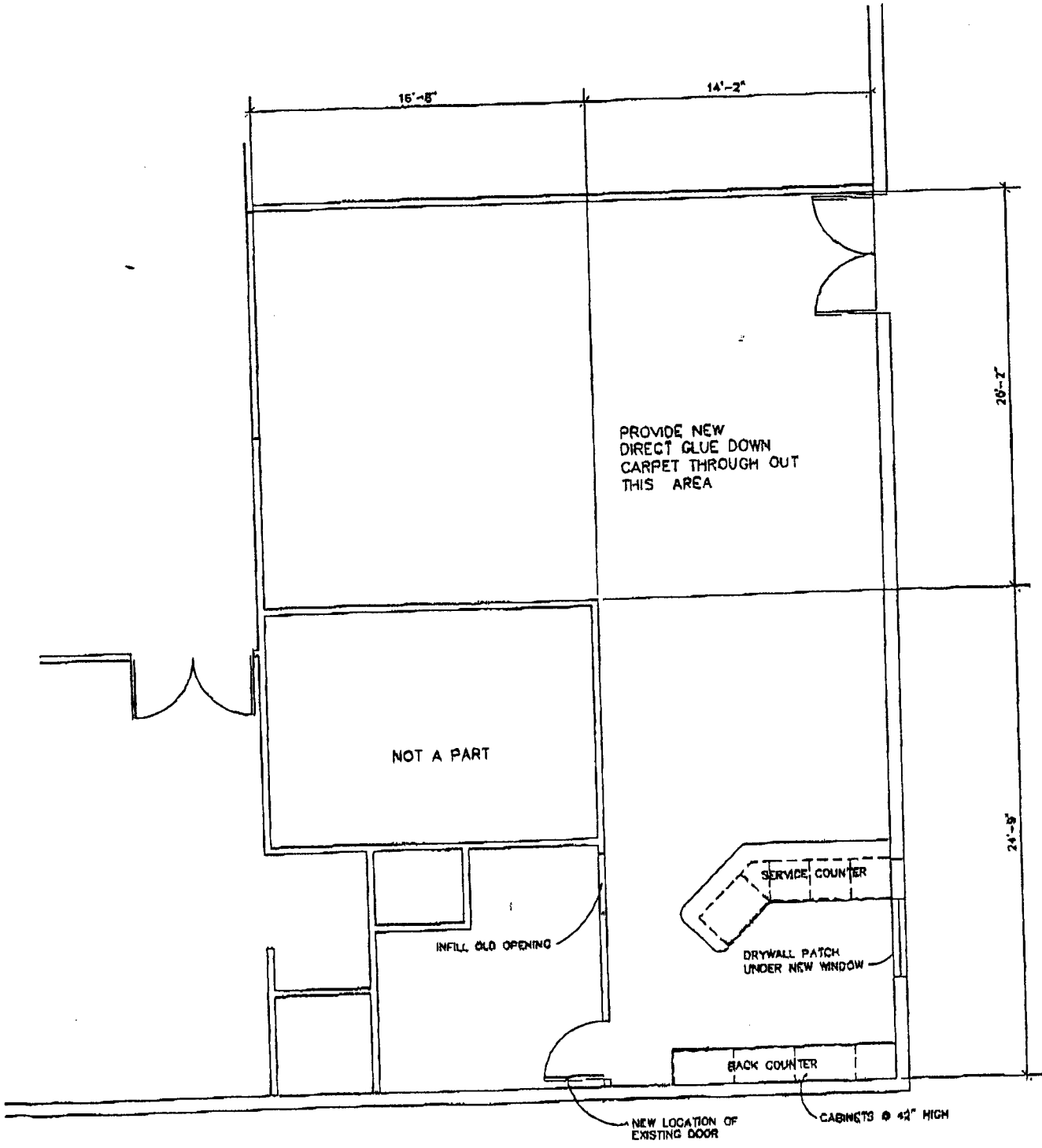
123



==== REPRESENTS EXISTING WALLS TO BE REMOVED

==== REPRESENTS EXISTING WALLS TO REMAIN





125

November 16, 2007

City of Carson

Prioritization on upgrades/improvements to Eagle Valley Golf.

### Equipment Replacement

We have a significant amount of equipment that should be replaced. Realizing that it would be fiscally impossible to replace all the items at this time, I have prioritized our needs as follows:

1.) 1 – Lightweight Fairway Mower.....\$39,765.00

We have two mowers, one that is 18 years old and was purchased used; the other is 6 years old with 4700 hours of use. The Golf Course Superintendents Association of America (GCSAA) has issued the following guideline for rating of use: 1 hour is equal to 100 miles. Based on their guideline, the newest mower has 470,000 miles.

2.) 1 – Triplex Greens Mower.....\$27,715.00

We have two mowers that are 6 years old with 3000 hours of use. The same GCSAA rating guideline applies; these mowers have 300,000 miles of use and need to be replaced.

3.) 1 – Lightweight Fairway Mower.....\$39,765.00

See item 1.

4.) 1 – Triplex Greens Mower.....\$27,715.00

See item 2.

5.) 1 – Rotary Rough Mower

We have 1 mower that is 6 years old with 6300 hours of use and 1 mower that is 1 year old with 1300 hours of use.

6.) 1 – Spray Tek Self Contained Sprayer.....\$38,847.00

We have 1 sprayer that is 20 years old and in need of replacement.

7.) 1 – Super Star Bunker Rake.....\$15,497.00

We have 2 rakes that are 15 years old with 6000 hours of use and 1 that is 5 years old with 1600 hours of use.

**Pro Shop Remodel.....\$28,261.00**

The expense of the proposed remodel will facilitate the use of the front gates instead of the back or side gates, which forces the customer to enter by the dumpster and kitchen areas. The pro-shop staff will have better visual control over the cart barn, 1<sup>st</sup> tee and the driving range and putting green areas. We have had multiple inquiries regarding weddings, large banquets and parties and currently are unable to accommodate the larger crowds. With the remodel, the lower level (current pro-shop) will become available for bar and restaurant overflow and possible gaming which would encourage customers to "stay and play".

**Course Maintenance**

John Platte from the Roads Division came out on the morning of November 19<sup>th</sup> and examined the cart paths. Approximately 4 miles of cart paths (5 feet wide) need to be replaced or resealed. An estimate is forthcoming.

Eagle Valley Golf  
Relocate Pro Shop  
Job #  
Budget 1.01



November 5th, 2007  
Carson City, Nevada

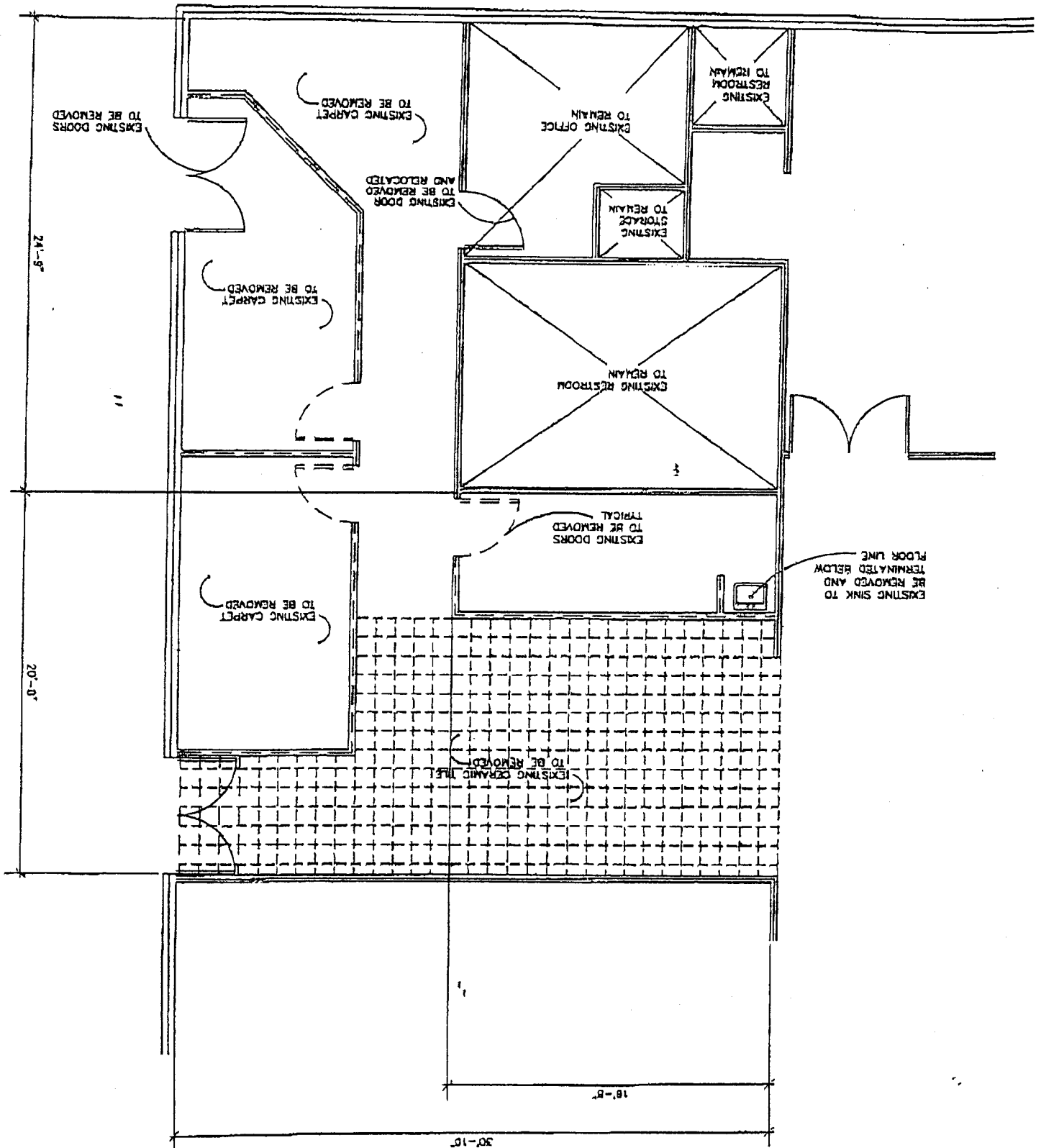
EAGLE VALLEY GOLF PRO SHOP - BUDGET .01

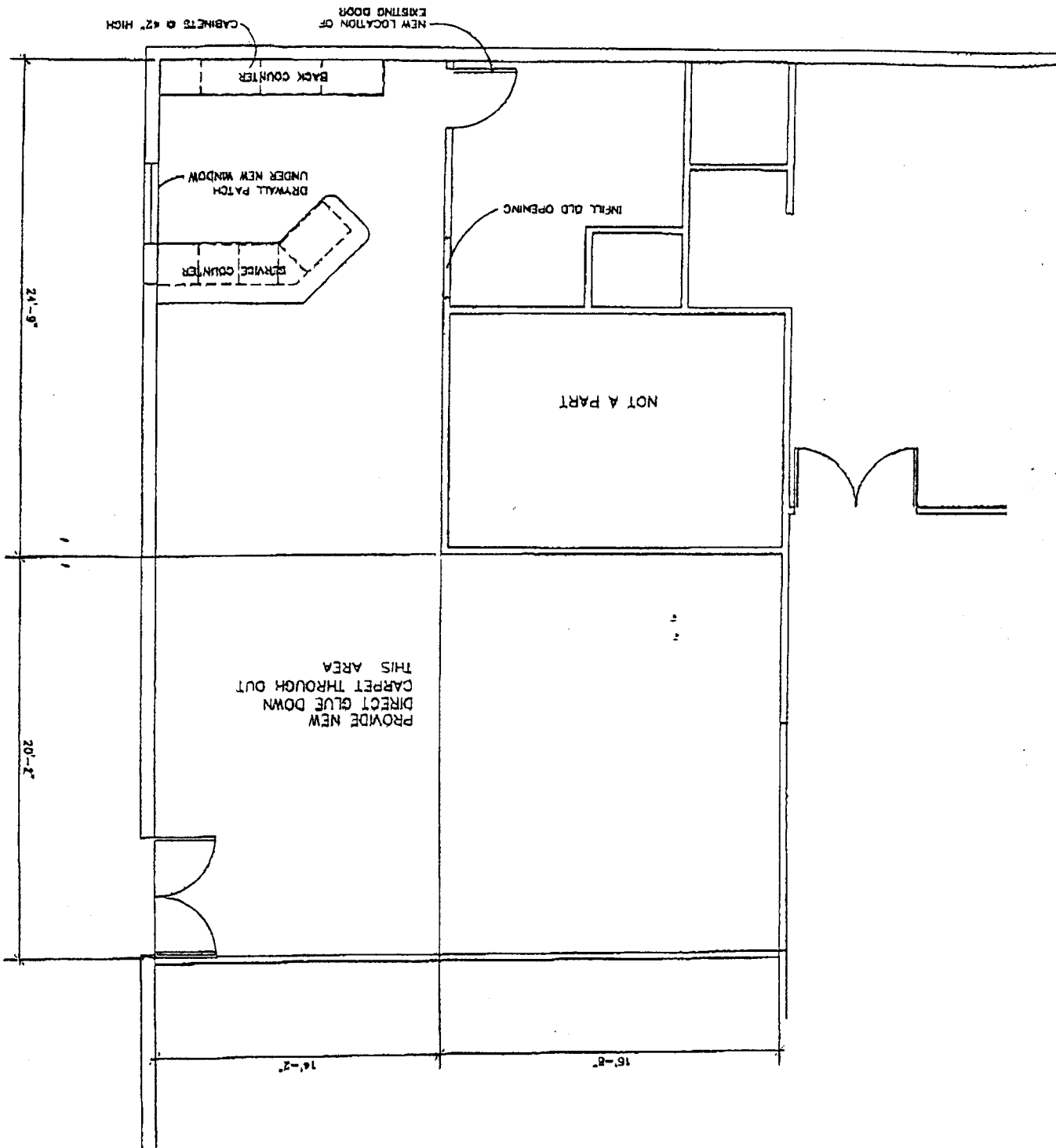
Total Markup: 10.00%

Code	Description	Unit	Quantity	Rate	Amount	Subcontractor	Notes	Markup	Total
001	Project Manager 4 wks @ 10 per week	40 HRS	75	3,000	0	PROJECT MANAGER			\$3,000.00
003	Supervision 4 wks @ 10 hrs per week	40 HRS	65	2,600	0	SUPERINTENDENT			\$2,600.00
003	Estimating	8 HRS	55	440	0	MBI			\$440.00
005	Debris Boxes/Dump Fees	1 EA	0	0	285	CAPITAL SANITATION			\$285.00
102	Removal of (e) walls	16 HRS	120	\$1,920.00	0	Budget			\$1,920.00
102	Remove/Dispose of (1) pair of storefront doors	1 BID	0	\$0.00	300	Budget			\$300.00
102	Remove and dispose of (e) Carpet & Ceramic tile	1 BID	0	\$0.00	850	Budget			\$850.00
102	Bedrock Demo & termination	8 HRS	65	\$520.00	0	Budget			\$520.00
035	Remove & install new direct glue carpet	1 LS	0	0	480	Supplier			\$480.00
035	Framing labor for window lintel etc	16 HRS	42	672	0	MBI			\$672.00
135	Provide/Install Back counter Base cabinets w/ top	1 LS	672	872	5246	MBI			\$5,918.00
080	Interior Drywall patch and repairs	1 LS	0	0	1600	Jackson Drywall			\$1,600.00
080	Fa Texture or remodeled area	1 LS	0	0	0	Jackson Inl'd			\$0.00
080	Interior Paint Material & Labor	1 LS	0	0	1200	MBI			\$1,200.00
080	Exterior-Prep / Patch - Labor	1 LS	0	0	0	MBI Inl'd			\$0.00
080	Provide & Install new rubber base	1 LS	0	0	225	Rick's Floor Covering			\$225.00
001	Remove and terminate (e) Hand sink underfloor	1 BGT	0	0	780	Plumbing Sub			\$780.00
005	Electrical Modifications for new layout	1 LS	0	0	1000	Electrical Sub			\$1,000.00
005	Relocation of Fire Alarm Panel	1 LS	0	0	0	Excluded, By Owner			\$0.00
080	Design Built Drawings for Permit	1 LS	0	0	1000	MBI / M.P.A.E			\$1,000.00
080	Permit Fees	0 LS	0	0	0	Excluded, By Owner			\$0.00
909	Fee								
SUB-TOTAL:					\$25,692.00				\$25,692.00
MARKUP @ 10%					\$2,569.20				\$2,569.20
Total Construction Cost					\$28,261.20				\$28,261.20

REPRESENTS EXISTING WALLS  
TO REMAIN

REPRESENTS EXISTING WALLS  
TO BE REMOVED





## EAGLE VALLEY GOLF COURSE (CART PATHS MAINTENANCE)

Concrete Repair	1500 sq ft	\$20.00 sq ft	\$30,000
Asphalt Patching	500 sq ft	\$10.00 sq ft	\$5,000
Slurry Seal Asphalt Path	18,480 sq ft	\$0.35 sq ft	\$6,468.00
Seal Concrete Path	2,640 sq ft	\$0.10 sq ft	<u>\$264.00</u>
		Total	<u>\$41,732</u>

There are three section of cart path that have large hill side drainage that runs across, these will need to be replaced with concrete cart path. This work is include in estimate but engineering if needed is not included.

# Carson City Capital Improvement Program Form 4 - Minor Capital Request

<b>(1) Description of Capital Item:</b> Entrance Metal Detector		
<b>(2) Responsible Department/Division:</b> Juvenile Detention		
<b>(3) Explanation / Justification:</b>		
<p>Metal detection is an important and vital security element in any secure facility or a facility that works with a potentially violent or hostile population. Currently, our facilities, including the court room, do not have any functioning walk through metal detectors to protect staff and the citizens who are required to report or reside in our facilities.</p> <p>Priority 1</p>		
<b>(4) AMOUNT OF REQUEST:</b>	5100.00	<b>Anticipated Purchase Date:</b>

Prepared by: V Hill	Date: November 5, 2007
Department: Juvenile Detention	Telephone: 887-2033

**Return this form to the Finance Department by November 9, 2007.**



# Carson City Capital Improvement Program Form 4 - Minor Capital Request

<b>(1) Description of Capital Item:</b> Visitor Lockers		
<b>(2) Responsible Department/Division:</b> Juvenile Detention		
<b>(3) Explanation / Justification:</b>		
<p>Visitor Lockers are required to keep personal belongings of visitors separated from them and the detention population. Currently we have no place for visitors to appropriately place personal belongings thus resulting in staff having to secure these belongings in areas that are not always secure or aided with sight supervision. The lockers would insure that all potentially dangerous personal items would be stowed securely in a locker that only the visitor would have access to until leaving the facility.</p> <p>Priority 2</p>		
<b>(4) AMOUNT OF REQUEST:</b>	2500.00	<b>Anticipated Purchase Date:</b>

Prepared by: V Hill	Date: November 5, 2007
Department: Juvenile Detention	Telephone: 887-2033

**Return this form to the Finance Department by November 9, 2007.**

# Carson City Capital Improvement Program Form 4 - Minor Capital Request

<b>(1) Description of Capital Item:</b> Entrance Metal Detector		
<b>(2) Responsible Department/Division:</b> Juvenile Probation		
<b>(3) Explanation / Justification:</b>  <p>Metal detection is an important and vital security element in any secure facility or a facility that works with a potentially violent or hostile population. Currently, our facilities, including the court room, do not have any functioning walk through metal detectors to protect staff and the citizens who are required to report or reside in our facilities.</p>		
<b>(4) AMOUNT OF REQUEST:</b>	5100.00	<b>Anticipated Purchase Date:</b>

Prepared by: V Hill	Date: November 5, 2007
Department: Juvenile Probation	Telephone: 887-2033

**Return this form to the Finance Department by November 9, 2007.**

**Carson City Capital Improvement Program  
Form 4 - Minor Capital Request**

<b>(1) Description of Capital Item:</b> Entrance Metal Detector		
<b>(2) Responsible Department/Division:</b> Juvenile Court		
<b>(3) Explanation / Justification:</b>  Metal detection is an important and vital security element in any secure facility or a facility that works with a potentially violent or hostile population. Currently, our facilities, including the court room, do not have any functioning walk through metal detectors to protect staff and the citizens who are required to report or reside in our facilities.		
<b>(4) AMOUNT OF REQUEST:</b>	5100.00	<b>Anticipated Purchase Date:</b>

Prepared by: V Hill	Date: November 5, 2007
Department: Juvenile Court	Telephone: 887-2033

Return this form to the Finance Department by November 9, 2007.

# Carson City Capital Improvement Program Form 4 - Minor Capital Request

(1) <b>Description of Capital Item:</b> Replace key Sierra Room audio system components		
(2) <b>Responsible Department/Division:</b> Parks/Recreation		
(3) <b>Explanation / Justification:</b> Due to the acquisition of surplus delegate (microphone) systems, we are requesting the replacement of several key Sierra Room audio system components instead of the entire system as approved in FY 2006-2007. We feel a better course of action would be to redesign and renovate the Sierra Room to more efficiently accommodate the boards and commissions. This funding will replace the aged (well past end of life) components.		
(4) <b>AMOUNT OF REQUEST:</b>	\$14,800.00	

Prepared by: Mitch Ames	Date: October 30, 2007
Department: Parks/Recreation	Telephone: 887-2290x108

**Return this form to the Finance Department by October 31, 2007.**

## Carson City Capital Improvement Program Form 4 - Minor Capital Request

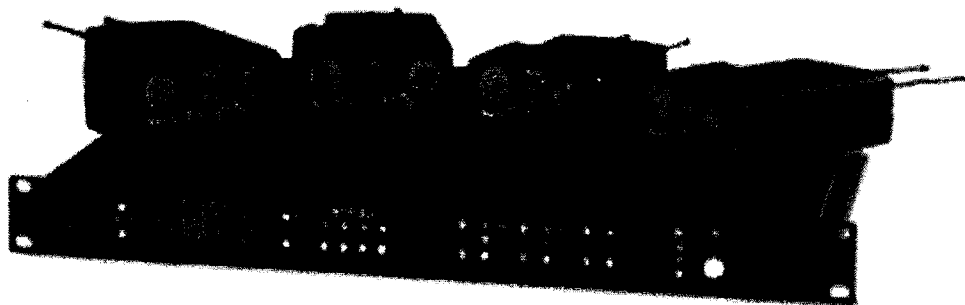
**(1) Description of Capital Item:** Replace The aged theater VHF wireless intercom with a new UHF system

**(2) Responsible Department/Division:** Parks/Recreation

**(3) Explanation / Justification:**

We had delayed purchase of this system as we performed our due diligence and investigated another vendor's new technology. That technology had the potential to have a longer life expectancy. Unfortunately, that technology would not work for our application and the project was frozen before we could purchase the system shown. The original approved request is below:

We are requesting the replacement of the 17 year old theater VHF wireless communication system purchased in 1990. This system was augmented with a UHF based system three years ago as the stage communications needs increased beyond the VHF systems capabilities. In recent years more and more of the VHF transmitters are no longer useable as the fixed frequencies these units operate on are interfered with by local HDTV and other devices now operating in these bands. The proposed UHF system is compatible with all current devices and is frequency agile so it will be useable well into the future.



**(4) AMOUNT OF  
REQUEST:**

\$14,800.00

Prepared by: Mitch Ames

Date: October 29, 2007

Department: Parks/Recreation

Telephone: 887-2290x108

**Return this form to the Finance Department by October 31, 2007.**

## Carson City Capital Improvement Program Form 4 - Minor Capital Request

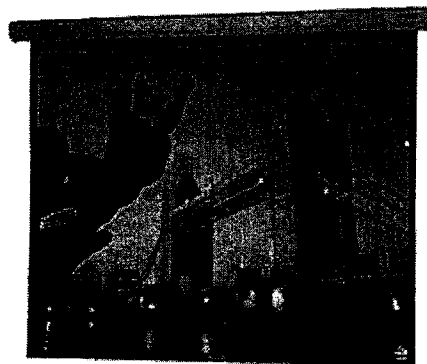
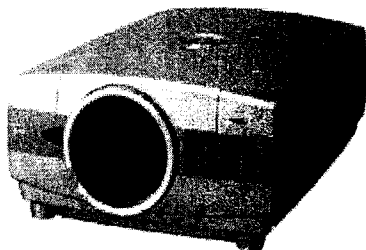
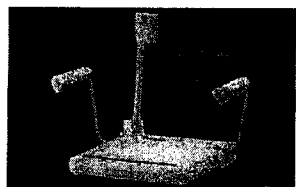
**(1) Description of Capital Item:** Replace Sierra Room Data Video Projector and Associated Equipment

**(2) Responsible Department/Division:** Parks and Recreation

**(3) Explanation / Justification:**

This project was held for inclusion with the requested renovation of the Sierra Room audio system and subsequently frozen and recalled. Due to the legislature providing surplus delegate (microphones) equipment in summer 2007 the audio system request has been deleted except for replacement of several key components. The projection equipment request is now needed to maintain and slightly increase the level of service to the boards and commissions in the Sierra Room. The original FY 2005-2006 justification is below. Note: We anticipate acquiring several wall-mounted LCD screens for audience viewing instead of a second projector and projection screen.

Most of the boards and commissions meeting in the Sierra Room need the use of the data video projector. The projector is now more than five years old and due for replacement. Additionally, due to the lighting color temperature required for the televised meetings, the projector's remote will not operate with the lights on. Without an operational remote the projector cannot be "ceiling" mounted and successfully used. The result is the ever popular "table in the middle of the dais scenario". The proposed projector and associated equipment will solve these issues and improve the presentation quality both in the room and on air. The current projector would then be available more often to lend to other City departments for portable use. This proposal is based on two Data Video projectors and two remote-controlled ceiling screens (to provide decision maker and audience viewing) one visual presenter document camera and associated connecting equipment and cabling. Due to the diverse and ever evolving equipment presented for connection to the Sierra Room, this proposal is based on a midline specification level of data video projectors.



<b>(4) AMOUNT OF REQUEST:</b>	14,800.00	
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Prepared by: Mitch Ames	Date: October 30, 2007
Department: Parks/Recreation	Telephone: (775) 887-2290x108

**Return this form to the Finance Department by October 31, 2007**

# Carson City Capital Improvement Program Form 4 - Minor Capital Request

<b>(1) Description of Capital Item:</b> City Hall Landscaping - East Side/Dirt Area		
<b>(2) Responsible Department/Division:</b> Parks and Recreation		
<b>(3) Explanation / Justification:</b>  A few years back the City added a building addition to City Hall. Unfortunately, the project budget was very tight and the project did not include landscaping or a drip irrigation system. Our department is requesting \$10,000 to complete the landscaping for this project. With this funding our department would target construction in Spring 2008.		
<b>(4) AMOUNT OF REQUEST:</b>	\$10,000	<b>Anticipated Purchase Date:</b>

Prepared by: Roger Moellendorf	Date: October 24, 2007
Department: Parks & Recreation	Telephone: 887-2363 Ext. 1001

**Return this form to the Finance Department by November 9, 2007.**

**Carson City Capital Improvement Program  
Form 4 - Minor Capital Request**

(1) **Description of Capital Item:** Enhance Fire Department rescue capabilities from "light" to "medium."

(2) **Responsible Department/Division:** Fire/Operations Division

(3) **Explanation / Justification:** Carson City Fire Department is tasked with specialized technical rescue with the community and provides some services to other districts. The equipment currently used is limited to the "basics" inventory. The need for additional and specialized equipment has been identified during training and emergency response. This three-year project will enable Carson City Fire Department to properly deliver technical rescue services to the community and be in an operational position to properly function/participate in a regional response team currently under evaluation.

(4) **AMOUNT OF  
REQUEST:**

\$7,800

Prepared by: Dan Shirey

Date: October 25, 2007

Department: Fire

Telephone: (775) 887-2210, ext. 1010

**Return this form to the Finance Department by November 9, 2007.**



## Carson City Capital Improvement Program Form 4 - Minor Capital Request

<b>(1) Description of Capital Item: 3M Theft Detection Device</b>		
<b>(2) Responsible Department/Division: Library</b>		
<b>(3) Explanation / Justification:</b>		
<p>The Carson City Library purchased a security device to protect the inventory of books and materials in 1996. The current piece of equipment is delivering large quantities of false alarms and is nearing the end of its expected life. The device is triggered by "security strips" in the books and materials and alerts the staff if someone takes an item from the library without checking it out. Theft is an increasingly common problem in libraries and the collection contains books at the normal retail value of \$20.00-\$30.00 but the collection also contains rare and out-of-print books that have values that exceed several hundred dollars. This equipment provides the best insurance to maintain the collection (currently 121,817 volumes) and helps prevent the loss of valuable and irreplaceable items due to theft.</p>		
3M theft Detection Device	\$9,999	
Sensitizers and desensitizers	\$2,500	
Estimated shipping/handling/installation	\$1,000	
<b>Total</b>	<b>\$13,499*estimate</b>	
<b>(4) AMOUNT OF REQUEST:</b>	<b>\$13,499</b>	<b>Anticipated Purchase Date: when equipment fails</b>

Prepared by: Sara Jones	Date: 10/30/07
Department: Library	Telephone: (775) 887-2244 ext. 1007

**Return this form to the Finance Department by November 9, 2007.**

## **Form 4 Instructions**

### **Carson City Capital Improvement Program**

The purpose of Form 4 is to request funding for capital items of \$15,000 or less.

- (1) Enter the description of the item being requested.
- (2) Enter the department or division requesting the item.
- (3) Provide an explanation and justification of the item being requested.
- (4) Enter the amount needed to fund the item being requested.

DEMCO QUOTE G7047265 (Traci)

Model 3502 Double Corridor	9,999.99
Shipping	638.23 with lift-gate

sub-Total	<u>10,638.22</u>
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Installation—done thru separate entity	605.00
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sub-Total	<u>11,243.22</u>
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Taxes on gates	713.00
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Total	<u>11,956.22</u>
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3M

6/2007 1:36

PAGE 003/003

AX Server



# Library Systems Quotation Direct

## 3M Library Systems

Today's Date: 02/15/07

P.O. Box 33682  
 St. Paul, MN 55133-3682  
 Office (800)328-0067 ext 2  
 Fax (800)223-5563

Library Name Carson City Library	Name Carson City Library
Address 900 N Roop St	Address 900 N Roop St
City, State, Zip Carson City, NV 89701	City, State, Zip Carson City, NV 89701
Contact Name Marsha Hill	Contact Name Marsha Hill
E-Mail Address mhill@dan.lib.nevada.us	E-Mail Address mhill@dan.lib.nevada.us
Phone # 775-887-2244 x1012	Phone # 775-887-2244 x1012
Fax #	Fax #
P.O. # and Signature (signature required if customer is using this form as an order)	Requested Delivery and Install Dates TBD

Quantity	Description	Unit Price Good Through: 05/16/07	Extended Price
1	3M 3802DM Detection System Includes installation and 12 Month Warranty	\$11,309.00	\$11,309.00
1	3M 3502DM Detection System Includes installation and 12 Month Warranty	\$10,243.00	\$10,243.00
*pricing based on replacement of existing system. Please provide serial number at time of P.O.			

Subtotal	\$21,552.00
Shipping & Handling Fee	TBD
Total	TBD

\* Applicable Shipping/Handling & Sales Tax will be applied

3M Sales Consultant Konrad Steiner	3M Sales Consultant Phone # 916.529.3827	3M Customer Service Representative Adele Semis	3M Customer Service Representative Phone # (800) 328-0067 ext. 2
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FOR Point of Shipment Freight Prepaid, Mail or Fax purchase order in the address above.

Terms are NET 30 Days from Date of Invoice  
 Invoice is generated at the time of Shipment

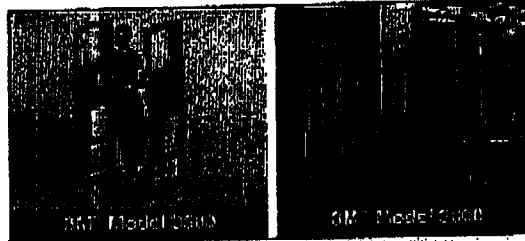
Comments:

Shipping around \$450  
 taxes \$730  
 total \$1143

13  
 2502

# 3M™ Selection Guide

■ = Standard  
□ = Optional



	3M Model 2000	3M Model 2000
100% Satisfaction Guarantee	■	■
Agency Approvals	■	■
Local Recycle-Based Service Network	■	■
Prints Color	■	■
Prints Color	■	■
Condition	■	■
Condition Width	■	■
26 inches (66 cm)	■	■
42 inches (107 cm)	■	■
Installation Options	■	■
Direct Mount	■	■
Buried Cable	■	■
Baseplate	■	■
Performance	■	■
Multi-directional	■	■
PhotoCell activation	■	■
Adjusts in environment	■	■
Self-diagnostics Indicator	■	■
Distance from metal	■	■
Distance from first CRT	■	■