



Meeting Date: 08/15/2018  
Agenda Item: # \_\_\_\_\_

### **Mission Statement**

To provide our growing dynamic community excellent municipal services to make Fernley a great place to live, work, and play.

Together, we enhance the desirability, safety, friendliness, aesthetics and quality of life in our city.

## **FERNLEY CITY COUNCIL MEETING - STAFF REPORT**

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**REPORT TO:** Mayor & City Council

**REPORT FROM:** Daphne Hooper, City Manager

**REVIEWED BY:** Brandi Jensen, City Attorney

**REVIEWED BY:** Denise Lewis, Finance Director

**AGENDA ITEM:** Discussion and Possible action to approve the remodel of the Court/City Council Chambers in an amount not to exceed \$77,160.77, which includes the following:

- A. ProCabinet Solutions Contract - \$47,781.15.
- B. Nelson Electric Contract - \$22,365.00
- C. 10% Contingency - \$7,014.62.

**ACTION REQUESTED:**  Consent  Ordinance  Resolution  Motion  Receive/File

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### **RECOMMENDED ACTION BY CITY COUNCIL**

Staff recommends the following action:

“I move to approve the remodel of the Court/City Council Chambers in an amount not to exceed \$77,160.77, which includes the following:

- A. ProCabinet Solutions Contract - \$22,365.00
- B. Nelson Electric Contract - \$22,365.00
- C. 10% Contingency - \$7,014.62

### **Key Points:**

1. Staff requested funding during the FY 17/18 budget for Council Chamber/Courtroom remodeling.
2. Council requested a plan be developed before the project moves forward.
3. Council approved a contract for the plan in the amount of \$17,700.
4. The Total project presented from the plan was \$468,958.77.
5. Staff requested quotes from other providers.
6. Staff requests to move forward with the Courtroom/Council Chamber, including the purchase of furniture, remodel, and installation of technology equipment for a total amount of \$70,146.15.

**POLICY REFERENCE**

*Nevada Statutes:* NRS XXX

*Fernley Municipal Code:* FMC XXX

*Policies & Procedure Manual:*

*Community Assessment:* N/A

*Other:*

**SUPPORTING INFORMATION**

On February 15, 2017, staff requested approval to utilize Court Facility Funds for upgrades to the Courtroom/City Council Chambers. During this meeting, Council moved to table the item until a plan for the upgrade/remodel was presented.

On May 17, 2017, City Council approved a professional services design proposal from BJG in an amount not to exceed \$17,700.

The proposal presented by BJG is included as an attachment, and provides four phases of implementation, including the following:

- Phase 1 – New Furniture
- Phase 2 – New Dais
- Phase 3 – Acoustic Improvements
- Phase 4 – Lighting improvements

The total for all four phases, including additional expenses, is \$468,958.77.

Staff reviewed the information and determined it was best to take a different approach. The lighting has been addressed, and staff have added additional lighting and replaced needed bulbs, which provided a vast improvement for the lighting in the room. Therefore, the lighting component is not necessary.

As a follow up to this plan, staff acquired two quotes to include curving the side-seating for staff, moving the City Clerk to the dais, creating a recorders desk, providing plaintiff and defense tables for court, and installing a podium with a swivel.

- ProCabinet Solutions - \$47,781.15.
- Denton Cabinet Co. - \$68,822.00

Staff recommends ProCabinet Solutions.

Additionally, staff requests approval of the installation of the projectors and Crestron system, which were purchased during FY 2017/2018. The costs for the installation is \$22,365.00 to be completed by Nelson Electric.

The approved budget for FY 2018/2019 included funding of \$100,000 in the Capital Fund for the remodel of the Courtroom/Council Chambers. This will provide the necessary seating and functionality for the courtroom and the city council chambers.

**FINANCIAL INFORMATION**

**FISCAL IMPACT:**

1. Is There a Fiscal Impact? Yes
2. Is it Currently Budgeted? Yes
3. If Budgeted, Which Line Item/Account?  
  
300-425-730

**FISCAL SYNOPSIS:**

The total amount budgeted for the remodel was \$100,000.  
The total request for completion is \$77,160.77.

**PRIOR COUNCIL ACTION/REVIEW**

February 15, 2017 – Staff presented the Court Facility Fund request for approval, which was tabled to include a plan for the remodel.

May 17, 2017 – Staff presented a contract for the design proposal by BJG.

May 21, 2018 – The final FY 2018/2019 was approved by City Council, which included \$100,000 in the Capital Fund for the remodel/update of the Courtroom/City Council Chambers.

**ATTACHED INFORMATION**

- BJG Plan
- ProCabinet Solutions Proposal
- Nelson Electric Proposal
- ProCabinet contract
- Nelson Electric contract