



City of Sparks

FY21 City Manager's Budget Recommendations

Presented to:
City Council
and
Redevelopment Agency
April 27, 2020

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City Leadership and Strategic Plan



City of Sparks Elected Officials



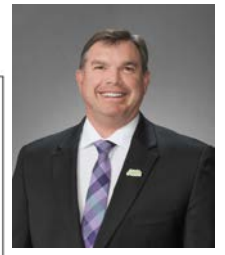
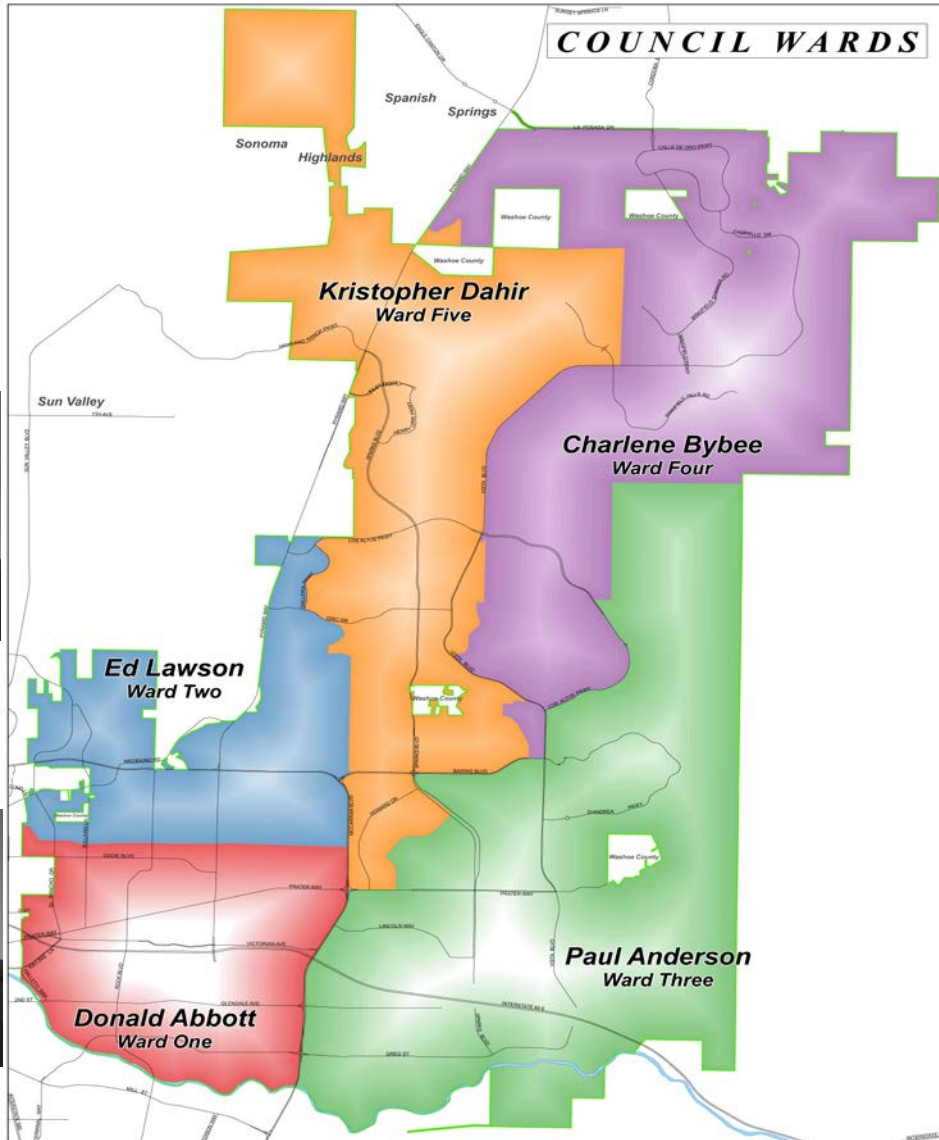
Ron Smith
Mayor



Donald Abbott
Ward 1



Ed Lawson
Ward 2



Paul Anderson
Ward 3



Charlene Bybee
Ward 4



Kristopher Dahir
Ward 5



Chet Adams
City Attorney



Barbara McCarthy
Municipal Judge
Department 1



Jim Spoo
Municipal Judge
Department 2



City of Sparks Leadership

Office	Official	Term
MAYOR, CITY COUNCIL AND CITY ATTORNEY		
Mayor	Ron Smith	11/2018 - 11/2022
Ward 1	Donald Abbott	11/2016 - 11/2020
Ward 2	Ed Lawson	11/2018 - 11/2022
Ward 3	Paul Anderson	12/2018 - 11/2020
Ward 4	Charlene Bybee	11/2018 - 11/2022
Ward 5	Kristopher Dahir	11/2016 - 11/2020
City Attorney	Chet Adams	11/2016 - 11/2020
JUDICIAL		
Department 1	Barbara McCarthy	11/2014 - 11/2020
Department 2	Jim Spoo	11/2018 - 11/2024
STAFF LEADERSHIP		
City Manager	Neil Krutz	Appointed
Assistant City Manager (External Operations)	John Martini	Appointed
Assistant City Manager (Internal Operations)	Doug Thornley	Appointed
City Clerk	Lisa Hunderman	Appointed
Chief Financial Officer	Jeff Cronk	Appointed
Fire Chief	Jim Reid	Appointed
Parks & Recreation Director	Tracy Domingues	Appointed
Police Chief	Pete Krall	Appointed



VISION: Be the city of choice for residents, businesses, and visitors.

MISSION: By establishing financial stability and an effective work environment, the City of Sparks provides a safe environment, economic development, special events, cost-effective sustainable services, and opportunities for citizen involvement.





STRATEGIC PLAN

Fiscal Year 2018-23

CORE SERVICES

1. Patrol
 2. Emergency Services
 3. Communications/Dispatch
 4. Detectives
 5. Signal Maintenance
 6. Records
 7. Buildings and Safety
 8. Prevention
 9. Streets Maintenance
 10. Court
 11. Criminal Division
 12. Civil Division
 13. Property and Evidence
 14. Essential Training (SPD)
 15. Essential Training (SFD)
 16. Pavement Management
 17. Parks Maintenance
 18. Facility Maintenance
 19. Advanced Planning
 20. Capital Projects
 21. Community Appearance
 22. Emergency Management
 23. Entitlement Review
 24. Alf Sorensen
 25. Special Events
 26. Larry D. Johnson
-
- Cost Recovery Programs
City Administration
Grants

CORE VALUES

We will take the initiative to be positive and proactive in addressing problems, seeking solutions that are results oriented by:

- Respect*
- Diversity*
- Quality*
- Leadership*
- Teamwork*
- Listening*
- Responsibility*
- Risk-Taking*
- Creativity*
- Innovation*

CUSTOMER SERVICE VALUES: THE 3 P'S

Interactions will be Polite, Professional and Performed consistent with the city's Strategic Plan.

COMMITMENT

We will meet our commitments to our citizens.

DIVERSITY

We will create an organizational culture that respects and values individual and group differences and encourages the productive potential of every employee.



Strategic Goals and Fiscal Year 2018-2023 Objectives

The Vision and Mission are supported by six Goals: Managing Growth, Connectivity, Community Facilities and Services, Community Character, Resiliency and Sustainability, and Housing and Affordability

- 1) Managing Growth: Proactively plan, manage and maintain the City's current "small town feel" by focusing development in existing areas while protecting open spaces and parks.**
- 2) Connectivity: Support fast and efficient connections - transportation and communication systems - between neighborhoods, recreation, schools, shopping areas, and City facilities.**
- 3) Community Facilities and Services: Deliver and maintain responsive community services and facilities that support the safety and wellbeing of our residents and visitors.**
- 4) Citizen Engagement/Empowerment: Increase the number of participants and points-of-view guiding Council in the development of policies satisfying community wants and needs.**
- 5) Resiliency and Sustainability: Ensure the City's ability to absorb disruptive change while retaining or restoring our environmental, social and economic health.**
- 6) Housing and Affordability: Provide solutions to housing needs for all economic segments of the community, while promoting economic growth and ensuring financial sustainability.**

City Council Agenda Staff Report





CITY COUNCIL AGENDA STAFF REPORT
MEETING DATE: April 27, 2020

Title: Consideration, discussion, and possible approval of fiscal year 2020-2021 budget recommendations and fiscal items including 1) the City Manager’s recommendations for the City of Sparks final budget; and 2) the proposed five-year Capital Improvement Plan. [For Possible Action]
Petitioner: Neil C. Krutz, ICMA-CM, City Manager Presenter: Jeff Cronk, CPA, Chief Financial Officer
Recommendation: That the City Council approve 1) the City Manager’s recommendations for the fiscal year 2020-2021 final budget; and 2) the proposed five-year Capital Improvement Plan.
Financial Impact: Recommending the City’s budget for Fiscal Year 2020-2021.
Business Impact (Per NRS 237) <input type="checkbox"/> A Business Impact Statement is attached. <input checked="" type="checkbox"/> A Business Impact Statement is not required because this is not a rule. <input type="checkbox"/> A Business Impact Statement is not required. This is a rule but does not impose a direct and significant economic burden on a business, or directly restrict the formation, operation or exemption of a business. <input type="checkbox"/> A Business Impact Statement is not required. This is a rule but emergency action is necessary to protect the public health and safety (requires a unanimous vote of the City Council and cannot be in effect for more than six months).
Agenda Item Brief: This agenda item provides the City Council with the City Manager’s recommendations for the fiscal year 2020-2021 budget and fiscal impacts for the City of Sparks.

BACKGROUND & ANALYSIS:

The City Manager and Chief Financial Officer are presenting the City Manager’s final budget recommendations for fiscal year 2020-2021 (FY21). Today, the City Council is being asked to direct the City Manager in preparing the City’s final budget document for submission to the State of Nevada.

The final budget recommendations come as the result of a process which began the previous October involving many staff members from each City department. Each department is tasked with reviewing their current budgets and spending patterns to make recommendations for FY21 budget needs to continue meeting required service levels.

For the past several years, City staff has expended a great deal of effort to prepare “zero-based” budgets on the largest discretionary spending categories. In past years, these have included travel and training, professional services, overtime and call back, and software budget categories. For FY21, we’ve expanded this process again to include maintenance/repairs, and equipment/furnishings. “Zero-based” budgeting essentially means a department is required to review every expenditure within each budget category and assign each budget dollar a specific purpose. Said another way, each department starts with a \$0 budget in each budget category and is required to purposefully build their budget from there, thus, justifying each recommended expenditure. This process helps to ensure budgets are built with purpose while equally helping to eliminate unnecessary expenditures, resulting in dramatically improved budgeting accuracy.

Additionally, departments are asked to identify what is termed as “New Needs” for FY21. These are new expenditure requests identified by City departments needed in the coming fiscal year designed to improve our services levels to help meet the needs of the citizens of Sparks.

All this work was done leading up to the Council FY21 budget workshop which was held on February 24, 2020. One goal of this workshop is to present the highlights of the expected expenditures and New Needs as identified by the departments as well as the preliminary revenue expectations as researched by the Financial Services Department. Another goal of this workshop is to review the results of the expected revenues and expenditures as they pertain to the City Council’s fiscal policies and seek Council direction on whether any policies need to be revised in order to meet the fiscal expectations and budgeting needs within the coming fiscal year.

From the work done by City departments to evaluate their budget requests; the expectations of City revenues as researched by the Financial Services department; and direction received at the February 24, 2020 FY21 budget workshop, the enclosed City Manager FY21 budget recommendations are presented.

This process was adopted by City staff beginning in FY12 in order to ensure we are building a budget for Council consideration which is based on Council approved fiscal policies that are reviewed and approved each fiscal year. The resulting City Manager’s Budget Recommendations book is designed to be a transparent resource document to help Council, City staff, and Sparks Citizens become familiar with the City’s budget.

Additionally, based on the work that was begun in October and presented to Council on February 24, City staff has filed the tentative budget for FY21 (which must be filed with the Nevada Department of Taxation annually by April 15). As required by Nevada law, the City Council will hold a public hearing to receive public comment on the FY21 tentative budget at its regularly scheduled Council meeting on May 25, 2020. Immediately following the public hearing on the FY21 tentative budget, the City Manager and Chief Financial Officer will present the FY21 final budget document which will be prepared based upon direction received today. The final budget must be filed with the Nevada Department of Taxation by June 1 annually. During years in which the Legislature is in session, should the Legislature take action that affects the City’s budget for the subsequent fiscal year, an additional 30 days would be granted to file an amended budget, if necessary, with the Nevada Department of Taxation.

Today, the City Manager and Chief Financial Officer will be presenting the material found in the City Manager’s Budget Recommendations book that was prepared according to direction received from City Council at the February 24, 2020 budget workshop; and are seeking approval of the recommendations as presented or alternate direction to prepare the City’s final budget for FY21. Approval of the five-year Capital Improvement Plan (presented as Appendix A in the City Manager’s Budget Recommendations book) is also being sought today.

STATEMENT REGARDING THE COVID-19 PANDEMIC CRISIS AND FY21 BUDGET EXPECTATIONS:

Most of the financial information and expectations found in the attached City Manager’s FY21 Budget Recommendations book are based on data available prior to the COVID-19 pandemic crisis. City staff expects a significant decline in revenue, with specific emphasis on lost Consolidated Tax (CTAX) revenue which is primarily composed of sales taxes.

The most significant losses are expected to occur during the 4th quarter of FY20 (2nd quarter of calendar year 2020); however, the lingering effects are expected to last well into FY21, and possibly beyond as

the recovery time from an expected resulting recession is unknown. Since this crisis happened so suddenly, there is insufficient data to make financial impact estimates with any sense of accuracy.

As such, the City Manager and Chief Financial Officer are recommending filing a budget for FY21 based on the data that is currently available which will afford the City the financial and budget flexibility we believe will be necessary to weather this financial storm.

We acknowledge the proposed budgeted revenues and expenditures being presented today are too high and won't accurately reflect effects from the pandemic crisis that is likely to result in much lower revenues. However, filing the recommended budget as presented today is expected to allow us the financial and budgetary flexibility we will likely need to manage the effects of this crisis and adhere to the fiscal policy direction provided by City Council at the February 24th budget workshop.

Filing the FY21 budget based on pre-pandemic data will also allow us to have a good baseline from which to judge the financial effects which will ultimately unfold as a result of the pandemic.

Therefore, readers of the City Manager's FY21 Budget Recommendations book will note that there are relatively few references to the COVID-19 pandemic crisis. Most actions mentioned related to the pandemic will occur in FY20 to mitigate the expected loss of revenue and cash flow needs. This is done intentionally as most of the data is representative of expectations prior to the pandemic.

Today, the City Manager is specifically seeking the following:

1. Approval of the FY21 City Manager's final budget recommendations; and
2. Approval of the proposed five-year Capital Improvements Plan (CIP).

Item #1 -- Information Regarding the City Manager's FY21 Final Budget Recommendations:

- The City Manager's final budget recommendations have been prepared based upon direction received from City Council at the February 24, 2020 budget workshop. See the attached Budget Recommendations book for more detailed information on the City Manager's final budget recommendations for FY21.

Summary of the City Manager's final budget recommendations for FY21 per fiscal policy direction received from City Council on February 24, 2020:

Fiscal Policy #1: Establish a General Fund Minimum Ending Fund Balance

- The purpose of this policy is to establish a minimum ending fund balance target within the General Fund -- addressing both budget and actual results.
- Council provided direction to submit a final budgeted ending fund balance no lower than 5.0% of expenditures in FY21.
- City Council acknowledged that a fund balance of 12.5% is preferable to meet the City's year-round cash flow needs; however, they also provided direction that a budgeted

ending fund balance not lower than 5.0% will provide the fiscal flexibility in the budget that is being requested by the City Manager to meet the City's service level requirements.

- City Council did not choose to alter their formally adopted policy of achieving a minimum ending fund balance of 8.3% which was established in FY11 as part of the City's effort to comply with the accounting standards set by the Governmental Accounting Standards Board (GASB) Statement 54.
- Thus, even though Council provided guidance that the budgeted General Fund ending fund balance be no lower than 5.0% in FY21, achieving actual results of at least 8.3% remains the formally adopted Council policy target.
- **After updating revenue and expense estimates since the February 24, 2020 workshop, the City Manager is recommending a budgeted General Fund ending fund balance equal to 5.0% for FY21.**

Fiscal Policy #2: General Fund Contingency Budget

- The purpose of this policy is to provide budget authority and flexibility to address unexpected fiscal needs in FY21.
- The City Manager's final budget recommendations include a contingency budget of \$1,000,000 within the General Fund, offset by a transfer-in of an equal amount from the Motor Vehicle Internal Service Fund.
- The contingency budget is established for use only upon Council approval to cover unexpected one-time budget shortfalls. The transfer-in from the Motor Vehicle Fund will only be used should resources within the General Fund be insufficient to meet the need for which the Contingency budget might be used.
- So far, \$0 has been spent from the Contingency budget in the current FY20, and it's currently unclear whether usage of the Contingency budget will be necessary in FY20 to provide budget authority related to COVID-19 expenditures. As of this publication, \$1,000,000 remains within the Contingency budget for FY20.
- However, City staff is expecting to transfer the \$1,000,000 from the Vehicle Fund as is currently budgeted in FY20 to help with the General Fund's cash flow requirements during the COVID-19 pandemic crisis.

Fiscal Policy #3: Transfer Resources from the General Fund to the Capital Projects Fund

- The purpose of this policy is to help ensure resources are allocated for infrastructure, facility, and technology needs as identified within the Capital Improvements Plan (CIP).
- Per the Council's adopted policy, the amount of resources to be transferred should include 2.5% of budgeted General Fund revenues plus identified IT hardware and software needs as outlined in the 5-year CIP.
- The City Manager's final budget recommendations include a transfer into the Capital Projects Fund of \$1,205,300 for FY21 which includes \$900,000 for general CIP needs, \$72,300 for IT software needs, and \$233,000 for IT hardware needs.

- These amounts represent only a partial funding at Council policy level per direction received at the February 24, 2020 budget workshop, as a reduction from policy was deemed necessary to help fund identified New Needs.
- Additionally, Council has provided direction that the allocation of Electric and Gas Franchise Fees as well as revenue from marijuana licensing fees will be annually determined.
 - Council directed that the Electric and Gas Franchise Fee Fund allocation remains the same in FY21. Namely, that the allocation is 2% to the General Fund; 2% to the Road Fund; and 1% to the Parks & Recreation Project Fund.
 - Council also provided direction that FY21 budgeted revenues from marijuana licensing fees (estimated to be about \$1,900,000) will be partially allocated to provide for turf replacement and maintenance at the Golden Eagle Regional Park (in the amount of \$800,000) as well as IT hardware and software needs (totaling \$305,300 detailed above). The remaining fees will be designated to the ending fund balance to help maintain a minimum ending fund balance of 5.0% (see Fiscal Policy #1).

Fiscal Policy #4: Commit Business License Revenue to the Stabilization Fund

- The purpose of this policy is to set aside resources to help stabilize operations during two specific scenarios: A) should General Fund revenues decline by at least 4% from the previous year; or B) to help pay expenses incurred to mitigate the effects of a natural disaster upon formal declaration by the City.
- The City Manager’s recommendations include a commitment of \$200,000 of business license revenue to the Stabilization Fund for FY21, which mirrors the amount that was committed during the current FY20.
- In previous years, City Council has stated the desire to wait for revenues and fiscal stability to improve before making further financial commitments to the Stabilization Fund. Following Council’s lead, the City Manager is recommending that we continue with that previously stated plan of rebuilding the Fund’s resources slowly.
- It’s anticipated that previous actions combined with the FY21 recommendations will result in an ending fund balance of approximately \$1,037,749 within the City’s Stabilization Fund in FY21.
- **EXPECTED COVID-19 IMPACT:** City staff is expecting to seek Council approval to utilize the Stabilization Fund in July or August 2020 to help stabilize operations and mitigate the financial impact from the COVID-19 pandemic.

Fiscal Policy #5: Personnel Costs are Less than 78% of Total General Fund Revenues

- The purpose of this policy is to ensure that expenditures within the General Fund do not become out of balance and that budgeted allocations for personnel costs do not outpace the growth of General Fund revenues.
- This policy was originally adopted in FY11 and subsequently modified in FY13 based on historical expenditure and fiscal stability trends.

- The City Manager’s final FY21 budget recommendations include personnel costs equal to 77.8% of total revenues, while FY20 is estimated to be 73.5% of total revenues.

Fiscal Policy #6: Report employee and retiree benefit liabilities and determine strategies to either reduce or fund these liabilities

- The purpose of this policy is to ensure the City is addressing long-term liabilities specifically related to employee and retiree benefits.
- **Workers Compensation.** The liabilities within this Fund represent the present value of future costs that will be paid on past and present employees for general workers compensation claims and Heart/Lung/Cancer (HLC) claims from police and fire personnel.
 - At the end of FY19, The City had \$1,891,894 of current assets within the Workers Compensation Fund available to pay for claims. This is down from \$2,282,281 in FY18, \$2,880,532 in FY17, and \$3,908,036 in FY16. This “cash-burn” is expected to continue, and even accelerate, as HLC claims in particular increase. As evidence of this expectation, a single large claim has emerged that necessitated an estimated additional transfer of \$1,400,000 from the General Fund in FY20 in order to maintain minimum reserve levels.
 - Staff is recommending maintaining a minimum reserve balance of \$1,000,000 for FY21 with the realization that reserves need to be increased to at least \$3,000,000 in subsequent years. Achieving and maintaining reserve levels at \$3,000,000 at a minimum is deemed to be necessary since that’s the amount of costs the City would need to cover *per HLC claim* prior to insurance coverage under the current stop-loss insurance policies maintained by the City. Going forward, reserves are expected to remain insufficiently low to handle large HLC claims as well as regular claims, and long-term funding solutions will need to be implemented.
 - Workers Compensation Fund long-term liabilities totaled \$7,313,134 in FY19.
- **Other Post-Employment Benefits (OPEB).** Based on discussion and direction received at the February 24th budget workshop, the City Manager is recommending that the City continues to fund its OPEB liability on a “pay-as-you-go” basis in FY21 and not create an irrevocable trust fund for funding the City’s OPEB liability.
 - GASB statement 75, which was implemented by the City in FY18, has significantly changed the way this liability is presented on the City’s balance sheet, requiring the City to now record the full actuarial value of the liability, which increased the amount recorded from \$9,087,068 in FY17 to \$34,637,555 in FY18 and \$35,835,214 in FY19. To provide context, had this new accounting rule been in place in FY17, the amount reflected on the City’s balance sheet would have been \$32,793,951.
 - Utilizing an irrevocable trust to fund this liability may become the recommended course of action in subsequent years; however, it is a financial tool with significant limitations and is inflexible by design and should be considered carefully before implementation.

- **Sick Leave Conversion.** This liability equaled \$5,279,911 at the end of FY19 and represents balances available to retirees who have converted their accumulated sick leave balance in accordance with their employment contract at time of retirement.
- **Compensated Absences.** This liability equaled \$15,265,336 at the end of FY19 and represents the current value of all leave balances for active employees only (such as annual leave and sick leave).
- **Pension.** This liability equaled \$88,692,434 at the end of FY19 and is a rather odd liability in that it is required to be included on the City’s government-wide balance sheet in compliance with GASB Statement 68; yet does not represent an actual future liability of the City. Rather, this liability represents the City’s portion of the total unfunded liability for Nevada PERS (the City is a participating agency of Nevada PERS). This liability can be reduced by either reducing retirement benefits afforded to retired members, or by increasing contributions from contributing agencies. Both the benefits and contributions from contributing agencies are approved by the Nevada Legislature. The City will never be responsible for paying pension benefits directly to former City employees. Thus, the City has no control or ability to manage this liability and it is only recorded on the City’s balance sheet to comply with GASB Statement 68.

Other FY21 items regarding the City’s General Fund that have already been presented or discussed at the February 24th budget workshop are presented below in greater detail with updated estimates that are captured in the final budget recommendations and fiscal policies listed above. Fiscal causes of change are also provided within the City Manager’s FY21 Budget Recommendations book that is attached to this agenda item to provide an even greater level of detail. Highlights of changes and expectations are provided below (**reminder, this section does not consider the COVID-19 pandemic effects due to the lack of data at time of publication**):

General Fund Revenues

- Property Taxes are trending higher by 6.4% in FY20 and by 5.9% in FY21.
 - Property tax caps are based on a complicated formula that factors in the 10-year assessed value average growth rate within Washoe County and the national CPI index (inflation), resulting in a tax cap percentage up to 3% for owner-occupied residential properties (often referred to as the “residential cap”) and up to 8% for all other properties (often referred to as the “general cap”). For FY21, property tax caps are expected to be 3.0% for owner-occupied residential properties and 5.0% for all other properties (new property and new improvements are exempt from these caps).
 - Property tax abatement (i.e., property taxes that are calculated, but removed from property owner’s tax bills because of the tax caps) is expected to equal approximately \$6,634,792 in FY21, which is up from \$6,052,701 in FY20 according to latest information compiled by the Nevada Department of Taxation and the Washoe County Treasurer’s office.
 - Based on the final revenue projection from the Nevada Department of Taxation, assessed value within the City of Sparks is projected to increase 5.5% in FY21 to \$3,330,057,738 (net of tax-exempt parcels) representing an all-time high.

- CTAX and Fair Share revenues are trending about 8.1% higher in FY20, with an increase of about 4.8% expected in FY21.
- License & Permit revenue is also trending higher by about 2.8% in FY20 (primarily driven by general business license activity) and by 2.9% expected in FY21.
- Overall, total General Fund revenues are trending higher by about 6.5% in FY20, followed by a recommended budgeted increase of 4.4% in FY21.

General Fund Expenditures:

- Salaries & Wages are expected to increase 6.4% in FY20 followed by a recommended budgeted increase of 8.9% in FY21. For context, it's important to note that savings from vacancies are included in FY20 estimates, but positions in the personnel complement are assumed to be filled for the entire year in the recommended FY21 budget (in other words, no vacancy savings are built into FY21 recommended budget).
 - The City Manager is recommending 9 Full-Time Equivalent "New Need" positions for FY21 with a fiscal impact totaling \$1,430,600 (including equipment and supplies) for the General Fund. The 9 "New Need" positions recommended for FY21 include 2 Emergency Dispatchers, 6 Police Officers, and 1 Police Office Assistant. More detailed information on the City Manager's recommended "New Needs" for FY21 can be found in the Supplementary City-Wide Information section of the City Manager's Recommendations book attached to this agenda item.
 - All employee groups excluding Battalion Chiefs, Police Non-Supervisory, Police Supervisory, Police Lieutenants, and Municipal Court have settled contracts through FY21. The FY21 recommended budget includes a 2.8% Cost of Living Adjustment (COLA) effective July 2020, based upon the Consumer Price Index (CPI) change as of December 2019, for all groups with settled contracts excluding Fire Fighters (who separately settled for COLA's equaling 1.5% in July 2020 followed by another 1.5% increase in January 2021).
- Benefits are expected to increase 9.1% in FY20, followed by a budgeted increase of 13.2% in FY21.
 - The budgeted increase in FY21 is primarily driven by 1) increased worker's compensation contributions as discussed previously; 2) a 1.5% increase in health insurance premiums; and 3) no assumption of vacancy savings.
 - PERS contribution rates are established each biennium by the Nevada Legislature and set as a percentage of eligible pay equaling 42.5% for Police/Fire members, 29.25% for Regular members, and 22.5% for Judicial members for FY20 and FY21.
- Services & Supplies expenditures are expected to increase 19.8% in FY20, and by another 3.3% in the recommended FY21 budget. The primary drivers of the increase in FY20 include increased contributions to the General Liability Self-Insurance Fund.
- Total General Fund expenditures are expected to increase by 10.0%, in FY20, and by a budgeted amount of 9.0% in FY21.

General Fund Transfers:

- \$1,000,000 transfer-in from the Motor Vehicle Fund is included in the FY21 recommended budget to offset the contingency budget by an equivalent amount. This transfer-in is only expected to be utilized if General Fund resources are insufficient to meet any contingency budget usage. This budget item is recommended to provide financial flexibility that might be needed to fund unforeseen expenditures. *It must be recognized that a transfer from the Motor Vehicle Fund would damage the fiscal stability of that Fund and should be made only as a measure of last resort.*
 - **COVID-19 PANDEMIC NOTE:** In anticipation of negative financial impacts from the COVID-19 pandemic crisis, the City is expecting to execute the FY20 budgeted transfer of \$1,000,000 from the Motor Vehicle Fund in June 2020. However, the extent of the financial impacts resulting from the COVID-19 crisis and whether the transfer will ultimately be needed will not be known until after the FY21 budget is filed and therefore this transfer will not be included in the FY20 estimates that are reported in the final FY21 budget document.
- \$1,111,580 transfer-in from the City's Redevelopment Agency Area #2 is also being planned for FY20. This will repay the City's General Fund for subsidies made from the General Fund to the Redevelopment Agency for debt service that the Redevelopment Agency Area #2 could not make on its own during FY13 and FY14 due to the significant loss of property tax revenue within Redevelopment Agency Area #2 during the Great Recession. Specifically, the General Fund subsidized the Redevelopment Agency Area #2 with a transfer of \$250,000 in FY13, followed by another transfer of \$861,580 in FY14. Now that the Redevelopment Agency Area #2 has sufficiently recovered from the financial impact from the Great Recession, the City Manager is recommending transferring those prior year subsidies back to the General Fund in FY20. Approval from the Redevelopment Agency will be sought during the Redevelopment Agency meeting scheduled for today immediately following today's City Council meeting.
- \$1,760,000 transfer-out to the Parks & Recreation Fund representing a subsidy of 34.1% of total budgeted expenditures in that Fund for FY21. A transfer of \$1,405,000 is expected in FY20 representing a subsidy of 34.2% of total expenditures within that Fund.
- \$1,205,300 transfer-out to the Capital Projects Fund in FY21 for infrastructure, facility, and technology needs as identified in the 5-year Capital Improvement Plan -- see a more thorough discussion previously under Fiscal Policy #3.
- \$815,552 transfer-out to the Debt Service Fund for the General Fund's portion of the 2014 CTAX refunding bond debt service for FY21, and the City's portion of the new P25 radio system to be financed through Washoe County.
- \$800,000 transfer-out to the Parks & Recreation Capital Project Fund to provide resources for turf replacement and maintenance at the Golden Eagle Regional Park (representing a partial allocation of budgeted marijuana revenues -- see Fiscal Policy #3 discussion above for more detail).

General Fund Ending Fund Balance:

- A net fund balance decrease of \$1,373,800 is expected in FY20 while a net decrease of \$3,021,589 is recommended to be budgeted for FY21.
- The net ending fund balance is expected to be approximately \$6,982,702 in FY20 (9.6% of expenditures); and recommended to be budgeted at \$3,961,113 for FY21 (equaling 5.0% of expenditures).
- ***FY20 Estimated Ending Fund Balance compared to Budget:*** FY20 ending fund balance is expected to end approximately \$2,517,843 higher than what was budgeted – with the final ending fund balance representing approximately 9.6% of expenditures compared to the budget of 6.0%. The primary drivers of this increase stem from higher CTAX revenues and vacancy savings.

Note: Information on other Funds that are maintained by the City and Redevelopment Agency can be found in the City Manager’s FY21 Final Budget Recommendations book attached to this agenda item.

Item #2 -- Information Regarding the City’s Five-Year Capital Improvements Plan (CIP):

- The CIP document can be found as an Appendix to the City Manager’s FY21 Final Budget Recommendations book.

Nevada Revised Statute (NRS) 354.59801 requires that each local government have on file, a copy of its plan for capital improvements. NRS 354.5945 further requires a five-year capital improvement plan be submitted to the Department of Taxation, Debt Management Commission of Washoe County, and the Director of the Legislative Counsel Bureau. In addition, NRS 354.5945 requires that copies be available for public record and inspection at the offices of the Sparks City Clerk and the Washoe County Clerk.

ALTERNATIVES:

1. City Council could approve the FY21 budget recommendations and five-year Capital Improvements Plan as presented today.
2. City Council could reject the FY21 budget recommendations and five-year Capital Improvements Plan and provide direction to the City Manager.

RECOMMENDED MOTIONS:

Recommended Motion #1: “I move to approve the proposed five-year Capital Improvements Plan for fiscal year 2020-2021 through fiscal year 2024-2025”.

Recommended Motion #2: “I move to approve the City Manager’s final budget recommendations for fiscal year 2020-2021”.

Coronavirus 2019 (COVID-19) Pandemic Note

The full impact of the COVID-19 Pandemic was not known at the time of publication of this document. The estimates listed in this report will surely be affected by the mandated non-essential business closures that began on March 17, 2020.

Fiscal Policies



City of Sparks

CITY OF SPARKS FISCAL POLICIES

1. Achieve a General Fund minimum unrestricted ending fund balance equal to 8.3% of expenditures

	Policy Target	RESULTS	AMOUNT OVER/ (UNDER) Policy Target	STATUS
FY19 Actuals	8.3%	12.6%	\$2,650,000	✔
FY20 Estimates	8.3%	9.6%	\$900,000	✔
FY21 BUDGET	8.3%	5.0%	(\$2,400,000)	⚠

City Targets		Statutory Targets	
Minimum Budget Target	Cash Flow Target	Must provide corrective action plan to State if under target per NAC 354.650	Removed From Negotiations per NRS 354.6241
5.0%	12.5%	4.0%	16.67%
FY21 Budget matches Target	FY21 Budget \$5.3M Under Target	FY20 Budget \$0.8M Over Target	FY20 Budget \$7.9M Under Target

Purpose of this Fiscal Policy

The purpose of this policy is to help maintain fiscal stability throughout each fiscal year.

Policy Target

City of Sparks formally adopted a policy of achieving an 8.3% minimum ending fund balance in 2011.

Budget Target

In past discussions, Council has stated the minimum budgeted ending fund balance should be no lower than 5% in order to avoid State intervention which begins with budgeted ending fund balance below 4%. Council has provided direction to prepare a budget with an ending fund balance of no less than 6% for the past five years (FY16 - FY20). For FY21, however, Council provided direction to prepare a budget with an ending fund balance of 5.0%. 5.0% is below the policy target, but provides for flexibility in spending throughout the year, and allows the City Manager to fund critical new needs in FY21.

Cash Flow Target

For fiscal health and to meet cash flow needs throughout the year, the Financial Services Department recommends achieving a 12.5% ending fund balance at the end of each year.

Statutory Targets

There are two statutory targets that should also be mentioned:

- Per NAC 354.650, a budgeted ending fund balance of less than 4% requires a city to provide a written explanation to the Department of Taxation that includes the reason for the low ending fund balance and a plan to increase the fund balance.
- NRS 354.6241 excludes a portion of ending fund balance from negotiations, equal to 16.67% of expenditures, less capital outlay.

CITY OF SPARKS FISCAL POLICIES

2. Establish a General Fund Contingency amount up to 3% of total expenditures in the annual budget

	GOAL	BUDGET	Contingency Amount	STATUS
FY19 BUDGET	up to 3%	1.5%	1,000,000	✓
FY20 BUDGET	up to 3%	1.3%	1,000,000	✓
FY21 BUDGET	up to 3%	1.3%	1,000,000	✓

Purpose of this Fiscal Policy

The contingency budget was established using the guidelines set forth in NRS 354.608 to provide for expenditures that are one-time, unexpected, and may be of an emergency nature.

Utilization of the contingency budget requires the approval of City Council, and is distinguished from the Stabilization Fund in that the Stabilization Fund is much more restrictive in nature and may only be used for two specific reasons (see details in Policy #4).

In order to maximize flexibility and the City's ability to respond to emergency needs, a transfer into the General Fund from the Motor Vehicle Internal Service Fund will also be included in the budget matching the amount established as the contingency budget. This transfer-in is only expected to be utilized if General Fund resources are insufficient to meet any contingency budget usage. *It must be recognized that a transfer from the Motor Vehicle Fund would damage the fiscal stability of that Fund and should be made only as a measure of last resort.*

Note: Per NRS 354.608, contingency and transfers-out are excluded from the calculation of total expenditures.

Coronavirus 2019 (COVID-19) Note: In anticipation of COVID-19 negative financial impacts, the City is expecting to execute the FY20 budgeted transfer of \$1,000,000 from the Motor Vehicle Fund in June 2020. However, the extent of the financial impacts resulting from the COVID-19 crisis and whether the transfer will ultimately be needed will not be known until after the FY21 budget is filed and therefore this transfer will not be included in the FY20 estimates reported in the final FY21 budget document.

CITY OF SPARKS FISCAL POLICIES

3. Transfer a minimum of 2.5% of total General Fund revenues plus full funding of IT Hardware and Software Replacement Plans from the General Fund to the Capital Projects Fund

2.5% of General Fund Revenues	GOAL		RESULTS		STATUS
	%	\$	%	\$	
FY19 Actuals	2.5%	\$ 1,800,000	2.0%	\$ 1,400,000	!
FY20 Estimates	2.5%	\$ 1,900,000	2.5%	\$ 1,900,000	✓
FY21 BUDGET	2.5%	\$ 2,000,000	1.1%	\$ 900,000	✗

Full funding of IT Hardware & Software	GOAL		RESULTS		STATUS
	Hardware	Software	Hardware	Software	
FY19 Actuals	\$ 399,187	\$ 500,813	\$ 399,187	\$ 500,813	✓
FY20 Estimates	\$ 483,842	\$ 433,400	\$ 483,842	\$ 433,400	✓
FY21 BUDGET	\$ 199,940	\$ 233,000	\$ 72,300	\$ 233,000	✗

3a. Council Allocation of Electric and Gas Franchise Fees:

	FY19	FY20	FY21
General Fund	2%	2%	2%
Road Fund	2%	2%	2%
Parks & Rec Project Fund	1%	1%	1%
Parks & Rec Project Fund - GERP	0%	0%	0%
Total	5%	5%	5%

3b. Council Designation of Revenue from Marijuana Licensing Fees

	FY19	FY20	FY21
GERP Turf Replacement/Maintenance	\$ 500,000	\$ 882,758	\$ 800,000
IT Hardware & Software Replacement Plans	\$ 900,000	\$ 917,242	\$ 305,300
Total	\$ 1,400,000	\$ 1,800,000	\$ 1,105,300

Purpose of this Fiscal Policy

This policy ensures that the City continues to invest in infrastructure and technology needs as detailed in the City's 5 Year Capital Improvement Plan.

The current goal for the FY21 Budget is to designate 2.5% of total General Fund revenues (\$2.0M) for general capital projects plus full funding of both the IT Hardware (\$200K) and IT Software (\$233K) Replacement Plans. The City Manager is recommending reducing the funding by \$1.2M in FY21 compared to the City's fiscal policy goal. The \$1.2M reduction is comprised of a \$1.1M reduction to general capital projects and \$128K reduction to the IT Hardware Replacement Plan. This recommendation is made to ensure a minimum level of Fund balance is preserved as outlined in fiscal policy #1.

FY20 will meet the funding goal. FY19 fell short of the funding goal by \$400K.

CITY OF SPARKS FISCAL POLICIES

Fiscal Policy #3 Continued...

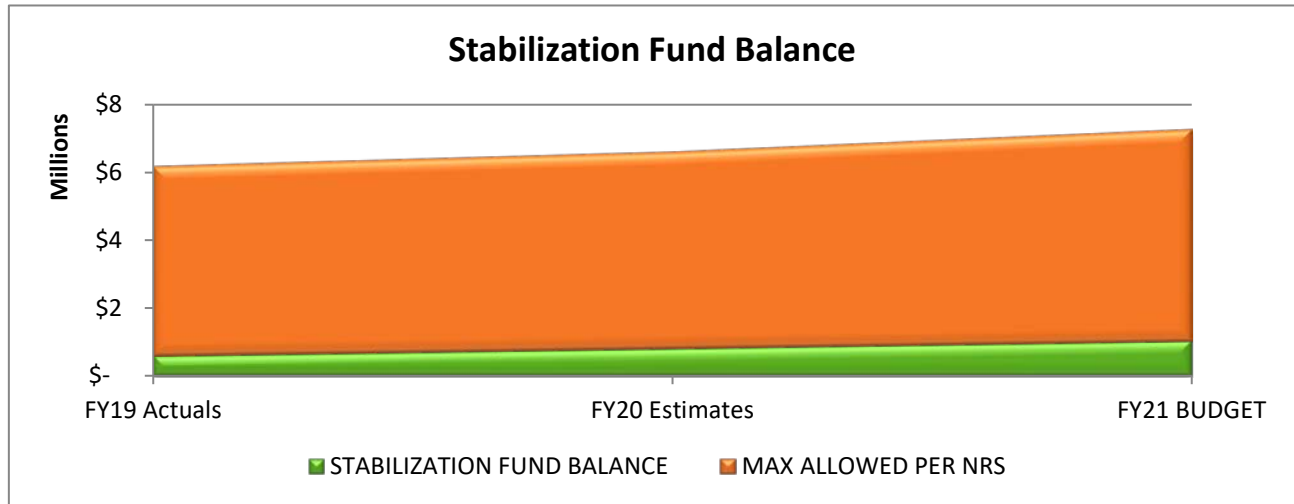
Per Council direction for the FY18 Budget, approximately \$983K of Electric and Gas Franchise fees were re-directed from road maintenance to fund turf replacement at GERP. For FY19, FY20 and FY21, Council directed that the revenues revert back to the Road Fund as originally allocated in FY17 and prior years. Council may choose to change the franchise fee allocations annually.

The City Manager recommended in FY20 that marijuana licensing fees, projected to be \$1.8M, be designated for non-operational uses. The FY20 budget fully allocated the revenue source transferring \$883K to the Parks and Rec Project Fund for GERP turf replacement and \$917K to fund the IT Hardware and Software Replacement Plans. The FY21 Budget projects marijuana licensing fees will be \$1.9M and designates \$800K of that revenue to the Parks and Rec Project Fund for GERP turf replacement and designates \$305K to fund the IT Hardware and Software Replacement Plans. The remaining \$795K will be retained in ending fund balance, preserving a minimum level of fund balance as outlined in fiscal policy #1 .

CITY OF SPARKS FISCAL POLICIES

4. Commit a portion of annual business license receipts to the Stabilization Fund up to the maximum fund balance allowed within NRS 354.6115

	MAX ALLOWED PER NRS	STABILIZATION FUND BALANCE	AMOUNT COMMITTED	STATUS
FY19 Actuals	\$ 6,194,747	\$ 601,749	\$ 200,000	✔
FY20 Estimates	\$ 6,623,068	\$ 817,749	\$ 200,000	✔
FY21 BUDGET	\$ 7,283,804	\$ 1,037,749	\$ 200,000	✔



Purpose of this Fiscal Policy

The Stabilization Fund was established in accordance with NRS 354.6115 to stabilize operation of local government and mitigate effects of natural disasters. Per NRS 354.6115: *"The balance in the fund must not exceed 10 percent of the expenditures from the general fund for the previous fiscal year, excluding any federal funds expended by the local government."*

In June 2011, the City Council adopted the following Stabilization policy in compliance with GASB Statement 54: *"The Council will authorize the use of the Stabilization Fund's resources only if A) the total actual General Fund revenues decrease by 4% or more from the previous year; or B) to pay for expenses incurred to mitigate the effects of a natural disaster (upon formal declaration by the City)."*

In 2009, the City transferred \$625K from the Stabilization Fund to the General Fund in order to help mitigate the steep revenue decline brought about from the effects of the Great Recession. That 2009 transfer essentially eliminated all the reserves within the Stabilization fund, so in 2011 and 2012, the City Council established a fiscal policy goal of re-establishing the Stabilization Fund by gradually committing a portion of the City's business license revenues to the Stabilization Fund.

A transfer from the Stabilization Fund of \$252K was required in FY17 to defray the costs of the 2017 Flood Emergency. While this transfer more than negated the FY17 revenue commitment, the FY18, FY19, FY20 and FY21 commitments are expected to grow the Fund balance to approximately \$1M by the end of FY21.

EXPECTED COVID-19 IMPACT: City staff is expecting to seek Council approval to draw down the Stabilization Fund in July or August 2020 to help stabilize operations and mitigate the financial impact from the COVID-19 pandemic.

CITY OF SPARKS FISCAL POLICIES

5. General Fund personnel costs do not exceed 78% of General Fund total revenues

	GOAL	RESULTS	STATUS
FY19 Actuals	<=78%	72.9%	✔
FY20 Estimates	<=78%	73.5%	✔
FY21 BUDGET	<=78%	77.8%	✔

Purpose of this Fiscal Policy

The purpose of this policy is to achieve a balanced, sustainable expenditure model. This policy was adopted by Council in FY11 and modified in FY13 based on historical expenditure and fiscal stability trends.

Expanded Dashboard for Historical Comparison

TOTAL USES AS % OF TOTAL REVENUES BY EXPENSE CATEGORY	2 Prior Years (FY17 & FY18) Historical Average	FY19 Actuals	FY20 Estimates	FY21 BUDGET
PERSONNEL COSTS	76%	73%	74%	78%
SERVICES & SUPPLIES & CAP. OUTLAY	18%	18%	20%	20%
TRANSFERS-OUT	5%	7%	9%	6%
*TOTAL	99%	98%	103%	104%

* Total uses as a % of total revenues exceeding 100% indicates that the year experienced greater expenses than revenues.

CITY OF SPARKS FISCAL POLICIES

6. Report the annual Other Post Employment Benefit (OPEB), Workers Compensation, and other benefit liabilities and determine strategies to reduce or fund these liabilities

	OPEB OBLIGATION	Workers Comp L/T Liability	Sick Leave Conversion	Compensated Absences	Pension Liability
FY09	\$2,025,422	\$2,252,767	\$3,703,492	\$7,507,629	N/A
FY10	\$4,566,159	\$2,321,000	\$5,148,990	\$9,309,862	N/A
FY11	\$4,958,920	\$3,414,452	\$5,579,918	\$9,169,161	N/A
FY12	\$5,473,423	\$3,206,012	\$5,245,464	\$9,610,125	N/A
FY13	\$6,018,434	\$6,749,369	\$5,010,761	\$10,363,135	N/A
FY14	\$6,680,705	\$9,258,452	\$5,358,051	\$12,315,501	N/A
FY15	\$7,414,353	\$5,068,496	\$5,525,864	\$12,015,239	\$71,650,806
FY16	\$8,058,889	\$6,190,050	\$5,296,356	\$13,200,845	\$77,407,621
FY17	\$9,087,068	\$5,528,459	\$5,143,950	\$13,905,438	\$87,624,211
FY18	\$34,637,555	\$5,244,238	\$4,848,680	\$14,950,456	\$86,625,696
FY19	\$35,835,214	\$7,313,134	\$5,279,911	\$15,265,336	\$88,692,434

Purpose of this Fiscal Policy

OPEB and Workers Comp obligations (particularly the Heart, Lung and Cancer (HLC) portion) have been identified by the Financial Services Department as two of the greatest financial risks threatening the City's short-term and long-term fiscal sustainability. Other large benefit liabilities worth noting include Sick Leave Conversion, Compensated Absences, and Pension liabilities. ***All of these liabilities are currently on a "Pay-As-You-Go" funding status, and the City Manager recommends continuing that status.***

Other Post Employment Benefits (OPEB) - This \$35.8M liability represents post-employment healthcare insurance benefits accrued on both past and present employees.

Specific sources of the liability:

1. NRS 287.023 Nevada Public Employees' Benefits Program (NPEBP) subsidies (option for those retired before 11/29/08)
2. Firefighters and Fire Chief Officers pay reduced health insurance premiums on the City's plan upon retirement
3. Subsidies to certain employees retired after 1992 and before December 2001 (\$5 per month for each year of service)
4. Implied subsidy derived from the fact that retiree loss is pooled with active loss experience for the purpose of setting rates.

GASB Statement 75, implemented in FY18, changed how the City must report the OPEB liability by requiring the entire unfunded liability to be reported on the City's annual financial statements. ***This resulted in the liability increasing from \$9.1M in FY17 to \$34.6M in FY18.*** For reference, had GASB Statement 75 been implemented in FY17, the reported liability would have been \$32.8M.

CITY OF SPARKS FISCAL POLICIES

Fiscal Policy #6 Continued...

There are currently no reserves in the City's Health Insurance Fund designated to mitigate our future health care liability (OPEB).

Alternate OPEB Funding Option:

Primarily due to 1) the healthcare industry being still very much in a state of flux; 2) GASB Statement 75, which was implemented by the City in FY18 and changed the way the City's OPEB liability was accounted for; 3) the inflexible nature of an irrevocable trust; and 4) inadequate resources, the City Council has decided not to establish an irrevocable trust to fund the City's OPEB liability at this time. However, an irrevocable trust may be considered to be a viable OPEB liability funding tool in subsequent years.

Workers Compensation Liability - This \$7.3M liability represents the present value of future claims costs that will be paid on past and present employees for general workers compensation claims and Heart/Lung/Cancer (HLC) claims from Police and Fire personnel. The Liability grew dramatically during the years leading up to FY14. This is due to the increasing number of expected Heart/Lung/Cancer claims from Police and Fire personnel and the benefits that were added by the Nevada Legislature.

The 2015 Legislative session, however, brought changes that significantly reduced this liability. Most impactful was the change to the number of years a retiree is eligible to file a claim once they have separated from employment. Before this change, there was no limit, and a retiree could file a claim any time. The legislative change limited the eligibility period to the number of years the person worked as a police officer or firefighter. The increase in FY16 is due to new information provided by a complete actuarial valuation on all Workers Compensation claims. Past actuarial valuations had only considered HLC claims. FY17's workers compensation long-term liability decreased by \$662K due to a reduction in the retained case reserves as set by our claims administrator. One claim in particular drove this reduction as it neared the \$1.0M retention limit where our stop-loss insurance policy would kick in. FY18 brought another \$284K reduction to the liability based on claims data.

The \$2.1M increase in FY19 is due to several legislative changes passed in June 2019. Among the many changes are the following: an expansion of the presumptive occupational cancer benefit to include not just firefighters, but also investigators of fires, instructors for training concerning fire or hazardous material; expansion of the list of covered cancers; expansion of the sunset period to file a claim; and the addition of post-traumatic stress disorder (PTSD) to the standard workers comp benefits for mental injury from extreme stress to police officers, firefighters and emergency communication dispatchers.

Especially costly is the situation where a public safety employee files a claim before he or she retires and is subsequently granted a permanent disability status. In these cases, the City will be required, in addition to the medical payments, to make indemnity (wage replacement) payments to the employee for the rest of the employee's life and to his or her spouse for the rest of his or her life upon the death of the employee. The actuarially determined liability estimates for these types of claims can run into the millions as evidenced by the City's current Stop Loss policy amount of \$3.0M.

CITY OF SPARKS FISCAL POLICIES

Fiscal Policy #6 Continued...

As of June 30, 2019, The Workers Compensation Fund had cash reserves of \$1.8M. We had been seeing cash balance drop by about \$500K per year in FY12 through FY14; however, FY15 saw a \$900K drop; FY16 cash balance dropped \$1.1M; FY17 dropped by \$1.0M; and FY18 dropped by \$600K. In FY19, contributions to the Fund nearly tripled and the cash burn slowed to \$400K. In FY20, in addition to normal contributions nearly doubling, an unbudgeted transfer from the General Fund of \$1.4M was required to cover the cost of a large worker's comp claim expected to hit the stop loss limit of \$2M. It is projected that the FY21 ending cash reserve will be \$1.1M.

We expect that periodic unplanned cash infusions will continue to be needed in the future as more heart and lung claims are incurred and paid. The Financial Services Department recommends increasing the reserve in this Fund to \$3M in subsequent years which is the stop loss limit on just one HLC claim.

Sick Leave Conversion - This \$5.3M liability represents balances available to retirees who have converted their accumulated sick leave balances to help pay their health insurance premiums and remain in the City's health insurance plan in accordance with their employment contract at time of retirement.

Compensated Absences - This \$15.3M liability represents the current value of all leave balances for every active employee. Examples include sick leave and annual leave.

Pension Liability - Pension liability was first added to the City's balance sheet in FY15 in compliance with GASB Statement 68, representing the City's portion of the total unfunded liability of the Nevada Public Employees Retirement System.

GENERAL FUND Financial Overview



City of Sparks



City of Sparks

Financial Overview

City Manager's FY21 Final Budget
Recommendations

April 27, 2020

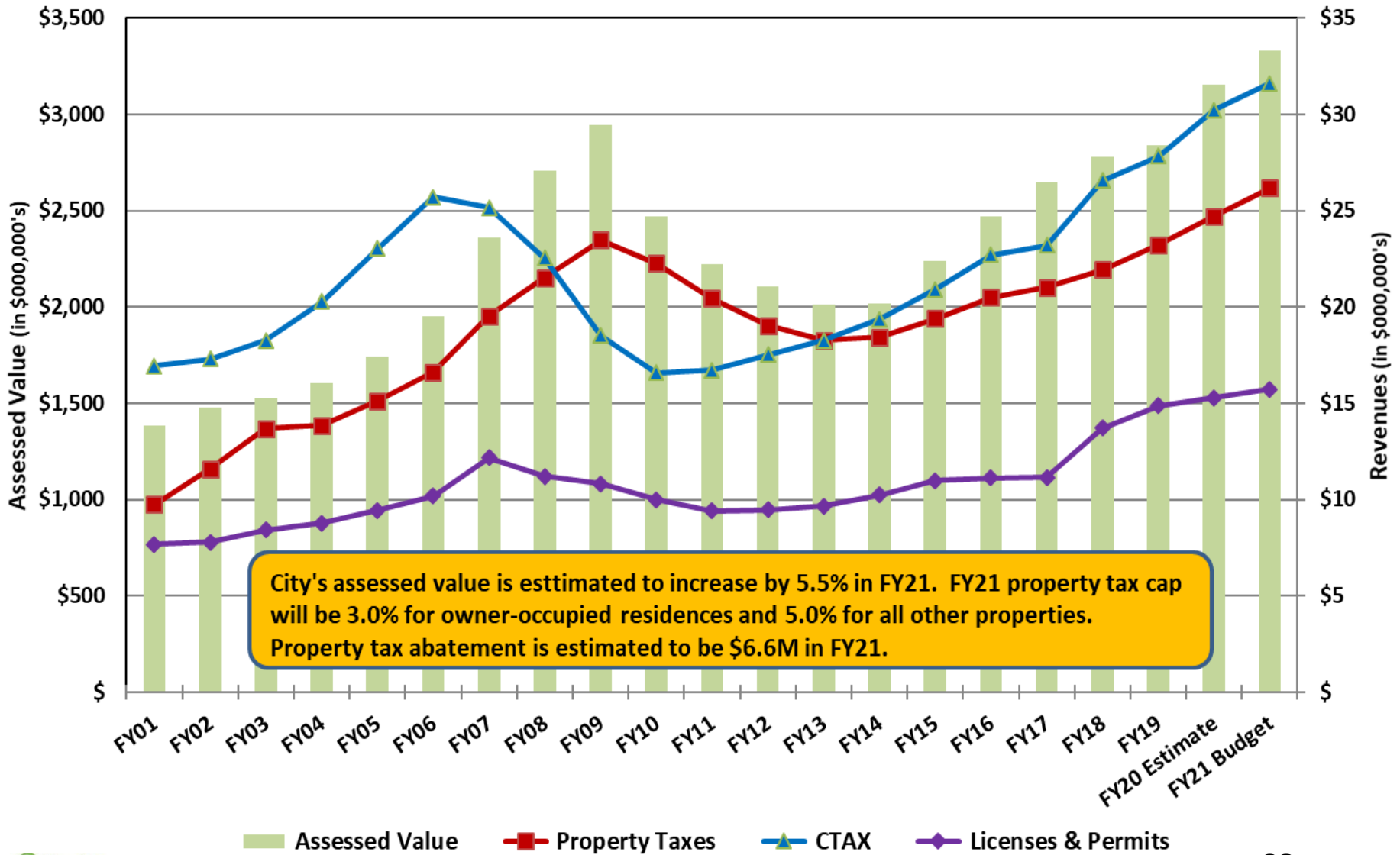
City of Sparks General Fund Summary

FY18 Results Through FY21 City Manager Recommended Budget

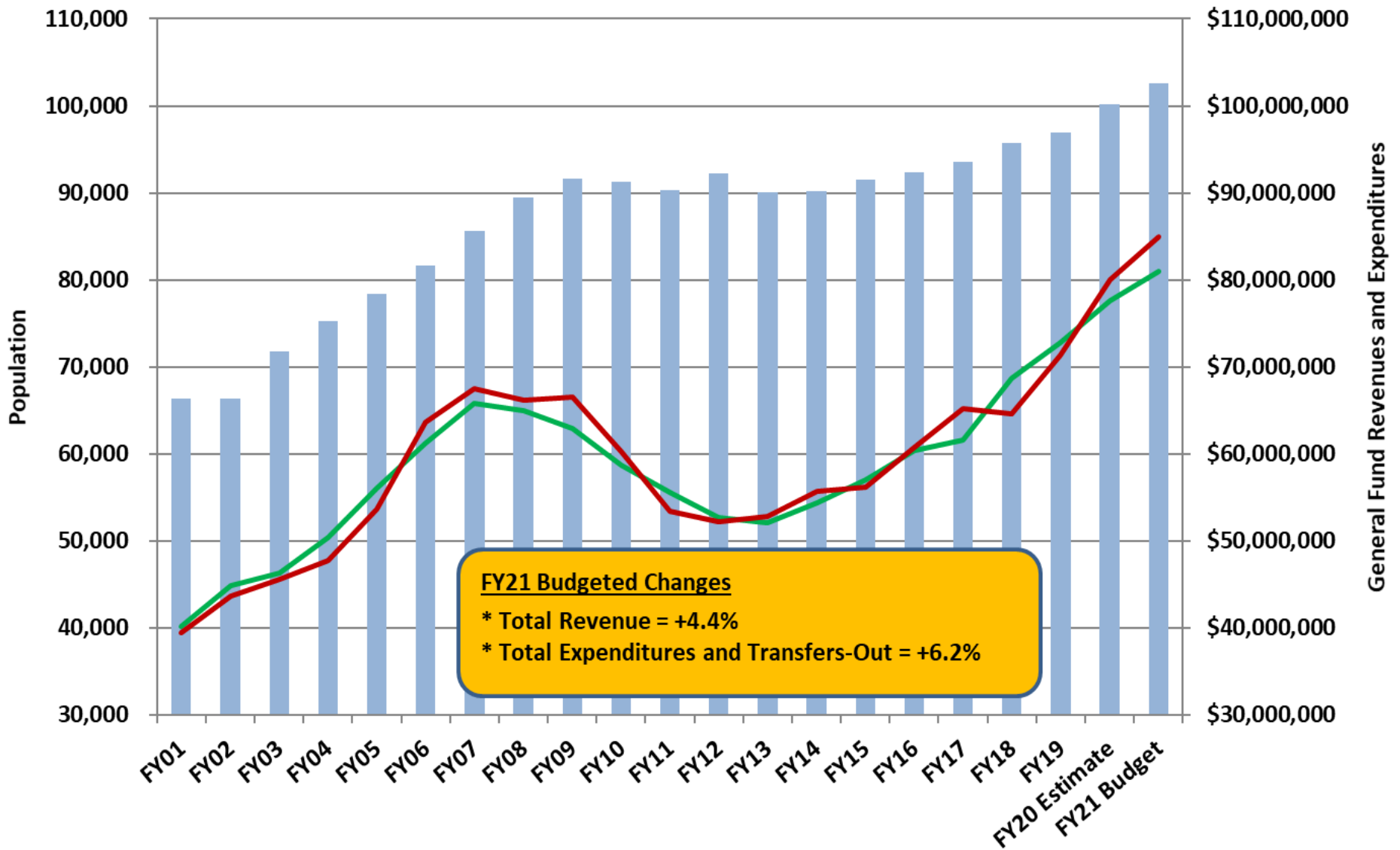
(Amounts listed in \$000's)

	FY18 Actuals	FY19 Actuals	FY20 Budget	FY20 Estimates	FY21 Budget
Resources (excluding beginning fund balance)					
Total Revenues	\$68,671	\$72,853	\$76,833	\$77,571	\$80,964
Transfer-In From Vehicle Fund (Assume No Usage, Budget Matches Contingency)	\$0	\$0	\$1,000	\$0	\$1,000
Transfers-In, Other	\$0	\$0	\$0	\$1,112	\$0
Total Resources	\$68,671	\$72,853	\$77,833	\$78,683	\$81,964
<i>% Change in Total Revenues (excl. transfers) =</i>	11.4%	6.1%	5.5%	6.5%	4.4%
<i>% Change in Total Resources =</i>	10.8%	6.1%	6.8%	8.0%	4.2%
Uses					
Total Expenditures	\$61,947	\$66,231	\$74,578	\$72,841	\$79,405
Total Transfers-Out	\$2,622	\$5,081	\$5,816	\$7,216	\$4,581
Contingency (FY20 Assume No Usage; Budget Matches Trans-In from Vehicle Fund)	\$0	\$0	\$1,000	\$0	\$1,000
Total Uses	\$64,569	\$71,311	\$81,394	\$80,056	\$84,985
<i>% Change in Total Expenditures (excl. transfers & contingency) =</i>	1.1%	6.9%	12.6%	10.0%	9.0%
<i>% Change in Total Uses =</i>	-1.1%	10.4%	14.1%	12.3%	6.2%
Net Resources/(Uses)	\$4,101	\$1,541	(\$3,561)	(\$1,374)	(\$3,022)
Fund Balance					
Unrestricted Beginning Fund Balance	\$2,714	\$6,815	\$8,026	\$8,357	\$6,983
Unrestricted Ending Fund Balance	\$6,815	\$8,357	\$4,465	\$6,983	\$3,961
Unrestricted Ending Fund Balance as a % of Exp's (Less Capital Outlay)	11.0%	12.6%	6.0%	9.6%	5.0%
Unrestricted Ending Fund Balance Amount Over/(Short) of 8.3%	\$1,550	\$2,650	(\$1,600)	\$900	(\$2,400)

Sparks General Fund Primary Revenue Sources Compared to Assessed Valuation

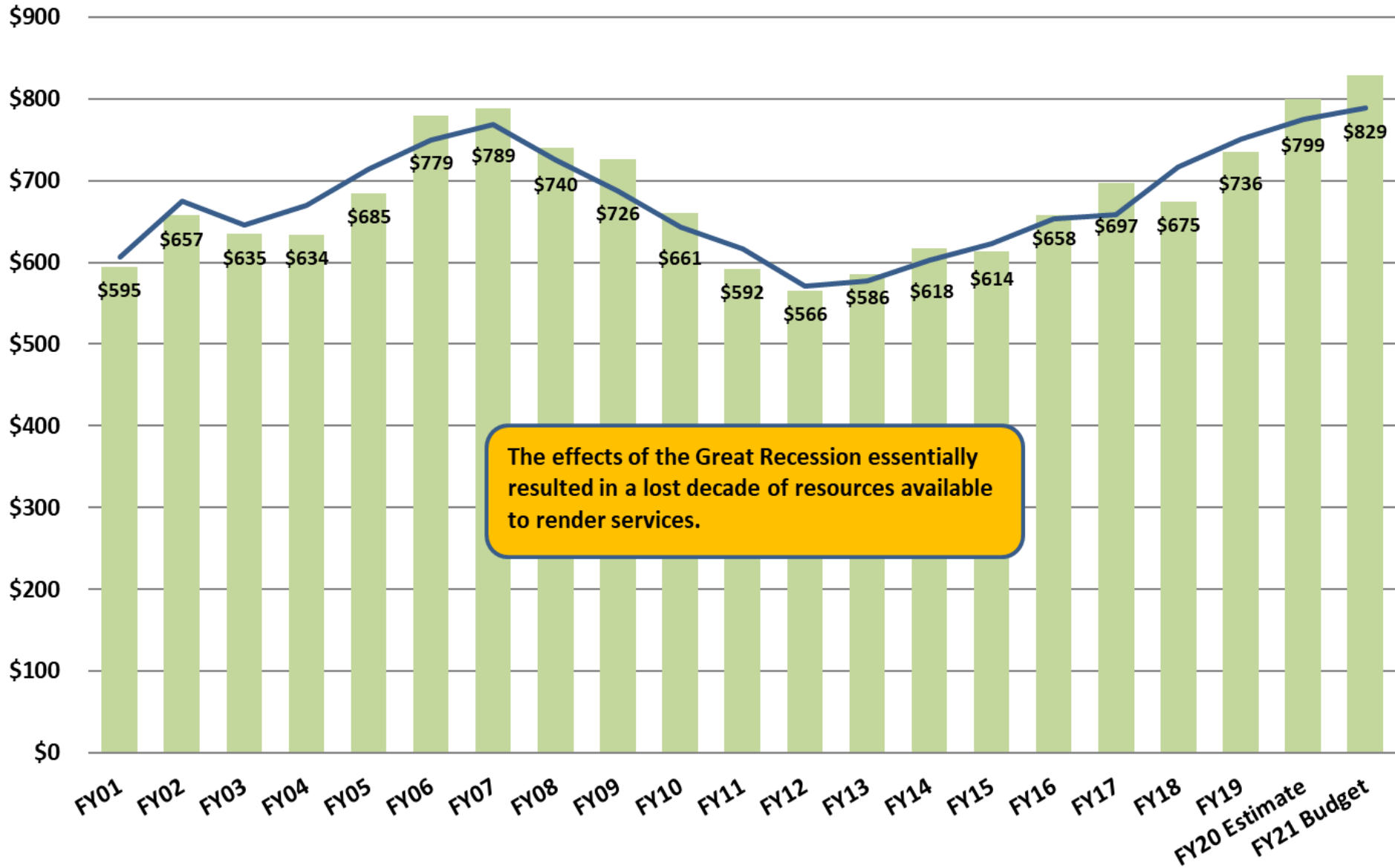


Sparks General Fund Revenues, Expenditures, and Transfers-Out Compared to Population



Sparks General Fund

Revenues, Expenditures, and Transfers-Out per Capita

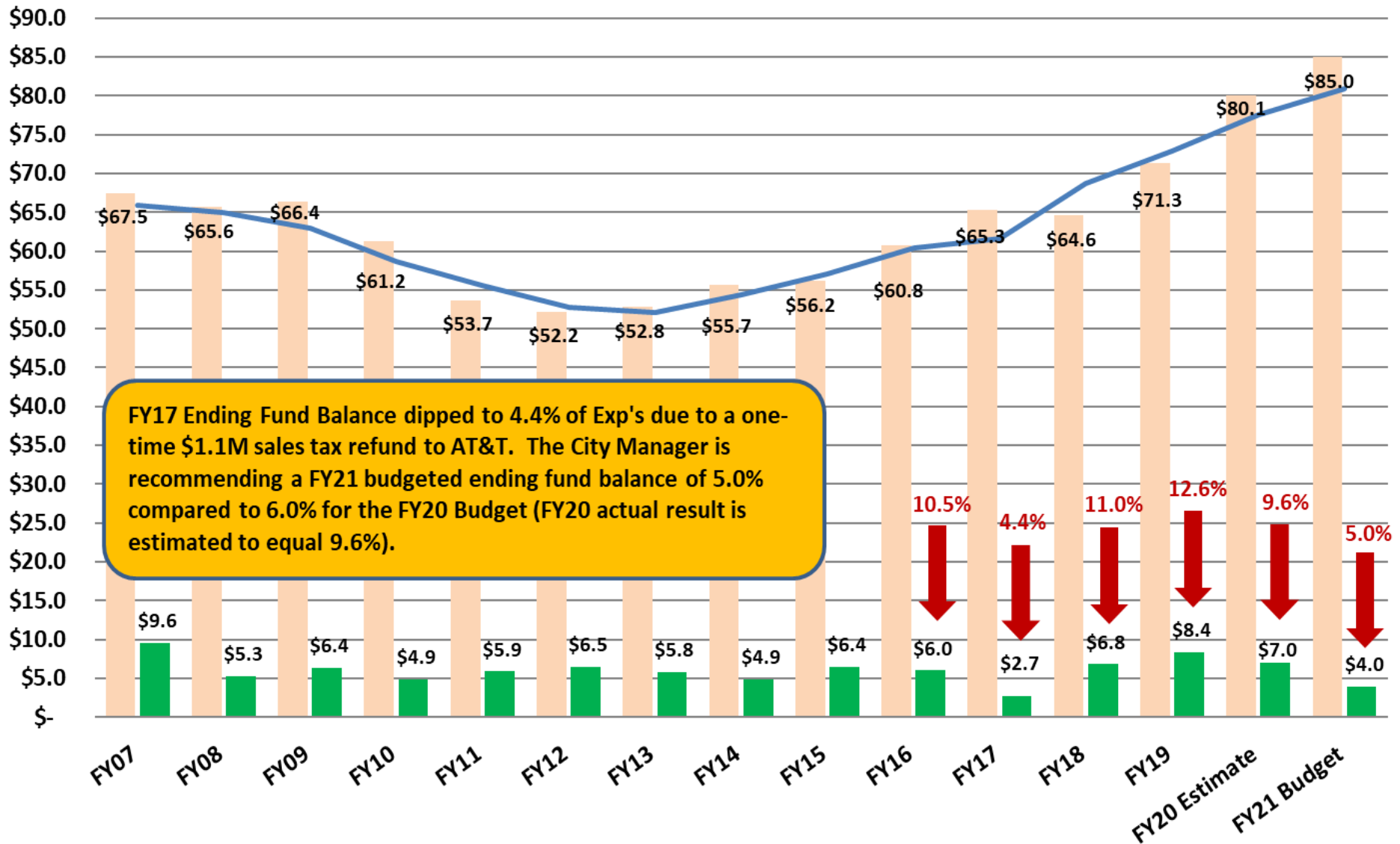


The effects of the Great Recession essentially resulted in a lost decade of resources available to render services.

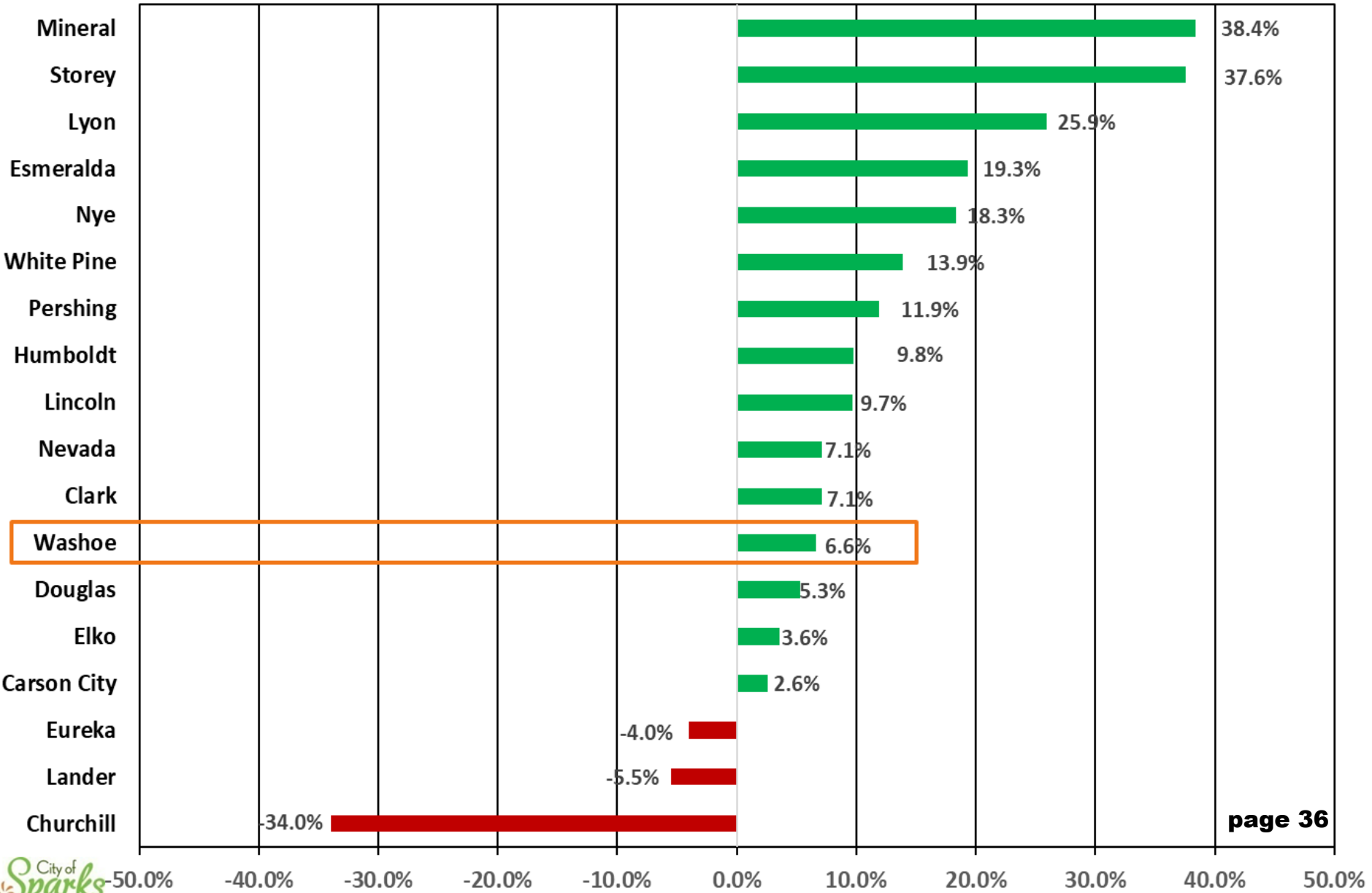


G.F. Expenditures & Transfers-Out per Capita
 G.F. Revenue per Capita

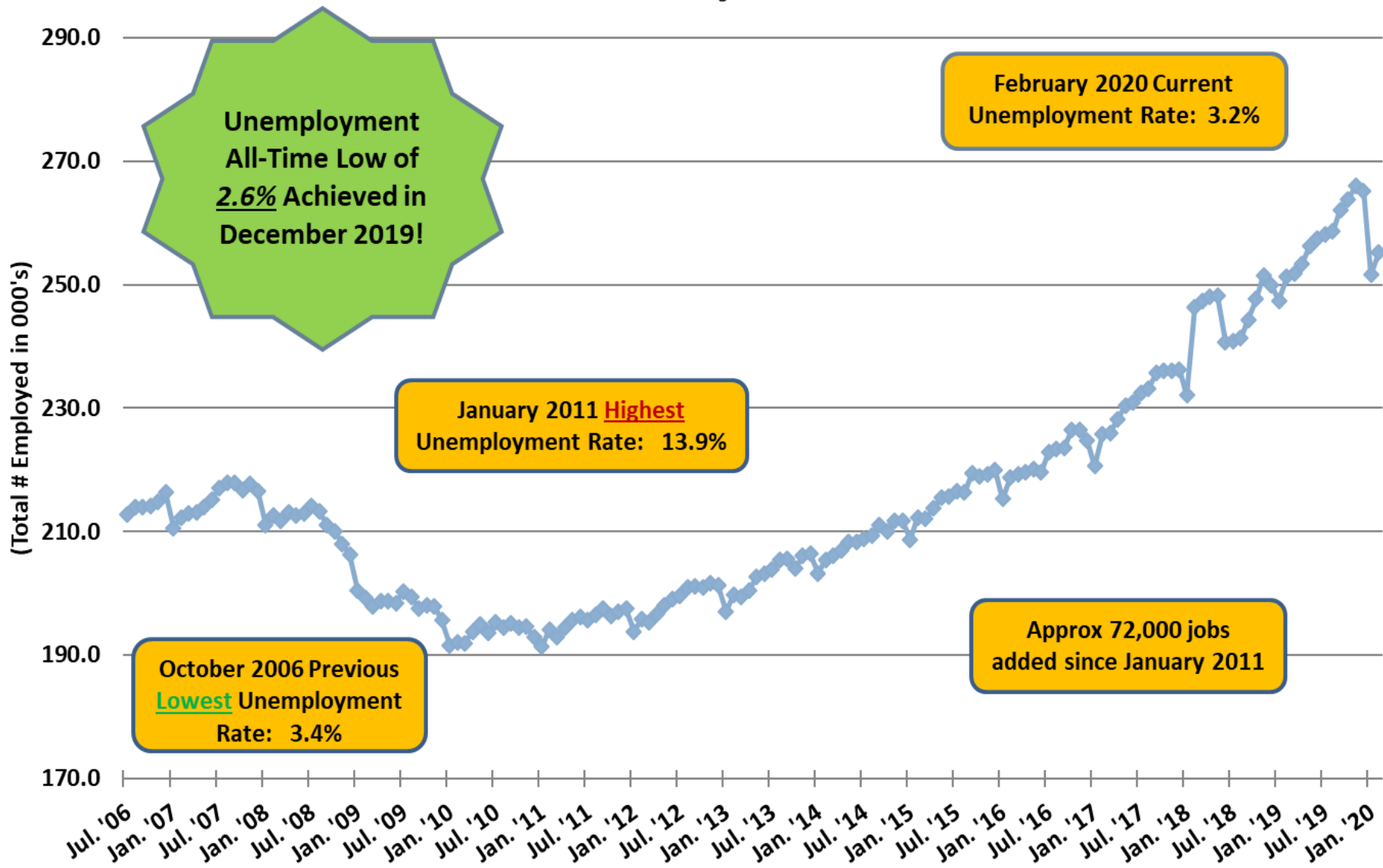
General Fund Revenues, Expenditures, and Fund Balance Since FY07 (in millions)



Taxable Sales % Changes by Nevada County FY20 -- Year-to-Date Through January 2020



Total Employment - Reno/Sparks MSA Since July 2006

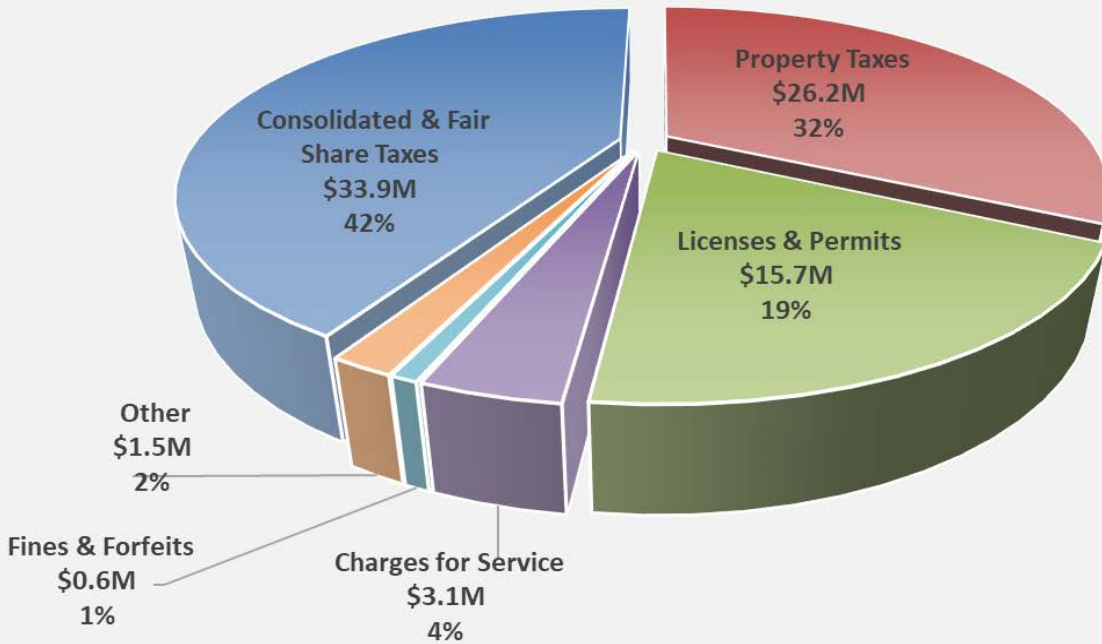


GENERAL FUND Revenues

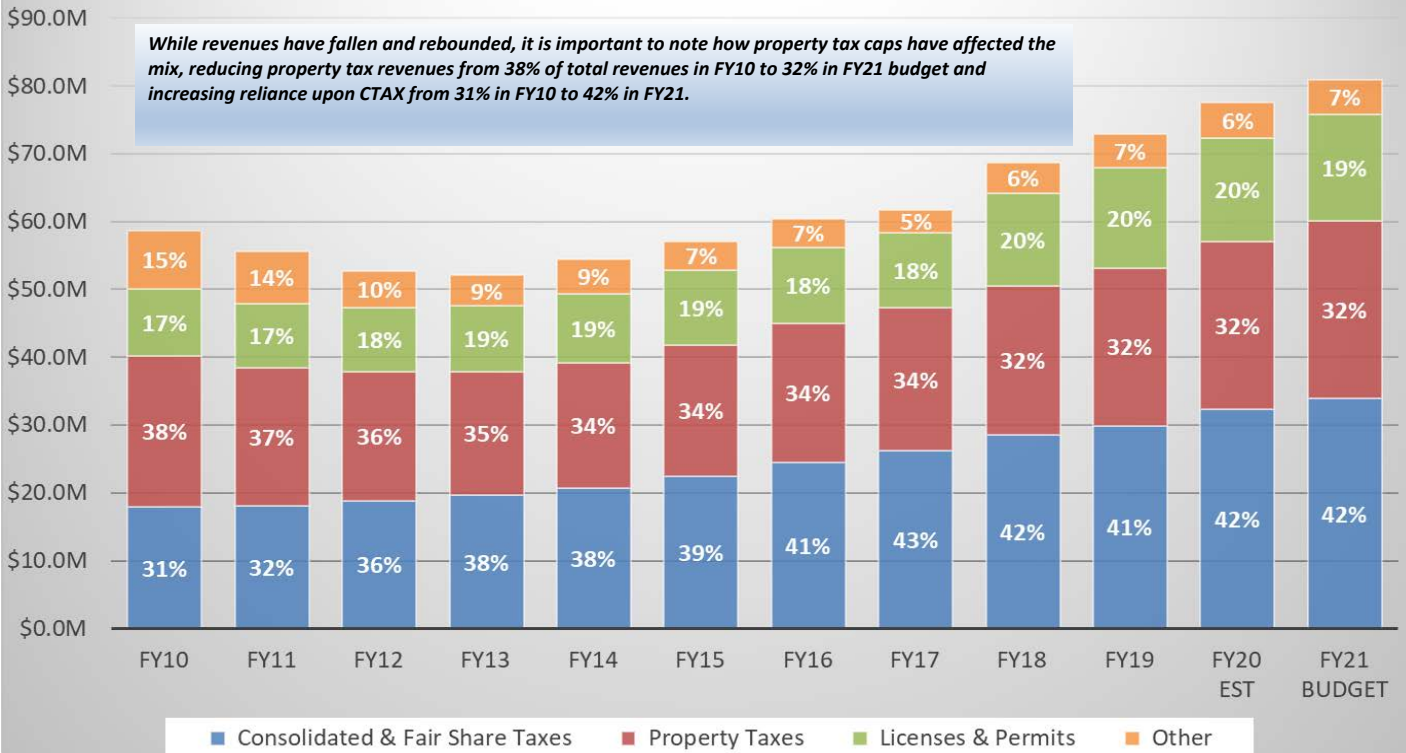


City of Sparks

FY21 General Fund Revenues Total: \$81.0M



General Fund Revenues FY10 through FY21



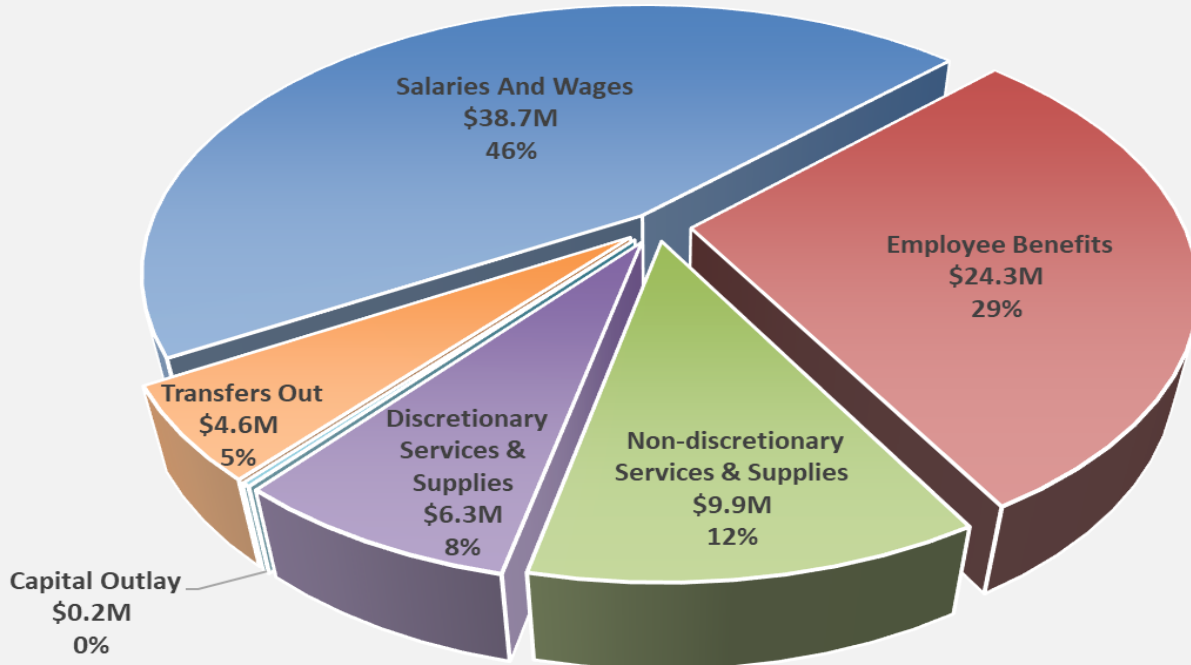
GENERAL FUND

Expenditures and Transfers Out

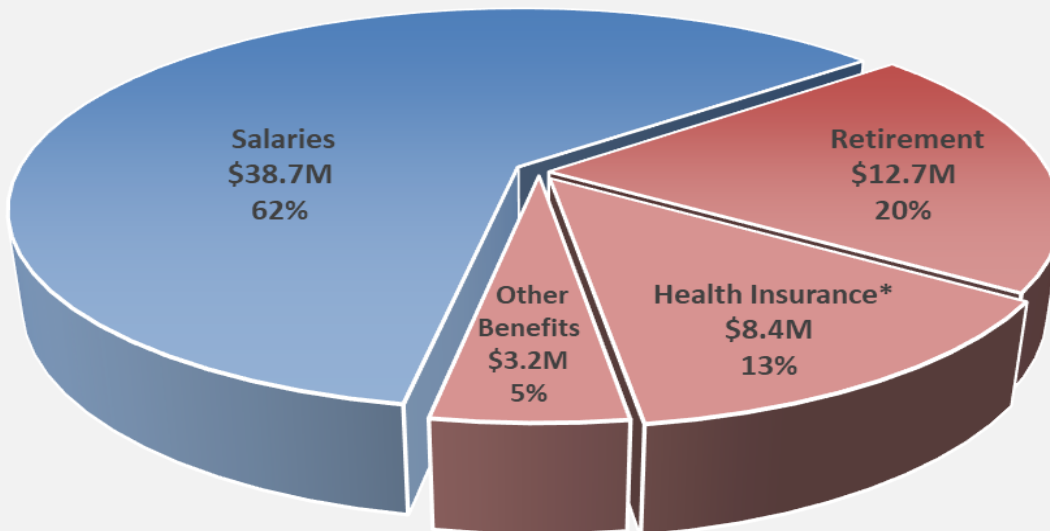


City of Sparks

**FY21
General Fund Expenditures & Transfers-Out
(excluding Contingency)
Total: \$84.0M**

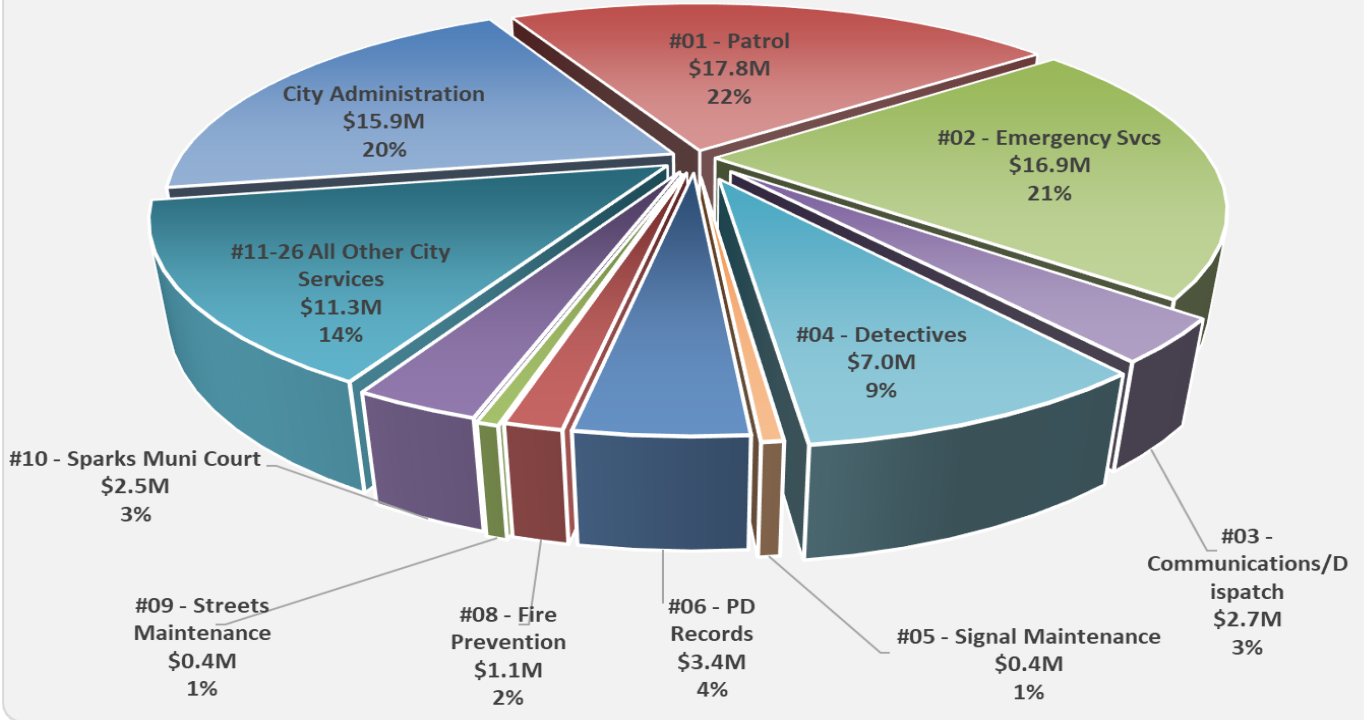


**FY21 Salaries & Benefits - General Fund
Total: \$63.0M**

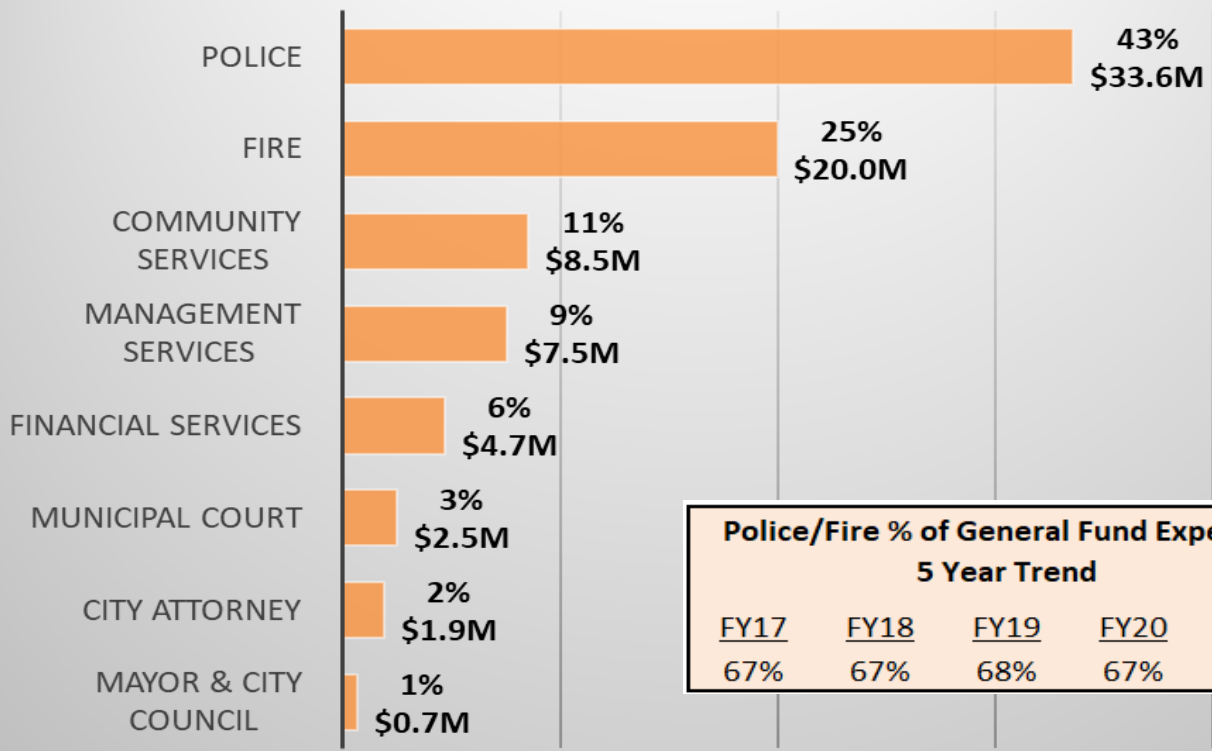


* Health insurance costs include Sick Leave Conversion, Retiree Health Insurance Subsidies and NV PEBP Subsidy. Health insurance is 11% of total General Fund expenditures of \$79.4M (excludes transfers out and contingency).

**FY21 Expenditures by Core Service - General Fund
(Excludes Transfers Out and Contingency)
Total: \$79.4M**



**FY21 Expenditures by Department - General Fund
(Excludes Transfers Out and Contingency)
Total: \$79.4M**



Police/Fire % of General Fund Expenses 5 Year Trend				
FY17	FY18	FY19	FY20	FY21
67%	67%	68%	67%	68%

GENERAL FUND

Causes of Change



Causes of Change in General Fund Revenues, Expenditures and Transfers from FY20 Budget to FY20 Estimates

	FY20 Budget	FY20 Estimates	Change	
REVENUES	76,833,147	77,571,119	737,972	1%
Primary Causes of Change				
CTAX and Fair Share (42% of total revenue)			738,420	
Property Taxes (32% of total revenue)			(150,000)	
Licenses and Permits (20% of total revenue)			(1,703)	
All Other Revenue			151,255	
Total Primary Causes of Change =			<u>737,972</u>	
TRANSFERS-IN	1,000,000	1,111,580	111,580	-
Primary Causes of Change				
Removed Contingency Offset Transfer from Motor Vehicle Fund			(1,000,000)	
Redevelopment Area 2 pay-back of FY13 & FY14 subsidies from General Fund			1,111,580	
Total Primary Causes of Change =			<u>111,580</u>	
SALARIES & BENEFITS	59,441,519	57,036,818	(2,404,701)	-4%
Primary Causes of Change				
Vacancy Savings			(3,100,000)	
Sick Leave Cashouts			494,000	
Overtime, Callback, Worked Holiday			291,000	
Holiday Comp Time (HCT) Cashouts			71,000	
Annual Leave Cashouts			44,000	
Total Primary Causes of Change =			<u>(2,200,000)</u>	
SERVICES & SUPPLIES and CAPITAL OUTLAY	15,130,151	15,801,224	671,073	4%
Primary Causes of Change				
Equipment & Furnishings			(210,000)	
Travel & Training (COVID impact)			(199,000)	
Grant Match			(75,000)	
Vehicle M&R and Cost Recovery			(68,000)	
Electricity & Water			(56,000)	
COVID-19 Regional Costs (very preliminary estimate)			1,000,000	
Professional Services			134,000	
Community Assistance Center & Emergency Overflow Shelter			63,000	
Fuel			61,000	
Vehicle for FY20 New Need Police Officer			40,000	
Total Primary Causes of Change =			<u>690,000</u>	

Causes of Change in General Fund Revenues, Expenditures and Transfers from FY20 Budget to FY20 Estimates

FY20 Budget	FY20 Estimates	Change
-------------	----------------	--------

TRANSFERS-OUT	5,815,841	7,215,841	1,400,000	24%
Primary Causes of Change				
FY20 unbudgeted transfer to Worker's Comp Fund to cover large claim and retain \$1M reserve			1,400,000	
Total Primary Causes of Change =			<u>1,400,000</u>	

Fund Balance Summary Comparing FY20 Budget to FY20 Estimates			
Beginning Fund Balance	8,025,592	8,356,491	330,899
Change in Fund Balance	(3,554,363)	(1,371,183)	2,183,180
Ending Fund Balance	4,471,229	6,985,308	2,514,079
Ending Fund Balance as a Percentage of Expenditures	6.0%	9.6%	

Cause of Change in General Fund Revenues, Expenditures and Transfers from FY20 Estimates to FY21 Budget

	FY20 Estimates	FY21 Budget	Change	
REVENUES	77,571,119	80,963,784	3,392,665	4%
Primary Causes of Change				
CTAX and Fair Share (42% of total rev) -- 4.8% increase expected in FY21			1,536,580	
Property Taxes (32% of total rev) -- 5.9% increase expected in FY21			1,450,000	
Licenses and Permits (19% of total rev) -- 2.9% increase expected in FY21			440,345	
Common Service Charge (See details in Supplementary Citywide Info Section)			115,470	
All Other Revenues			(149,730)	
Total Primary Causes of Change =			3,392,665	
TRANSFERS-IN	1,111,580	1,000,000	(111,580)	-
Primary Causes of Change				
Transfer from Vehicle Fund/Contingency Offset (to be transferred only if necessary)			1,000,000	
Total Primary Causes of Change =			1,000,000	
SALARIES and BENEFITS	57,036,818	63,027,370	5,990,552	11%
Primary Causes of Change				
Leave Cashouts			(193,000)	
Vacancy Savings re-loaded in FY20			3,100,000	
New Needs (9 positions)			1,137,000	
Merit Increases			700,000	
Employee contract changes including 2.8% COLA for settled contracts			628,000	
Contribution increase to Workers Comp Fund			350,000	
Overtime, Callback & Worked Holiday			188,000	
1.5% Health Insurance increase			135,000	
Total Primary Causes of Change =			6,045,000	
SERVICES and SUPPLIES, CAPITAL OUTLAY and CONTINGENCY	15,801,224	17,366,000	1,564,776	10%
Primary Causes of Change				
COVID-19 Regional Costs (very preliminary estimate)			(1,000,000)	
Vehicle and Equipment Maintenance and repair (M&R) and Cost Recovery			(324,500)	
Contingency (offset by transfer-in from Motor Vehicle Fund if necessary)			1,000,000	
New Needs			483,000	
Professional Services			352,000	
Software (not related to CIP IT Software Replacement Plan)			265,000	
Travel & Training			258,000	
Washoe County Forensics contract			150,000	
Contribution to Liability Self Insurance Fund			113,000	
Maintenance & Repairs			97,000	
Grant Match			75,000	
Chemicals			46,000	
Total Primary Causes of Change =			1,514,500	
TRANSFERS-OUT	7,215,841	4,591,247	(2,624,594)	-36%
Primary Causes of Change				
FY20 unbudgeted transfer to Worker's Comp Fund to cover large claim and retain \$1M reserve			(1,400,000)	
General Capital Projects Fund transfer (2.5% of revenues)			(1,000,000)	
IT Hardware and Major System Software Replacement Plans			(611,942)	
Transfer to Parks and Recreation Project Fund for GERP turf replacement and maintenance			(82,758)	
Transfer to Parks and Recreation Fund			355,000	
P25 principal and interest transfer			114,347	
2014 CTAX Refunding Bond Debt Service			759	
Total Primary Causes of Change =			(2,624,594)	

GENERAL FUND

Payments to Other Governments & Non-Profits



Payments to Other Governments and Non-Profits

Interlocal service agreements, NRS mandates, cost sharing arrangements or Council approved subsidies

	FY19 Actuals	FY20 Estimates	FY21 Budget
State of Nevada			
Nevada Commission on Ethics (Costshare) NRS 281A.270	19,069	19,956	19,881
*Wildland Fire Protection Plan (WFPP)	0	25,633	25,633
TOTAL PAYMENTS TO STATE OF NEVADA	19,069	45,589	45,514

Washoe County

800 Megahertz (MHz) Radio Operation	117,373	118,637	112,845
Accela Software	81,383	90,000	100,000
COVID-19 Regional Costs (very preliminary estimate)		1,000,000	
Forensic Services	489,500	539,500	689,500
Regional Emergency Operation Center (EOC)	26,612	16,785	17,120
Regional Emergency Operation Center (EOC) Roof Repair	0	18,000	0
Regional Planning (Fiscal Year 19 Includes \$12K For Servers)	267,625	266,669	248,164
Regional Training Center	152,648	143,625	144,171
Registrar of Voters Election Services (Expenses occur during election cycles)	16,240	0	35,000
Senior Center Staffing	21,500	21,500	21,500
Sheriff- Extraditions	33,735	34,900	40,000
Sheriff - Work Crew Park Maintenance & Weed Abatement	66,863	70,557	80,000
Technology Services - Base Map Subscription	10,000	10,000	10,000
TOTAL PAYMENTS TO WASHOE COUNTY	1,283,478	2,330,173	1,498,300

City of Reno

**Community Assistance Center	283,899	302,267	333,001
Regional Hazmat Team (TRIAD)	16,000	16,000	16,000
Temporary Homeless Overflow Shelter	24,000	24,000	24,000
Triage Center	4,780	87,000	90,000
TOTAL PAYMENTS TO CITY OF RENO	328,679	429,267	463,001

Membership Dues and Subsidies

Alliance for Innovation	9,100	5,100	5,100
Economic Development Authority of Nevada (EDAWN)	100,000	100,000	100,000
Keep Truckee Meadows Beautiful	20,000	10,000	10,000
Mesa Meadows Landscape Maintenance	47,500	56,500	62,000
National League of Cities	8,051	8,051	8,051
Nevada League of Cities and Municipalities (NLC and M)	21,136	21,820	22,819
Promontory Landscape Maintenance	0	25,500	18,500
Regional Air Services Corporation	0	10,000	10,000
Sparks Heritage Foundation and Museum	1,000	1,000	0
The Chamber	1,362	1,362	1,362
Western Nevada Development District (WNDD)	5,000	5,000	5,000
TOTAL MEMBERSHIPS AND SUBSIDIES	213,149	244,333	242,832

Total Payments to Other Governments and Non-Profits	1,844,375	3,049,362	2,249,647
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* State of NV Wildfire Protection Plan - FY19 was prepaid in FY17 so no expense in FY19. Payments began again in FY20.

** Community Assistance Center funding breakdown

	FY19 Actuals	FY20 Estimates	FY21 Budget
General Fund	161,941	224,397	242,937
Community Development Block Grant (CDBG) Fund	121,958	77,870	90,064
Total	283,899	302,267	333,001

Other City Funds



Other City Funds Section

Beyond the General Fund...An Introduction to Other City Funds

*In addition to filing a budget for the General Fund, the City of Sparks has an additional **27** Funds for which a budget must be filed*



***4** Redevelopment Agency Funds for Areas 1 and 2
(see Redevelopment Agency Section for details)*

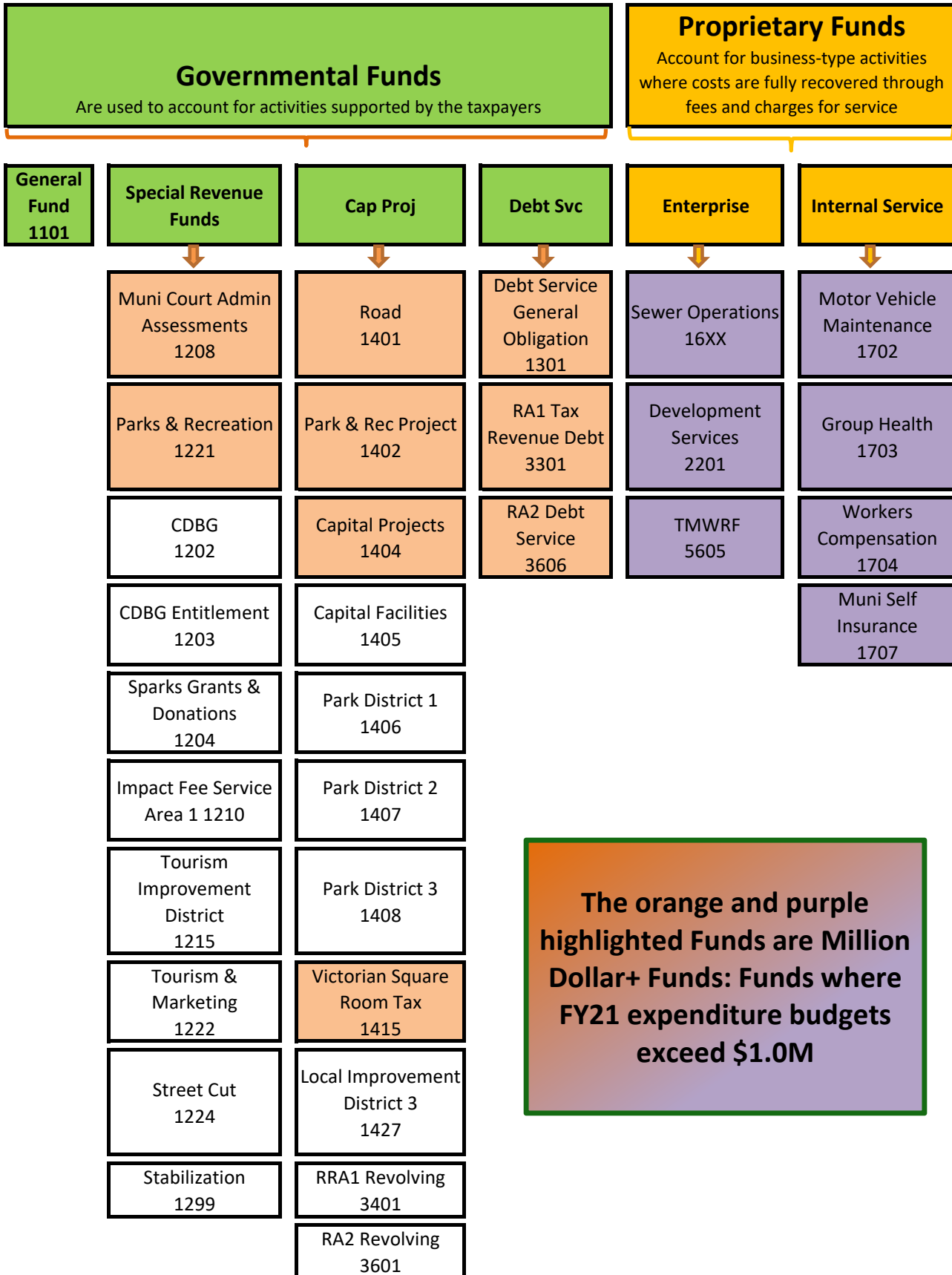
14 of these Funds will have a FY21 budget exceeding \$1.0M

This next section presents the budget for all Funds excluding General Fund

Part 1: Million Dollar+ Funds: Larger Funds with FY21 Expenditure Budgets Exceeding \$1.0M

Part 2: Smaller Funds: Funds with FY21 Expenditure Budgets Under \$1.0M

OTHER FUNDS - CITY OF SPARKS FUND STRUCTURE DIAGRAM



Other Funds Section Part 1

Million Dollar+ Funds:
Larger Funds with FY21
Expenditure Budgets Exceeding
\$1.0M

Other Funds Section Part 1: Million Dollar+ Funds

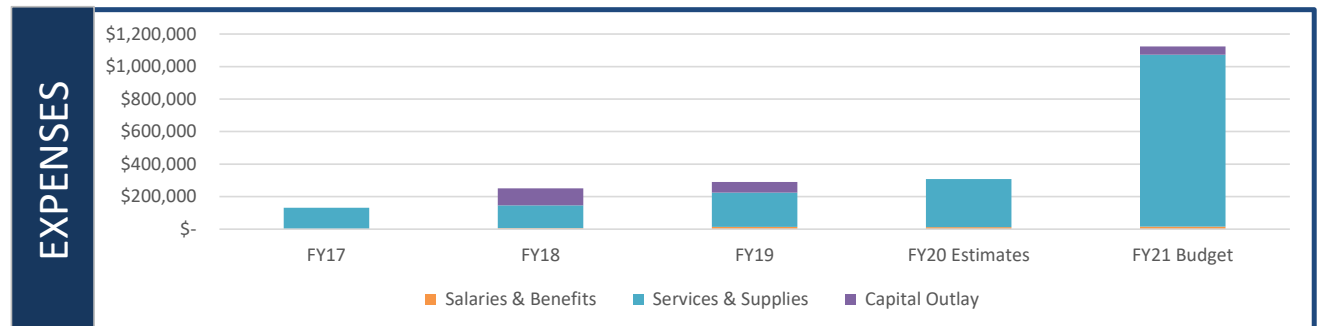
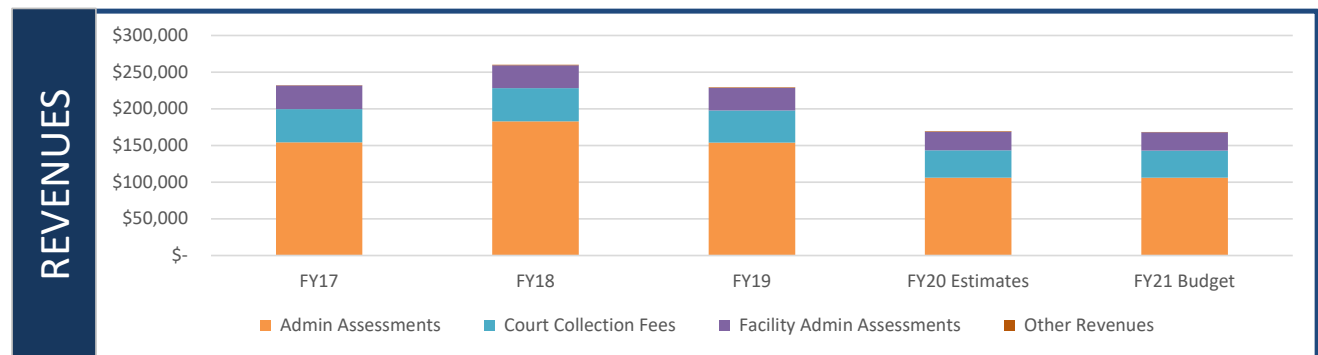
Muni Court Admin Assessments Fund 1208 (Special Revenue Fund)

Purpose of Fund: To account for monies received from the Municipal Court administrative assessments and collection fees to finance Municipal Court related improvements to operations and facilities per NRS 176.0611.

	FY17	FY18	FY19	FY20 Estimates	FY21 Budget
BEG FUND BALANCE	1,102,997	1,149,445	1,159,365	1,098,540	959,923
REVENUES					
Admin Assessments	154,151	182,999	153,995	106,268	106,000
Court Collection Fees	45,481	45,183	43,755	37,064	37,000
Facility Admin Assessments	32,344	31,032	30,971	25,634	25,000
Other Revenues	412	900	725	525	600
TOTAL REVENUES	232,388	260,114	229,446	169,491	168,600
EXPENSES					
Salaries & Benefits	0	(5,163)	(13,296)	(12,084)	(15,000)
Services & Supplies	(131,514)	(141,503)	(210,775)	(296,024)	(1,058,600)
Capital Outlay	0	(103,528)	(66,200)	0	(50,000)
TOTAL EXPENSES	(131,514)	(250,194)	(290,271)	(308,108)	(1,123,600)
TRANSFER OUT	(54,426)	0	0	0	0
CHANGE IN FUND BALANCE	46,448	9,920	(60,825)	(138,617)	(955,000)
TOTAL ENDING FUND BALANCE	1,149,445	1,159,365	1,098,540	959,923	4,923
Undesignated Ending Fund Balance	1,149,445	1,159,365	1,098,540	959,923	4,923

FISCAL NOTES

Administrative Assessments and fees are expected to decline in FY20 and FY21 across all fee types. Changes in the Court's collection practices have led to these declines. The use of a collection agency limits the amount of fees recovered and the frequency of payment to the Court. Salary and Benefits amounts shown in FY18 through FY21 represent the expected cost of overtime related to the Marshals efforts to serve warrants. In FY21, Capital Outlay represents specific planned projects outlined in the FY21 CIP including a \$50K Parking Enclosure Fence Replacement. Each year, in order to provide spending flexibility while avoiding budget violations, any available balance in the Fund is budgeted in Services & Supplies.



Other Funds Section Part 1: Million Dollar+ Funds

Parks and Recreation Fund 1221 (Special Revenue Fund)

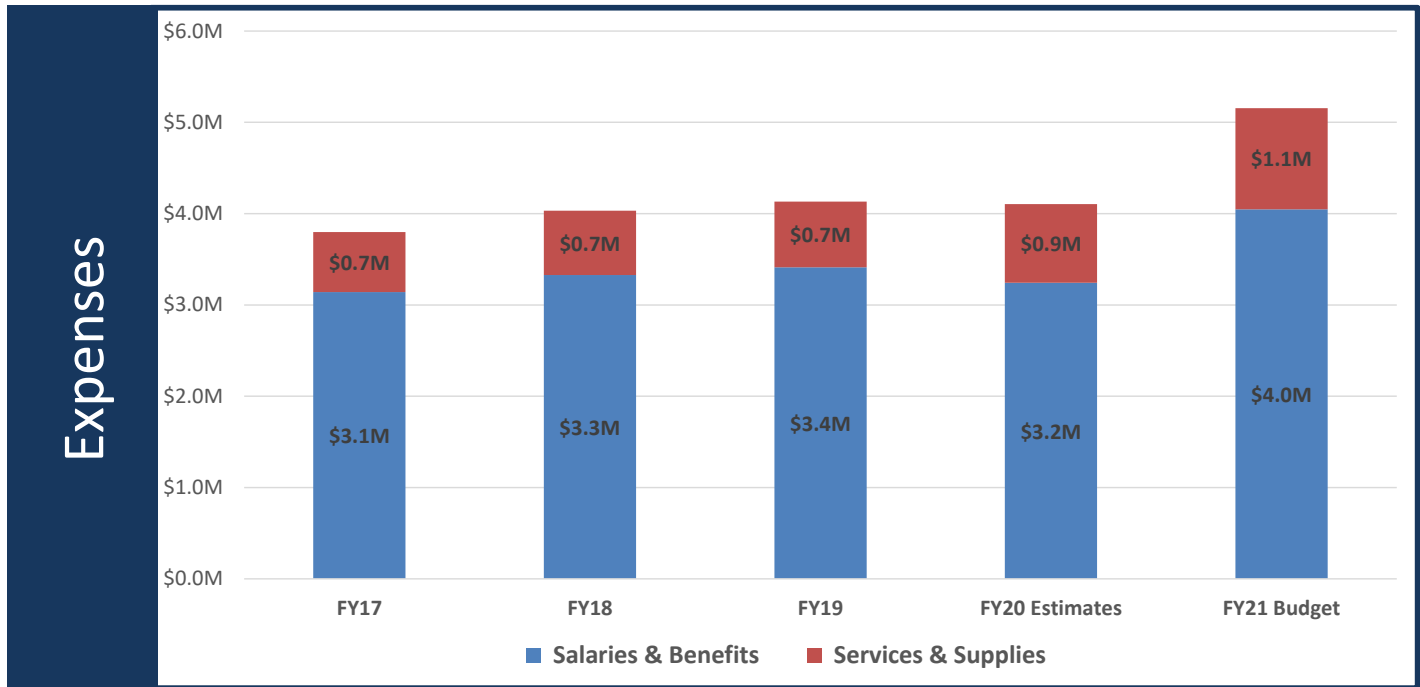
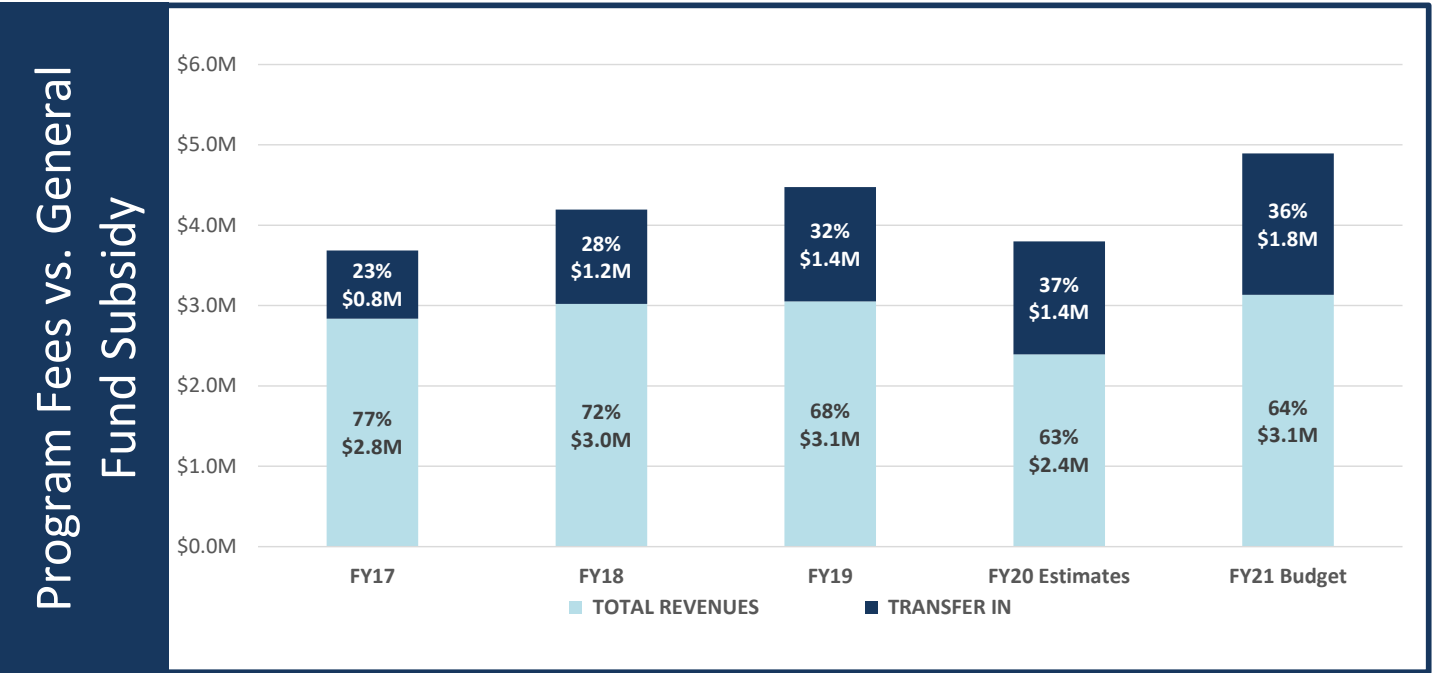
Purpose of Fund: Used to provide recreation programs offered and administered by the City of Sparks Parks and Recreation Department. Originally, the maintenance and operation of parks resided here. In FY12, that function was moved to the General Fund and is no longer accounted for in this Fund. A portion of Special Events are accounted for in this Fund.

	FY17	FY18	FY19	FY20 Estimates	FY21 Budget
BEG FUND BALANCE	191,133	77,872	239,326	580,724	275,998
REVENUES					
Rec Program Fees	2,356,053	2,488,690	2,578,881	2,251,195	2,574,520
Special Event Revenue	279,870	341,172	340,799	39,073	431,434
All other revenues	202,100	189,610	132,958	103,714	126,780
TOTAL REVENUES	2,838,023	3,019,472	3,052,638	2,393,982	3,132,734
TRANSFER IN	847,688	1,175,000	1,422,000	1,405,000	1,760,000
EXPENSES					
Salaries & Benefits	(3,140,952)	(3,328,918)	(3,413,616)	(3,243,176)	(4,047,732)
Services & Supplies	(658,020)	(704,100)	(719,624)	(860,532)	(1,108,496)
Capital Outlay	0	0	0	0	0
TOTAL EXPENSES	(3,798,972)	(4,033,018)	(4,133,240)	(4,103,708)	(5,156,228)
TRANSFER OUT	0	0	0	0	0
PRIOR PERIOD ADJUSTMENT	0	0	0	0	0
CHANGE IN FUND BALANCE	(113,261)	161,454	341,398	(304,726)	(263,494)
TOTAL ENDING FUND BALANCE	77,872	239,326	580,724	275,998	12,504
<i>Less: Designated for Facilities & Public Art</i>	<i>(76,333)</i>	<i>(120,067)</i>	<i>(140,367)</i>	<i>(117,368)</i>	<i>(4,867)</i>
Undesignated Ending Fund Balance	1,539	119,259	440,357	158,630	7,637

FISCAL NOTES

Rec Program fees are the largest revenue in this Fund - approximately 82% of the total in FY21 projections. Amidst the COVID-19 event, there was a significant decrease in revenues from Rec Program Fees. A preliminary reduction of \$280k in revenues collected through Rec Program Fees is projected as of the publication of this book. Special Event revenue saw a significant decrease in FY20 due to a change in business practice. In FY20, special event revenues and expenses were distributed to actual costs in corresponding departments in the General Fund. The change in practice resulted in a net decrease for both total revenues and expenses. In FY21, this practice will be reversed, Special Event revenues and expenses will be charged to this fund as before, resulting in significant increases to both revenues and expenses for FY21. The increase trend in Revenues we saw in FY17 through FY19 was due in part to the new Public Art fee. This new funding source is made up of a new fee collected for property use on Victorian Avenue during special events, a redirection of existing fees being collected for vendor permit fees, and Marina use fees during special events. We anticipate relatively flat growth on this new fee in FY20 and forward now that it has been fully implemented. The FY21 Transfer-In from the General Fund represents a 36% of this Fund's resources.

Parks and Recreation Fund Continued...



Other Funds Section Part 1: Million Dollar+ Funds

General Obligation Debt Service Fund 1301 (Debt Service Fund)

Purpose of Fund: This Fund exists to account for the accumulation of resources to pay principal and interest on the City's general obligation bonds, revenue bonds, emergency loans, long-term contracts imposed by the State, long-term lease agreements, retirement of other bond issuances, etc.

		FY19 Actuals	FY20 Estimates	FY21 Budget	Principal Balance 6/30/2021	Maturity Date
CTAX Revenue Refunding Bonds 2014 - \$7,330,000	Beginning Reserve	0	0	0	\$4,730,000	5/1/2026
	T/I from General Fund 1101	708,804	710,841	711,599		
	T/I from Sewer Operations 1630	3,985	3,997	4,001		
	T/I from Development Svcs 2201	23,912	23,980	24,006		
	T/I from R/A Revolving 3401	297,108	297,962	298,280		
	Interest	(223,809)	(198,780)	(172,886)		
	Principal	(810,000)	(838,000)	(865,000)		
ENDING RESERVE	0	0	0			
Sr. & Subordinate STAR Bonds Series A, B & C 2019 - \$92,718,284	BEGINNING RESERVE	10,909,960	12,457,485	13,258,793	\$71,186,847	6/15/2028
	Sales Taxes not Consolidated	14,394,394	13,200,000	13,500,000		
	Interest Earned	272,649	160,000	160,000		
	Interest on Sr. Star	(4,499,825)	(4,271,350)	(2,024,488)		
	Interest on Subordinate Star	(1,779,693)	(1,732,342)	(526,194)		
	Principal on Sr. Star	(3,515,000)	(3,935,000)	(7,090,000)		
	Principal on Subordinate Star	(3,325,000)	(2,620,000)	(7,886,437)		
ENDING RESERVE	12,457,485	13,258,793	9,391,674			
LID3 Refunding Bonds 2016 - \$13,498,290	BEGINNING RESERVE	2,939,021	3,151,794	3,263,389	\$5,638,881	9/1/2027
	Special Assessment Principal	951,407	724,700	1,048,953		
	Special Assessment Interest	364,697	324,269	0		
	Spec. Assess. Penalty/Prepay	11,968	0	0		
	Interest Earned	48,221	43,300	43,300		
	Professional Services-Other	(3,038)	(3,040)	0		
	T/O to Local Imp Dist #3 1427	0	(2,764)	0		
	Principal	(872,169)	(716,988)	(735,798)		
	Interest	(288,313)	(257,882)	(230,060)		
ENDING RESERVE	3,151,794	3,263,389	3,389,784			
P25 Radio System 2020 - \$1,257,909	BEGINNING RESERVE	0	0	0	\$1,191,809	7/1/2035
	T/I from General Fund 1101	0	0	114,348		
	Interest	0	0	(51,457)		
	Principal	0	0	(62,891)		
ENDING RESERVE	0	0	0			
Total Ending Reserve In Debt Service Fund		15,609,279	16,522,182	12,781,458		

FISCAL NOTES

The existing debt in this Fund is either backed by consolidated taxes (CTAX bonds), sales tax revenues (STAR bonds), local improvement district assessments (LID bonds), or a payment agreement with the Redevelopment Agency of the City of Sparks. All revenue collected within this Fund is pledged for debt service. There is no reserve requirement on the CTAX Revenue Refunding Bonds 2014. Of the \$9.4M in total ending reserves in STAR Bonds, \$8.0M is required to be maintained per bond covenants, leaving \$1.4M on hand at the end of FY21 to make future STAR bond payments. Of the \$3.4M in total ending reserves in LID3 Refunding Bonds 2016, \$481K is required to be maintained per bond covenants, leaving \$2.9M on hand at the end of FY21 to make future LID3 bond payments. In FY21, the City will enter into a funding agreement with Washoe County and City of Reno to finance the purchase of a new regional radio system (P25 Radio System). Sparks' share of this projects is \$1.2M and will be repaid over 15 years.

Other Funds Section Part 1: Million Dollar+ Funds

Road Fund 1401 (Capital Projects Fund)

Purpose of Fund: To provide for maintenance, repair, acquisition and construction of roads and streets. Funding is provided by a portion of the City's Electric and Gas Franchise fees, Fuel Taxes and water utility Rights of Way fees.

	FY17	FY18	FY19	FY20 Estimates	FY21 Budget
BEG FUND BALANCE	3,832,672	1,139,775	1,258,615	829,214	164,569
REVENUES					
Fuel Taxes	2,403,954	2,560,742	2,641,830	2,753,037	2,872,510
TMWA Rights of Way	652,881	671,645	711,089	733,450	748,119
Electric Franchise Fees	1,358,032	759,967	1,538,770	1,504,343	1,532,938
Gas Franchise Fees	431,814	245,736	460,536	595,207	614,326
All other revenues	2,947	9,430	48,907	256,660	20,000
TOTAL REVENUES	4,849,628	4,247,520	5,401,132	5,842,697	5,787,893
EXPENSES					
Salaries & Benefits	(1,671,195)	(1,562,346)	(1,770,039)	(1,827,249)	(1,960,641)
Services & Supplies	(1,338,124)	(1,209,523)	(1,156,116)	(2,245,337)	(1,879,486)
Capital Improvements	(4,533,206)	(1,356,811)	(2,904,378)	(2,434,756)	(1,860,000)
TOTAL EXPENSES	(7,542,525)	(4,128,680)	(5,830,533)	(6,507,342)	(5,700,127)
CHANGE IN FUND BALANCE	(2,692,897)	118,840	(429,401)	(664,645)	87,766
ENDING FUND BLANCE	1,139,775	1,258,615	829,214	164,569	252,335

FISCAL NOTES

Fuel taxes are the largest revenue in the Road Fund and are projected to grow 4.2% in FY20 and 4.3% in FY21. TMWA Rights of Way revenues are expected to grow 3.1% in FY20 and another 2.0% in FY21.

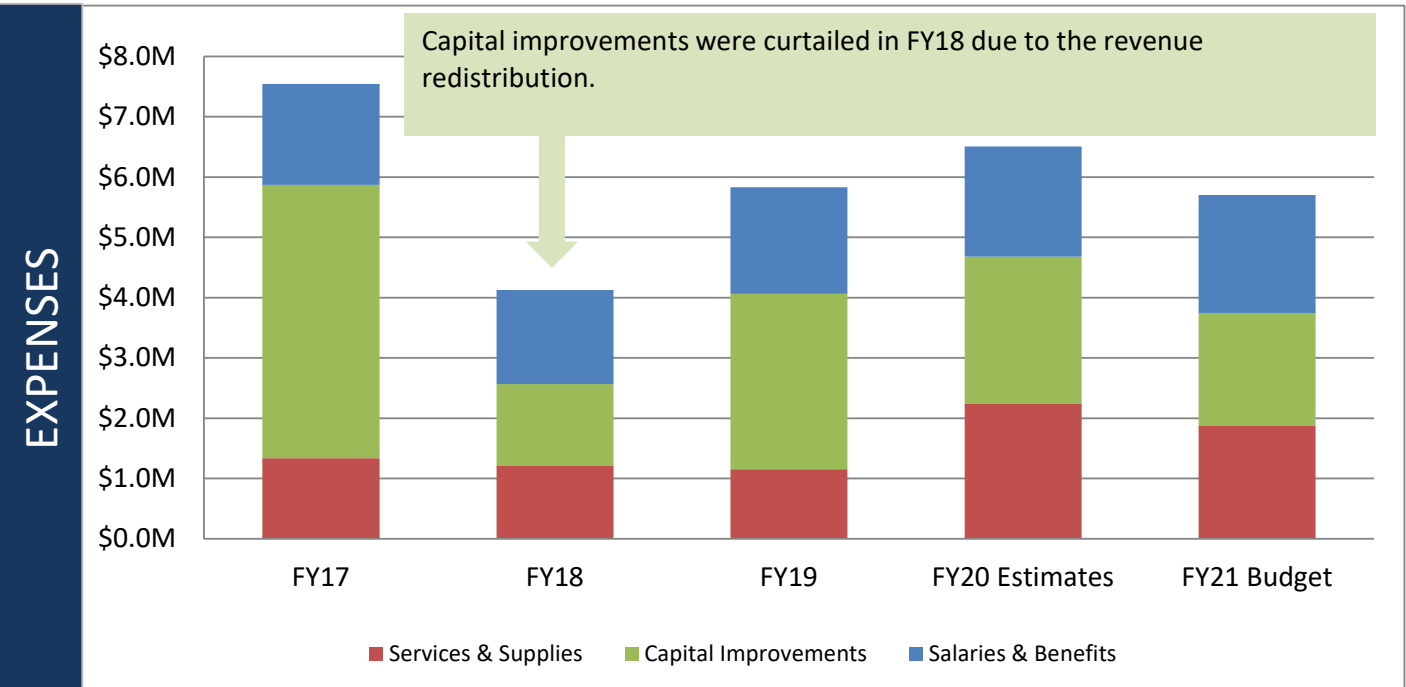
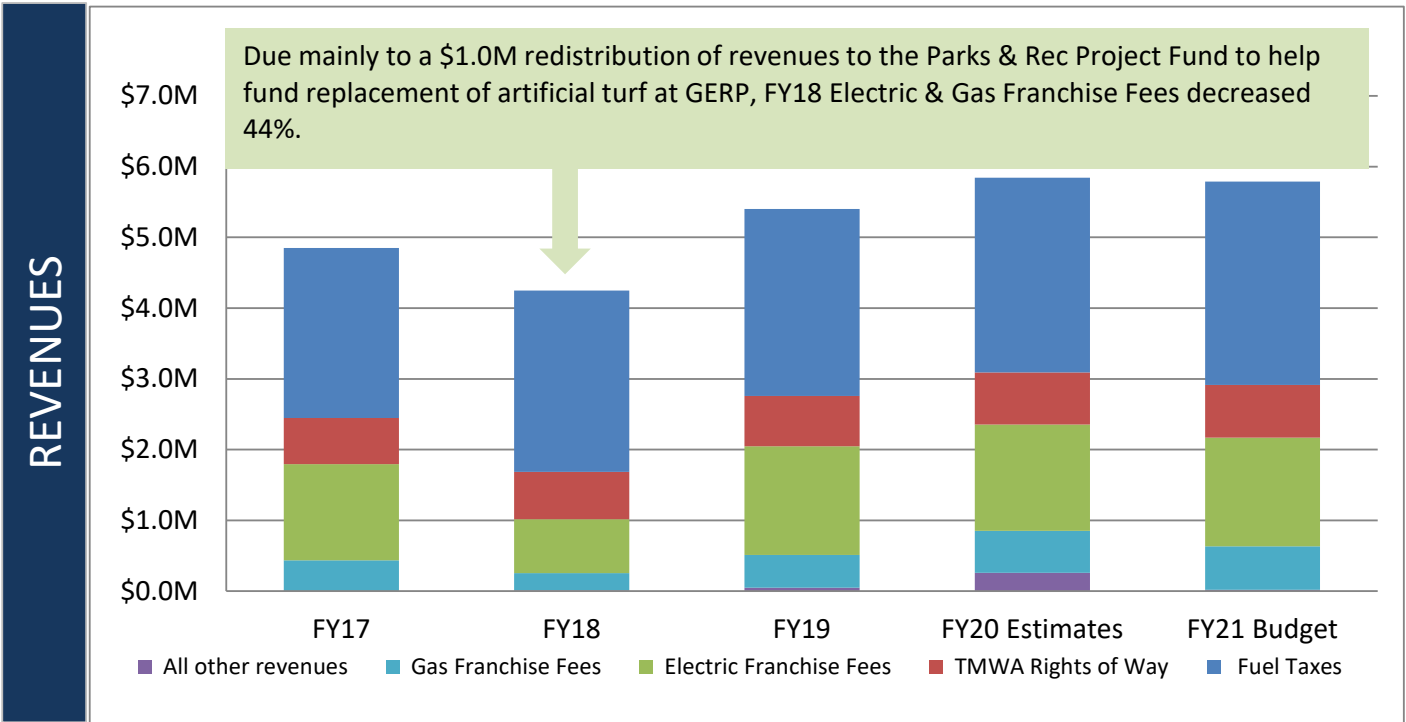
Electric and Gas Franchise Fees fell sharply in FY18 due to a shift in the distribution of the fees between the Road Fund and the Parks & Rec Project Fund. Half of the Electric and Gas Franchise Fees that had been going to the Road Fund (\$1.0M) was deposited in the Parks & Rec Project Fund in FY18. The revenue shift was necessary to begin funding the replacement of artificial field turf at the Golden Eagle Regional Park. While this revenue shift was approved for FY18, City Council directed that the franchise fees revert back to their original allocations in FY19, FY20 and FY21. Electric Franchise Fees are expected to decrease slightly in FY20 due to decreased customer consumption coupled with virtually no rate increases.

Expenditures in this Fund represent road maintenance employee costs and projects outlined in the Capital Improvement Plan (CIP). FY18 Salaries and Benefits costs decreased 6.5% from FY17 due to vacancies in the positions of Capital Projects Coordinator and Street Maintenance Worker 4. FY19 Salaries and Benefits returned to normal levels. The 7.3% increase in FY21 Salaries and Benefits is mainly due to the fact that it is budgeted to have no vacancies and there is a 1.5% health insurance premium increase. Service and Supplies are expected to increase 94% in FY20 mainly due to a Pavement Condition Data Collection project and the rescheduling of the FY19 Street and Alley Maintenance project to FY20. FY18 Capital Improvements were curtailed in FY18 due to the funding shift mentioned above.

The Pavement Condition Index in Sparks currently averages about 79.0 and is expected to decrease by about 1.0-3.0 annually.

Other Funds Section Part 1: Million Dollar+ Funds

Road Fund Continued...



Other Funds Section Part 1: Million Dollar+ Funds

Parks & Rec Project Fund 1402 (Capital Projects Fund)

Purpose of Fund: To provide for specific parks and recreation projects. Funding is provided by a portion of the City's electric and natural gas franchise fees. Golden Eagle Regional Park (GERP) generates specific concession franchise fees, advertising, facility rentals and sponsorship revenues that are subsequently used for GERP related projects.

	FY17	FY18	FY19	FY20 Estimates	FY21 Budget
BEG FUND BALANCE	1,856,067	1,734,195	2,998,097	2,495,762	1,794,566
REVENUES					
Electric Franchise Fees	679,016	1,519,934	769,385	752,173	766,469
Gas Franchise Fees	215,907	491,472	230,268	297,603	307,163
Golden Eagle Regional Park Revenues	302,149	297,434	345,145	323,700	323,700
All other revenues	3,231	1,734	19,444	4,000	4,000
TOTAL REVENUES	1,200,303	2,310,574	1,364,242	1,377,476	1,401,332
TRANSFER IN	0	0	500,000	882,758	800,000
EXPENSES					
Salaries & Benefits	(407,749)	(417,510)	(412,020)	(371,654)	(406,631)
Services & Supplies	(338,431)	(127,109)	(204,365)	(350,403)	(467,731)
Capital Improvements	(575,995)	(502,053)	(1,750,192)	(2,239,373)	(1,345,000)
TOTAL EXPENSES	(1,322,175)	(1,046,672)	(2,366,577)	(2,961,430)	(2,219,362)
CHANGE IN FUND BALANCE	(121,872)	1,263,902	(502,335)	(701,196)	(18,030)
ENDING FUND BLANCE	1,734,195	2,998,097	2,495,762	1,794,566	1,776,536

FISCAL NOTES

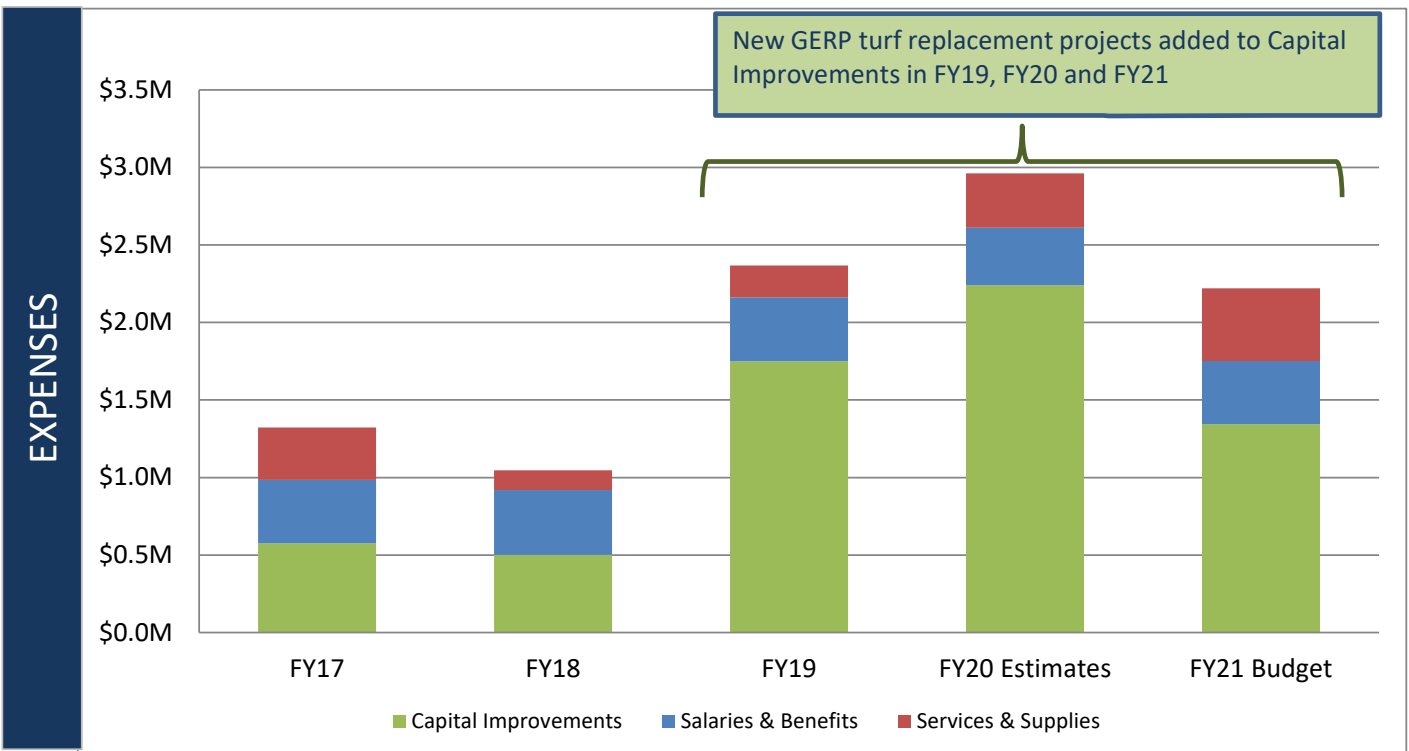
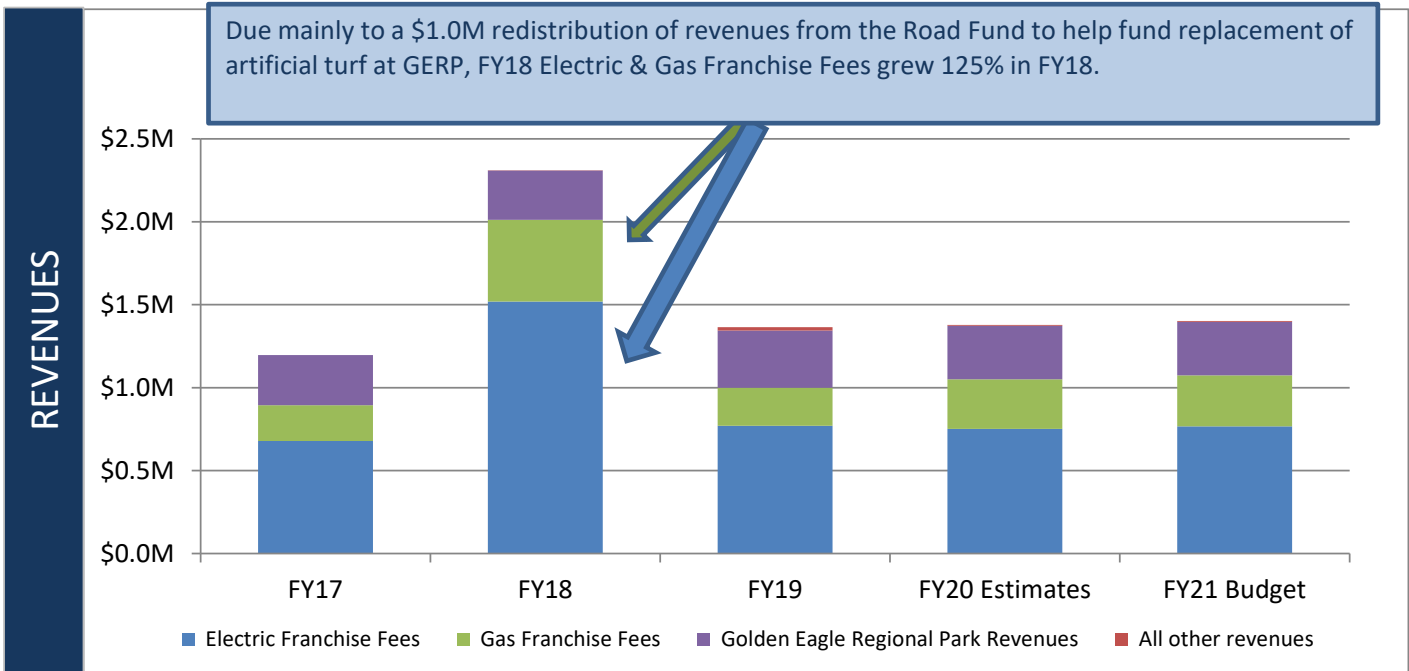
Electric and Gas Franchise Fees make up approximately 77% of the revenue in this Fund. These fees rose sharply in FY18 due to a shift in the distribution of the fees between the Road Fund and the Parks and Rec Project Fund. Half of the Electric and Gas Franchise Fees that had been going to the Road Fund (\$1.0M) were deposited in the Parks and Rec Project Fund in FY18. The revenue shift was necessary to begin funding the replacement of artificial field turf at the Golden Eagle Regional Park (GERP). While this revenue shift was approved for FY18, City Council directed that the franchise fees revert back to their original allocations in FY19, FY20 and FY21. Another funding mechanism was put in place, however, beginning FY19 to allow for turf replacement at GERP. \$500K of Marijuana Licensing revenues were transferred to this Fund in FY19; \$883K will be transferred in FY20; and the City Manager is recommending that \$800K of Marijuana Licensing revenues be transferred to this Fund in FY21 for GERP turf replacement. Electric Franchise Fees are expected to decrease slightly in FY20 due to decreased customer consumption coupled with virtually no rate increases.

Golden Eagle Regional Park (GERP) revenues consist mainly of concession franchise fees, a contribution from the Youth Sports Foundation for use of the fields and facility reservation fees.

Expenditures in the Fund represent park maintenance and other Community Services employee costs and projects outlined in the Capital Improvement Plan (CIP). FY20 Salaries and Benefits are expected to decrease 9.8% due to a Crew Supervisor position tht was filled in FY19 but has been vacant for much of FY20. FY20 Services & Supplies costs are expected to increase 71.5% due to maintenance rehab projects such as bike path rehab, sport court rehab and Marina Park landscaping. The large increase in capital improvements in FY19 is due to the GERP turf replacement and maintenance projects which will be on-going.

Other Funds Section Part 1: Million Dollar+ Funds

Parks & Rec Project Fund Continued...



Other Funds Section Part 1: Million Dollar+ Funds

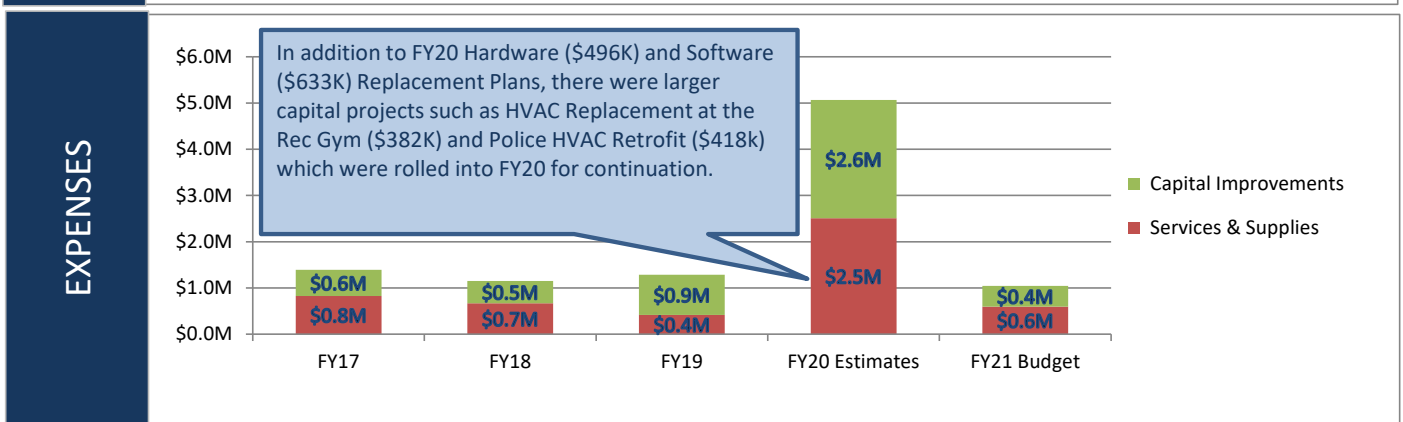
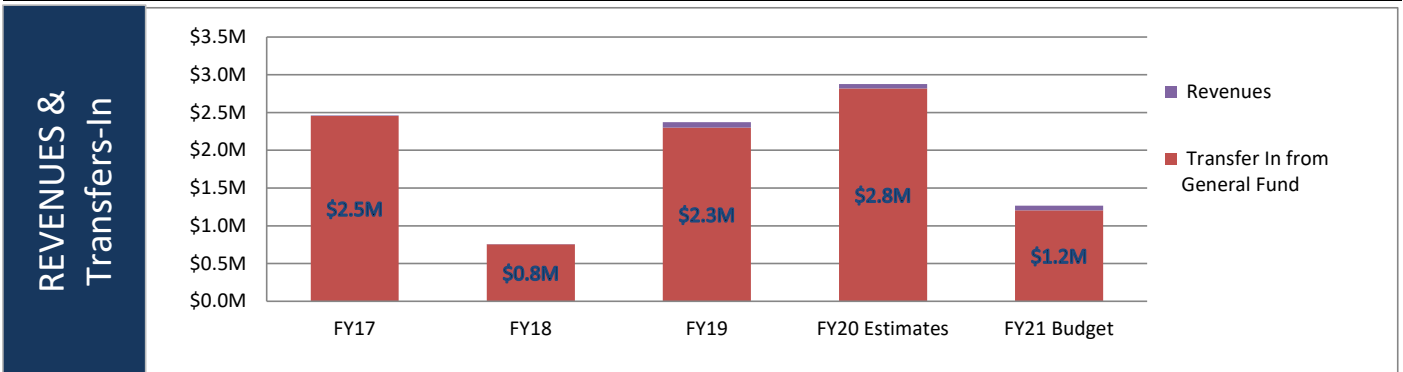
Capital Projects Fund 1404 (Capital Projects Fund)

Purpose of Fund: Used for acquiring and constructing fixed assets or for the renovation and rehabilitation of capital facilities. Funding comes mainly from City transfers and bond proceeds.

	FY17	FY18	FY19	FY20 Estimates	FY21 Budget
BEG FUND BALANCE	1,077,171	2,145,918	1,754,085	2,843,442	656,483
REVENUES					
Interest Earnings	3,742	4,352	72,218	60,000	60,000
All Other Revenues	2,191	1,046	0	0	0
TOTAL REVENUES	5,933	5,398	72,218	60,000	60,000
TRANSFER IN	2,455,240	754,108	2,300,000	2,817,242	1,205,300
EXPENSES					
Services & Supplies	(825,600)	(666,580)	(416,675)	(2,507,075)	(595,000)
Capital Improvements	(566,826)	(484,759)	(866,186)	(2,557,126)	(447,300)
TOTAL EXPENSES	(1,392,426)	(1,151,339)	(1,282,861)	(5,064,201)	(1,042,300)
CHANGE IN FUND BALANCE	1,068,747	(391,833)	1,089,357	(2,186,959)	223,000
ENDING FUND BLANCE	2,145,918	1,754,085	2,843,442	656,483	879,483

FISCAL NOTES

The City's Fiscal Policy #3 will fall short in FY21. Full funded policy states 2.5% of total General Fund revenues (\$2M) plus full funding of IT Hardware (\$199K) & Software (\$233K) Replacement Plans will be transferred from the General Fund to the Capital Projects Fund. FY21 Policy includes \$.9M transfer for Capital Projects, \$72K and \$233K for IT Hardware and Software Replacement Plans. Fiscal Policy #3 also defines Council designation of revenues from marijuana licensing fees. Per Council direction, the \$305K transfer for IT Hardware and Software Replacement Plans will be fully funded from marijuana licensing fee revenues. Expenses for this Fund are detailed in the approved CIP document. Revenues in this Fund consist primarily of rebates from other agencies and interest earnings.



Other Funds Section Part 1: Million Dollar+ Funds

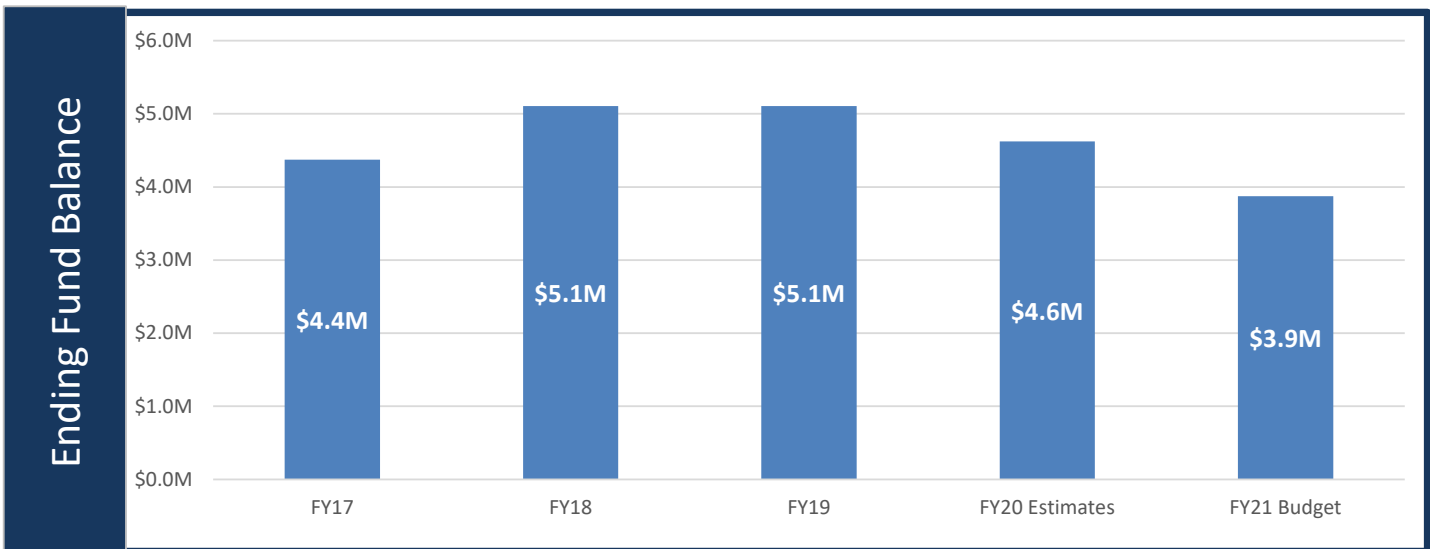
Victorian Square Room Tax Fund 1415 (Capital Projects Fund)

Purpose of Fund: To account for the resources received pursuant to section 6.6 of the Washoe County Taxes on Transient Lodging Act of 1999. Taxes on the revenue from the rental of transient lodging in the amount of 2.5% must be used for improvements and land acquisitions in the Victorian Square area.

	FY17	FY18	FY19	FY20 Estimates	FY21 Budget
BEG FUND BALANCE	3,439,847	4,373,982	5,107,400	5,103,856	4,622,707
REVENUES					
Room Tax	928,190	1,089,863	1,172,646	1,241,000	1,316,000
Interest Earned	20,688	21,771	208,420	96,000	76,000
TOTAL REVENUES	948,878	1,111,634	1,381,066	1,337,000	1,392,000
TRANSFER IN	0	0	0	0	100,000
EXPENSES					
Services & Supplies	(6,948)	(7,322)	(1,034,463)	(1,018,149)	(442,080)
Capital Outlay	(7,795)	(370,894)	(350,147)	(800,000)	(1,800,000)
TOTAL EXPENSES	(14,743)	(378,216)	(1,384,610)	(1,818,149)	(2,242,080)
CHANGE IN FUND BALANCE	934,135	733,418	(3,544)	(481,149)	(750,080)
ENDING FUND BLANCE	4,373,982	5,107,400	5,103,856	4,622,707	3,872,627

FISCAL NOTES

Revenues in this Fund remain strong, and are expected to increase 4% in FY21. The City has entered into an agreement with Syufy and Galaxy Theaters to subsidize the re-opening and operation of the downtown theater which opened to the public in 2018. This subsidy consisted of a \$1.0M contribution in FY19 and five additional contributions of \$100K each from FY20-FY24. Expenses represent the Theatre subsidy plus improvements to Victorian Square which are approved each year in the Capital Improvement Plan (CIP). The City is currently working on a multi-phase, infrastructure project aimed at upgrading and improving the overall aesthetics and safety of Victorian Square. These improvements began in FY16 and are estimated to be completed by FY24. The project phases are outlined in the current approved CIP. In addition, The City will be contributing a total of \$1.2M to the opening and operation of the new Nugget Events Center. The contribution will be over a series of 4 years, with the first payment of \$854K disbursed in FY20, subsequent payments will be realized provided the Facility continues to be used for concerts and other special events open to the public.



Other Funds Section Part 1: Million Dollar+ Funds

Motor Vehicle Fund 1702 (Internal Service Fund)

Purpose of Fund: To account for the costs of maintaining the City's fleet including acquisition of replacement vehicles. Such costs are billed to the user departments and include replacement cost funding vehicles and equipment.

	FY17	FY18	FY19	FY20 Estimates	FY21 Budget
BEG NET ASSETS	10,452,629	11,319,831	11,547,519	12,691,584	13,184,696
REVENUES					
Vehicle & Equipment Rent - M&R	1,750,751	1,716,193	2,094,652	2,476,992	2,534,547
Vehicle & Equipment Rent -Replacement	2,072,937	2,148,193	2,364,658	2,321,399	2,249,028
Fuel Reimbursement	500,561	581,446	590,107	551,548	557,063
All other revenues	322,804	37,155	386,389	100,000	100,000
TOTAL REVENUES	4,647,053	4,482,987	5,435,806	5,449,939	5,440,638
TRANSFER IN	28,826	30,068	111,645	0	0
EXPENSES					
Salaries	(591,318)	(554,297)	(619,444)	(694,603)	(705,820)
Benefits	(342,761)	(322,911)	(341,834)	(376,561)	(382,892)
Services and Supplies	(1,411,252)	(1,563,152)	(1,562,574)	(1,696,163)	(1,801,954)
All other expenses (including Depreciation)	(1,463,346)	(1,621,141)	(1,879,534)	(2,189,500)	(2,186,583)
TOTAL EXPENSES	(3,808,677)	(4,061,501)	(4,403,386)	(4,956,827)	(5,077,249)
TRANSFER OUT	0	0	0	0	(1,000,000)
PRIOR PERIOD ADJUSTMENT	0	(223,866)	0	0	0
CHANGE IN NET ASSETS	867,202	227,688	1,144,065	493,112	(636,611)
ENDING NET ASSETS	11,319,831	11,547,519	12,691,584	13,184,696	12,548,085
<i>Less: Restricted funds for Fire Equip & Apparatus</i>	<i>(487,984)</i>	<i>(633,026)</i>	<i>(778,068)</i>	<i>(1,198,757)</i>	<i>(1,297,467)</i>
Unrestricted Ending Net Assets	10,831,847	10,914,493	11,913,516	11,985,939	11,250,618

FISCAL NOTES

Resources to this Fund include user charges to all departments based on the number and type of vehicles used by each. A "rent" is charged on each vehicle to fund the operation of the City's garage (M&R rent) and to collect funds for the eventual replacement of each vehicle (Replacement rent). Fuel reimbursement revenue is making a 6.5% decrease as we come to the end of FY20. Fuels prices are projected to continue a slight downward trend through the end of this fiscal year into FY21. This revenue is directly offset by the bulk fuel charge included in the Services & Supplies expense. The "all other revenue" resource is comprised of grants, recoveries & reimbursements, gain on the sale of assets in this fund and interest earnings.

The FY19 audited Ending Net Assets figure of \$12.7M represents an investment in Capital Assets of \$9.6M with the remaining balance of \$3.1M to fund future maintenance and repair operations and vehicle replacements. The proposed FY21 revenue budget includes full funding (via M&R and Replacement charges on every City vehicle) of \$2.5M in operational costs of the garage and \$2M of vehicle replacement funds. Replacement vehicles and equipment for FY21 include: 16 vehicles, 6 pieces of heavy equipment, one Fire Aerial Unit, and \$35K in Fire Capital Equipment (defibrillators). Management staff has identified a backlog that is estimated to be \$22M of deferred vehicle replacement that will be postponed to a later date. The current and expected resources in this Fund are not sufficient to fully fund this backlog. FY21 budget includes a \$1M transfer to the General Fund. This amount is budgeted annually to offset the Contingency budget in the General Fund and will only be made if the General Fund is unable to meet an emergency budget shortfall. Just prior to the publication on this book, on March 15, 2020, the City Manager declared a state of emergency in the City of Sparks related to the global outbreak of COVID-19.

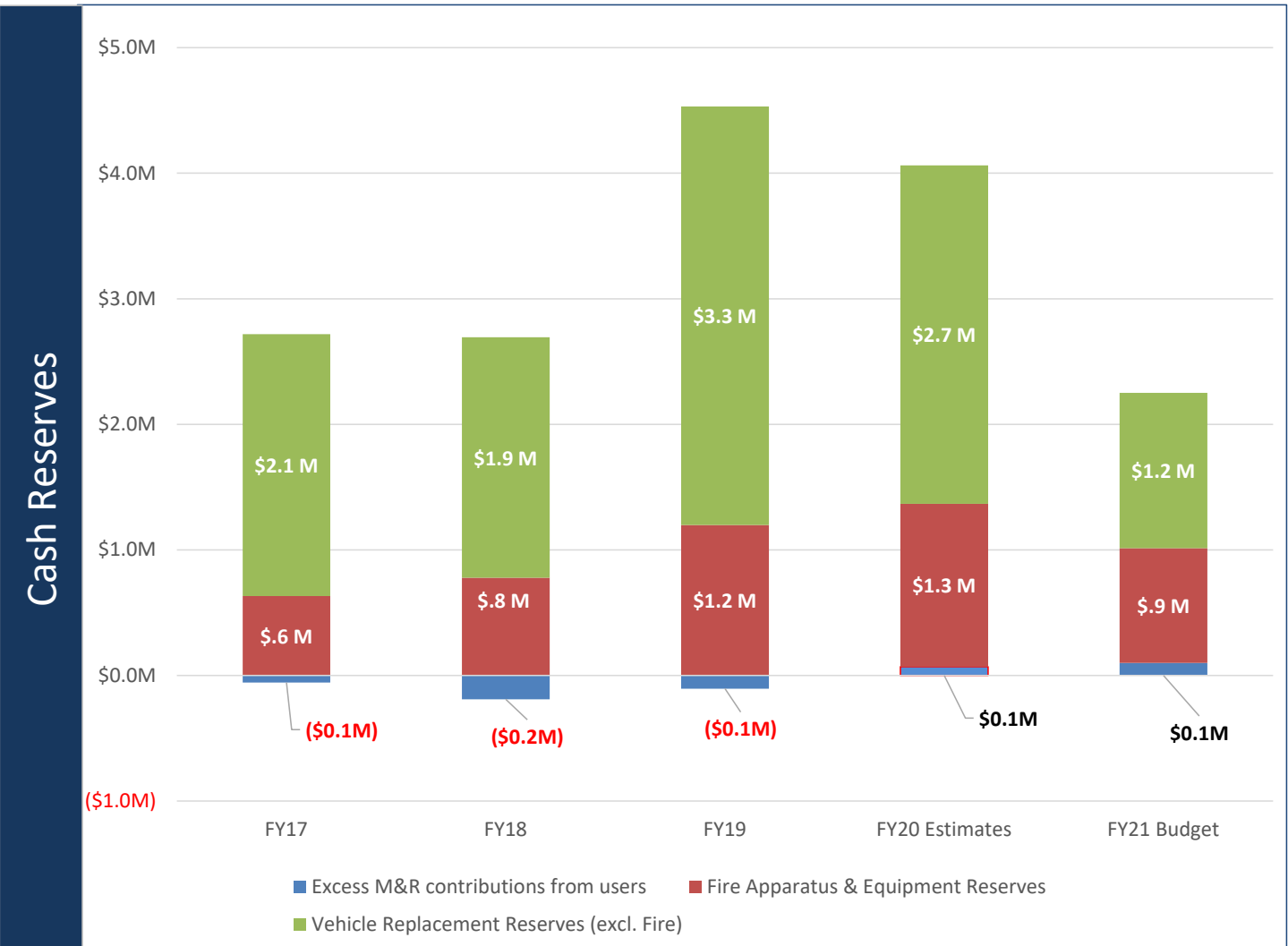
Other Funds Section Part 1: Million Dollar+ Funds

Motor Vehicle Fund Continued...

FISCAL NOTES CONTINUED

A Fire Apparatus replacement plan was implemented in FY16. Funds previously allocated to lease payments are now being contributed to a replacement fund specifically designated for fire apparatus. These funds will be collected and used to replace fire apparatus as outlined in the FY21 CIP, Vehicle Replacement List. Beginning in FY19, a share of revenue collected from Mutual Aid services will also be earmarked for Fire Apparatus replacement. This revenue is unpredictable as it is dependant on the volume of wildfires and other events occuring where other government agencies request aid from our local fire department.

Coronavirus 2019 (COVID-19) Note: In anticipation of COVID-19 negative financial impacts, the City is expecting to execute the FY20 budgeted transfer of \$1,000,000 from the Motor Vehicle Fund in June 2020. However, the extent of the financial impacts resulting from the COVID-19 crisis and whether the transfer will ultimately be needed will not be known until after the FY21 budget is filed and therefore this transfer will not be included in the FY20 estimates reported in the final FY21 budget document or in the report above.



Other Funds Section Part 1: Million Dollar+ Funds

Group Health Self Insurance Fund 1703 (Internal Service Fund)

Purpose of Fund: To account for the premiums collected from other Funds and retirees to fund operations of our self-funded group health and accident insurance program, which covers active city employees, their dependents and participating retirees.

	FY17	FY18	FY19	FY20 Estimates	FY21 Budget
BEG NET ASSETS	191,474	1,202,658	3,099,744	4,940,592	5,635,522
REVENUES					
City Contributions (all funds)	8,805,124	8,865,870	9,095,804	9,264,444	9,989,846
Employee Contributions	375,904	379,323	427,442	534,000	587,400
Retiree Contributions	721,296	747,580	777,940	831,000	914,000
Retiree Sick Leave Conversion	892,717	802,827	816,064	866,000	879,000
All other revenues	839,444	1,010,425	1,041,318	1,179,580	1,211,982
TOTAL REVENUES	11,634,485	11,806,025	12,158,568	12,675,024	13,582,228
EXPENSES					
Health/Dental/Vision Claims	(7,631,202)	(6,894,145)	(7,306,017)	(8,130,000)	(8,910,000)
Prescription Claims	(1,986,322)	(1,980,390)	(1,951,680)	(2,654,000)	(3,100,000)
Stop Loss, LTD & Life Ins Premiums	(466,625)	(533,201)	(564,242)	(583,387)	(639,000)
Other Admin costs including ACA	(489,975)	(501,203)	(495,781)	(487,707)	(524,068)
Liability Adjustment for incurred but not reported (IBNR) claims	(49,177)	0	0	(125,000)	(125,000)
TOTAL EXPENSES	(10,623,301)	(9,908,939)	(10,317,720)	(11,980,094)	(13,298,068)
CHANGE IN NET ASSETS	1,011,184	1,897,086	1,840,848	694,930	284,160
ENDING NET ASSETS	1,202,658	3,099,744	4,940,592	5,635,522	5,919,682

FISCAL NOTES

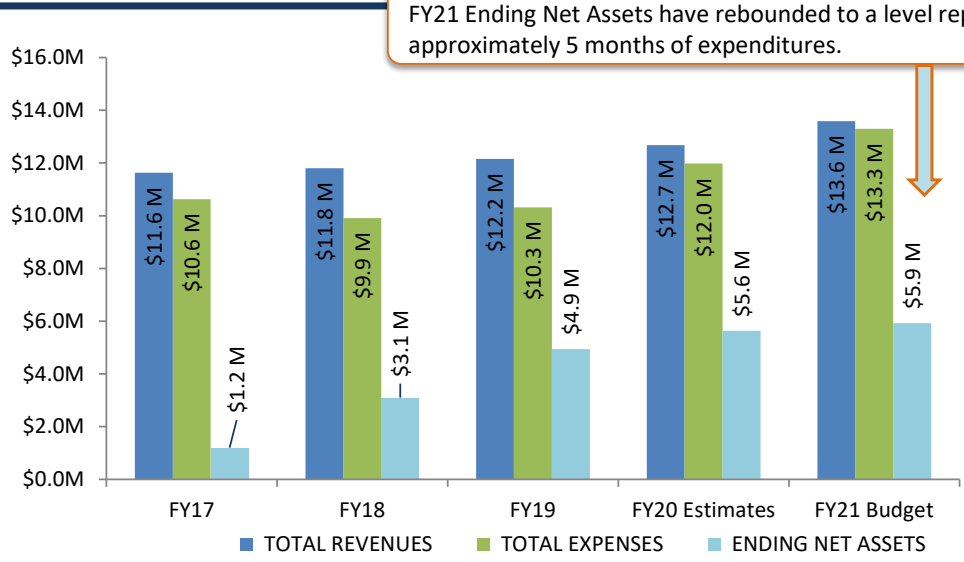
Resources to this Fund include City health insurance contributions for all active employees, premiums paid by active employees and premiums paid by retirees participating in our health plan. Contribution and premium rates were increased 25% in FY15 and another 25% in FY16 in order to meet rising plan costs. These large increases provided enough resources to correct the negative ending net asset position that occurred in FY15. There were no rate increases in FY17 or FY18, but a 3% increase was implemented in FY19 and a 1.5% increase was implemented in FY20. The reserves in this Fund remain modest, at a level that would cover just over 5 months of expenses. **In order to maintain a positive balance in this fund and mitigate large future rate increases, FY21 includes a 1.5% rate increase.** Future rate increases will continue to be tied to claims experience as there is no excess reserve in this Fund.

FY18 was a positive year for the plan with health, dental and vision claims costs down 9.7%. FY19 saw a 6% increase over the low in FY18, but was still below FY17. In FY19 we had one very large claim that hit the reinsurance limit of \$300K. Due to an increase in members and medical cost inflation, we are projecting FY20 claims costs to increase 11.3% and FY21 to increase 9.6%.

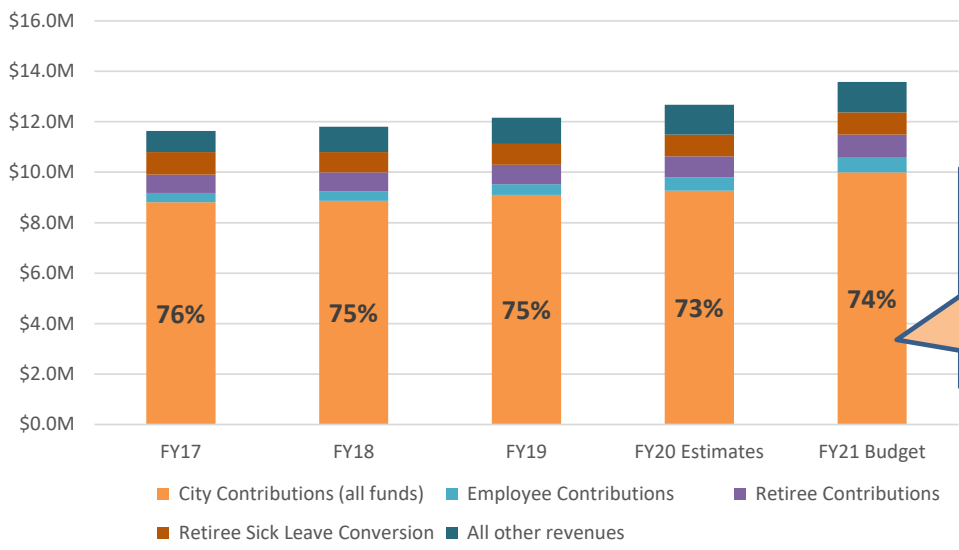
Other Funds Section Part 1: Million Dollar+ Funds

Group Health Self Insurance Fund Continued...

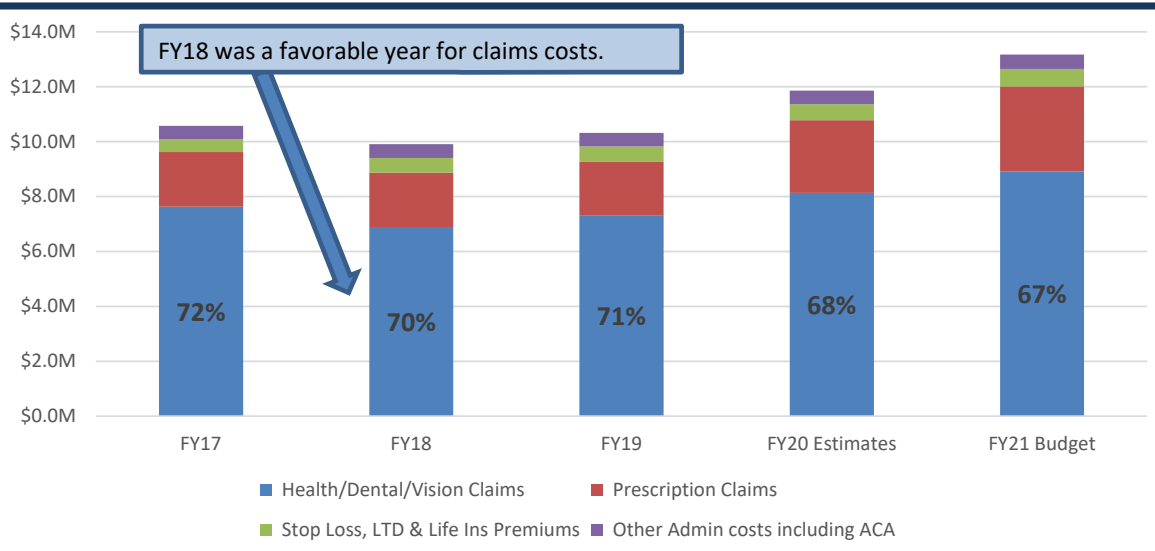
Revenues, Expenses & Ending Reserves



Sources of Contributions



Expenses



Other Funds Section Part 1: Million Dollar+ Funds

Worker's Compensation Self Insurance Fund 1704 (Internal Service Fund)

Purpose of Fund: To account for the contributions received from other city Funds for worker's compensation premiums, and the costs of worker's compensation claims and administration of a self-funded insurance program.

	FY17	FY18	FY19	FY20 Estimates	FY21 Budget
BEG NET ASSETS	(3,187,751)	(3,781,774)	(4,406,604)	(7,050,094)	(8,335,304)
REVENUES					
City Paid Worker's Comp Premiums	316,324	320,955	958,203	1,579,225	1,965,288
Claims Reimbursement	205,046	37,029	60,673	50,000	50,000
All other revenues	21,686	26,675	109,784	40,000	20,000
TOTAL REVENUES	543,056	384,659	1,128,660	1,669,225	2,035,288
TRANSFER IN	0	0	0	1,400,000	0
EXPENSES					
Workman's Comp Claims-Non-HLC	(704,290)	(523,888)	(902,106)	(1,000,000)	(1,100,000)
Workman's Comp Claims-HLC	(431,282)	(236,452)	(252,147)	(2,484,000)	(500,000)
W/C liability adjustment - Non-HLC	(67,483)	(197,802)	(309,209)	(415,000)	(415,000)
W/C liability adjustment - HLC	434,752	307,768	(1,943,833)	(85,000)	(85,000)
Excess W/C premium (Stop-loss)	(94,966)	(112,872)	(122,163)	(130,000)	(135,000)
Administration Costs	(273,810)	(246,243)	(242,692)	(240,435)	(294,323)
TOTAL EXPENSES	(1,137,079)	(1,009,489)	(3,772,150)	(4,354,435)	(2,529,323)
CHANGE IN NET ASSETS	(594,023)	(624,830)	(2,643,490)	(1,285,210)	(494,035)
ENDING NET ASSETS	(3,781,774)	(4,406,604)	(7,050,094)	(8,335,304)	(8,829,339)

FISCAL NOTES

Workers Comp Heart, Lung and Cancer (HLC) obligations have been identified by Financial Services as a risk to the City's short-term and long-term fiscal sustainability. The amount of the liability is based on an actuarial estimate of the expected future cost of indemnity (wage replacement) benefits, medical benefits, and allocated loss adjustment expenses due to claims for disability filed by public safety (active or retired) employees who develop heart disease, lung disease, hepatitis, or cancer, and file workers compensation claims under the presumptive benefit laws. Heart/Lung/Cancer (HLC) workers compensation benefits do not apply to non-public safety positions.

FY20 Estimates include a budgeted contribution of \$1.6M plus an additional unbudgeted transfer from the General Fund of \$1.4M to cover the costs of a large workers comp claim expected to hit the stop loss limit of \$2.0M. The FY21 Budget includes a \$2.0M contribution to the Fund. These contributions are expected to maintain a minimum \$1M cash reserve in the Fund at the end of FY21.

Current reserves in the Fund do not cover the total liability, causing a negative ending net asset balance.

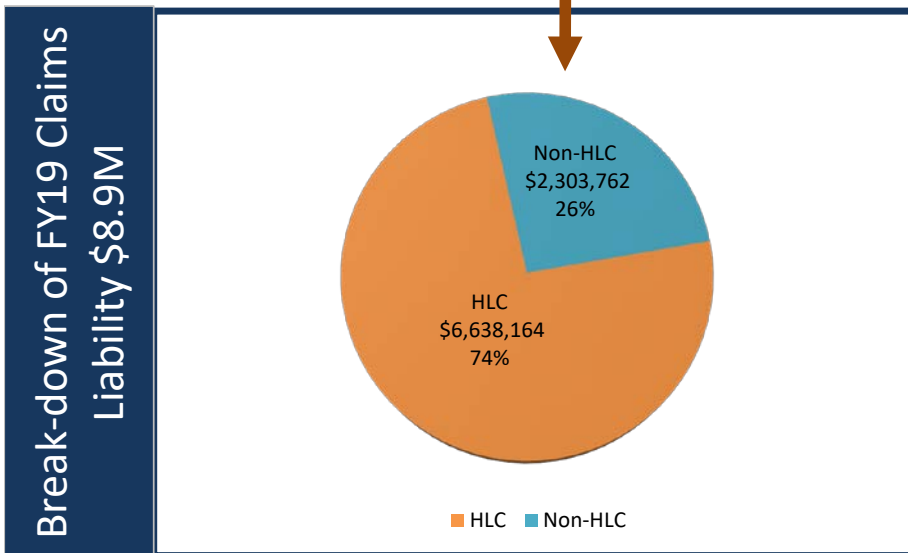
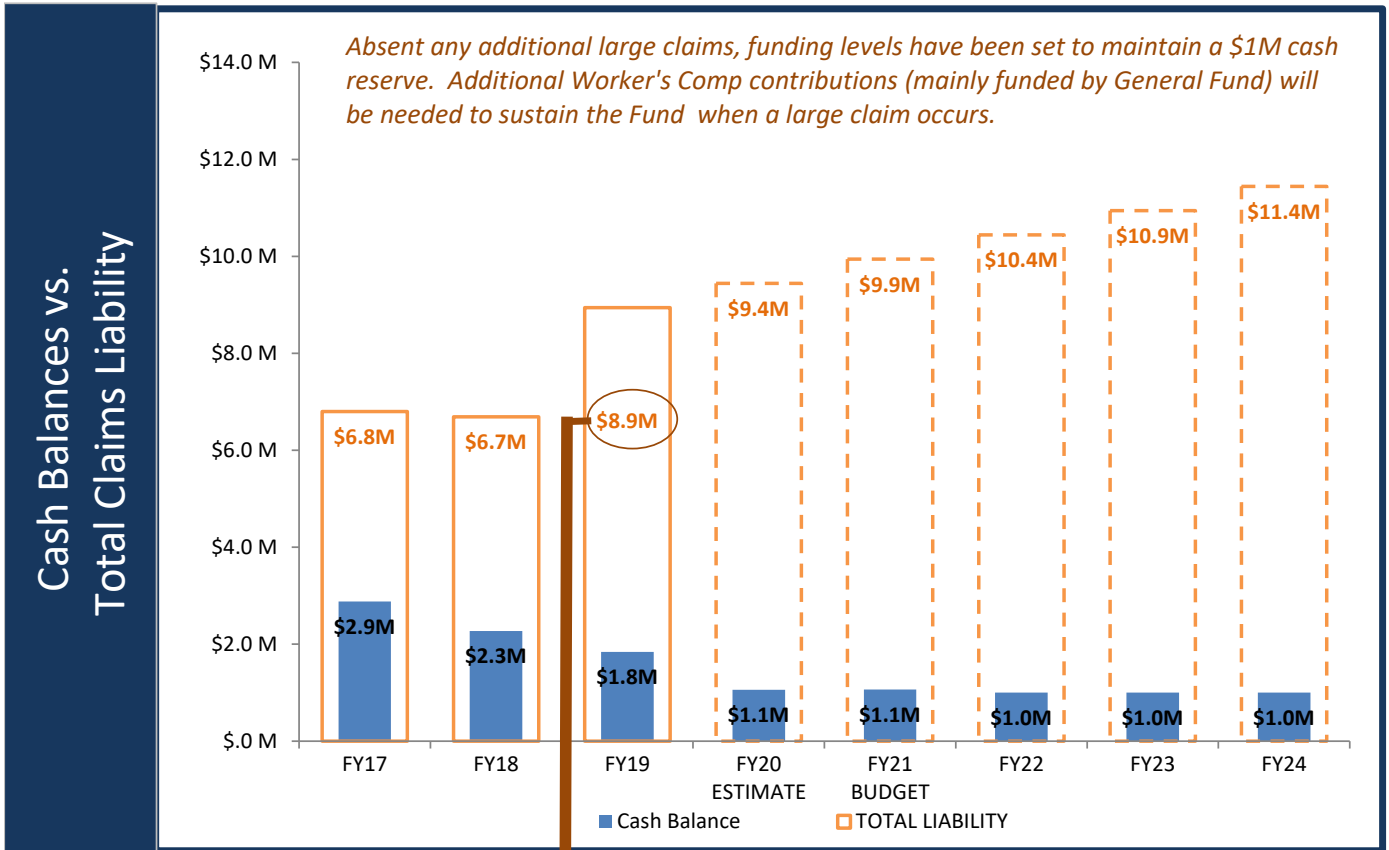
How did we get here?

Claims and administration costs have outpaced annual contributions to this Fund for the past 10 years. Among other efforts to weather the most recent recession, contributions were lowered, redirecting General Fund (and other fund) resources. During those years, the Worker's Comp Fund had sufficient cash reserves to sustain the reduced contributions. Beginning FY19, in an effort to slow the cash drain, the contributions to the Fund were significantly increased to \$946K. FY20 increased to \$1.6M plus an unplanned transfer from the General Fund of \$1.4M. FY21 contributions increase to \$2.0M, a funding level meant to eliminated the cash burn in the Fund.

Other Funds Section Part 1: Million Dollar+ Funds

Worker's Compensation Self Insurance Fund 1704 Continued...

Composition of Ending Net Assets					
	FY17	FY18	FY19	FY20 Estimates	FY21 Budget
Ending Cash	\$2.9M	\$2.3M	\$1.8M	\$1.1M	\$1.1M
Other Current Net Assets	\$0.1M	\$0.0M	\$0.0M	\$0.0M	\$0.0M
Liability for Non-HLC Claims	(\$1.8M)	(\$2.0M)	(\$2.3M)	(\$2.7M)	(\$3.1M)
Liability for HLC Claims	(\$5.0M)	(\$4.7M)	(\$6.6M)	(\$6.7M)	(\$6.8M)
ENDING NET ASSETS	(\$3.8M)	(\$4.4M)	(\$7.1M)	(\$8.3M)	(\$8.8M)



Other Funds Section Part 1: Million Dollar+ Funds

Municipal Self Insurance Fund 1707 (Internal Service Fund)

Purpose of Fund: To account for monies received from other City Funds and insurance claims to cover the cost to repair and replace damaged real and personal property owned by the city. Settlement of claims or litigations against the City would also be recorded here.

	FY17	FY18	FY19	FY20 Estimates	FY21 Budget
BEG NET ASSETS	(28,490)	47,142	2,651	41,275	55,755
REVENUES					
Recoveries and Reimbursements	108,058	88,329	80,699	70,000	70,000
Contributions from City Funds	848,621	885,671	1,072,989	1,200,095	1,284,364
Other Revenues	84	666	2,976	4,000	2,000
TOTAL REVENUES	956,763	974,667	1,156,664	1,274,095	1,356,364
TRANSFER IN	0	0	150,000	0	0
EXPENSES					
General Insurance Premium	(559,440)	(571,212)	(624,101)	(704,115)	(800,000)
Self Insurance Claims	(312,352)	(412,593)	(635,282)	(530,500)	(530,500)
Other Expenses	(9,340)	(5,286)	(8,657)	(25,000)	(29,768)
TOTAL EXPENSES	(881,131)	(989,090)	(1,268,040)	(1,259,615)	(1,360,268)
TRANSFER OUT	0	(30,068)	0	0	0
CHANGE IN NET ASSETS	75,632	(44,491)	38,624	14,480	(3,904)
END NET ASSETS	47,142	2,651	41,275	55,755	51,851

FISCAL NOTES

Liability claims and insurance premiums are funded by the General Fund and Proprietary Funds via an annual charge. The amount each Fund pays is based on the types of claims paid in prior years. Due to the timing of having audited cost data, actual claims and premium costs are allocated two years in arrears. FY21 contributions from City funds represents recovery of FY19 claims and premium costs.

A portion of this Fund's revenue also comes from reimbursement from the City's general liability insurance or from third-party insurance for damage done to City property, vehicles, and the like. General insurance premiums are expected to increase 13% in FY20 and 14% in FY21. In FY15, claims cost were higher than normal due to two large claims the City was obligated to pay. Due to those large claims costs in FY15, contributions from other Funds increased 146% in FY17, but leveled out in FY18 with a 4.4% increase. With cash reserves critically low, additional funding will likely be needed in future years to re-build reserves and secure the financial health of this Fund.

Composition of Ending Net Assets

	FY17	FY18	FY19	FY20 Estimates	FY21 Budget
Ending Cash	71,704	19,574	167,669	182,149	178,245
Other Current Net Assets	812	0	167,999	167,999	167,999
Liability	(25,375)	(16,925)	(294,394)	(294,394)	(294,394)
ENDING NET ASSETS	47,141	2,649	41,274	55,754	51,850

Other Funds Section Part 1: Million Dollar+ Funds

Sewer, Storm Drain and Effluent Reuse Operations Funds 16XX (Enterprise Fund)

Purpose of Funds: To account for the provision of sewer, storm drain and effluent reuse services to the residents of the city and some residents of Washoe County. All activities necessary to provide such services are accounted for in this fund including, but not limited to administration, operations, maintenance, capital improvements, and debt financing.

	FY17	FY18	FY19	FY20 Estimates	FY21 Budget
BEG NET ASSETS	194,594,808	203,058,896	217,528,944	236,222,520	237,948,765
REVENUES					
Sewer & Storm Drain User Fees (Residential)	13,727,260	14,804,250	15,165,155	17,385,288	18,253,641
Sewer & Storm Drain User Fees (Commercial)	4,483,214	4,832,585	4,995,990	5,398,863	5,755,842
Sewer & Storm Drain Connection Fees (Residential)	3,860,898	8,200,763	4,458,184	3,116,119	8,872,322
Sewer & Storm Drain Connection Fees (Commercial)	441,131	1,520,502	1,082,868	855,399	891,028
Sewer Connection Fees (Washoe County)	825,697	723,985	1,285,564	958,558	687,707
River Flood Fees (User and Connection)	3,094,958	3,478,166	3,981,083	3,742,563	3,910,721
Effluent Reuse User, Meter & Connection Fees	895,776	846,209	1,060,716	991,193	1,025,293
Sun Valley TMWRF Reimbursement	1,103,478	1,116,566	1,101,926	1,818,713	1,533,525
Contributions of Infrastructure from Developers	2,367,774	3,736,247	8,946,089	0	0
All other revenues	909,041	846,547	1,952,277	1,619,585	1,882,362
TOTAL REVENUES	31,709,227	40,105,820	44,029,852	35,886,281	42,812,441
NET TRANSFERS	78,189	251,848	114,275	93,003	215,999
EXPENSES					
Salaries & Wages	(2,794,422)	(2,955,353)	(2,839,267)	(3,456,802)	(3,911,293)
Benefits	(1,582,908)	(1,667,931)	(1,638,666)	(1,932,206)	(2,298,003)
Services and Supplies	(3,539,617)	(3,890,699)	(3,967,257)	(6,714,257)	(6,350,504)
Sparks Share of TMWRF Operating	(6,135,574)	(6,084,536)	(6,850,443)	(7,409,083)	(7,507,312)
Depreciation	(6,370,187)	(6,845,536)	(7,238,804)	(11,200,100)	(11,356,800)
Debt Service Interest	(816,603)	(621,833)	(557,616)	(690,591)	(553,507)
All other expenses	(2,084,017)	(2,658,502)	(2,358,498)	(2,850,000)	(3,000,000)
TOTAL EXPENSES	(23,323,328)	(24,724,390)	(25,450,551)	(34,253,039)	(34,977,419)
CHANGE IN NET ASSETS	8,464,088	15,633,278	18,693,576	1,726,245	8,051,021
PRIOR PERIOD ADJUSTMENT	0	(1,163,230)	0	0	0
END NET ASSETS	203,058,896	217,528,944	236,222,520	237,948,765	245,999,786

FISCAL NOTES

The primary resources to this Fund include Sewer, Storm Drain and Effluent Reuse user fees (\$29.0M or 58% of total revenues). On December 10, 2018, City Council approved amendments to Title 13 of the Sparks Municipal Code as part of a new rate study. Effective January 1, 2019, residential connections fees increased 24% but again began to index to the Engineering News Record Construction Cost Index per Sparks Municipal Code 13.24 each January beginning January 1, 2020. The sewer and Storm Drain portion of the single-family residential and commercial customer user fee increased 5% effective July 1, 2019 and will increase 5% each year thereafter effective July 1 of 2020, 2021 and 2022. The sewer portion of the multi-family residential user fee was increased to match the single-family rate resulting in a 31% increase effective July 1, 2019. In subsequent years, the multi-family sewer and storm drain fees will increase at the same rate as single-family residential. These rate increases have been included in the FY20 Estimates and FY21 Budget.

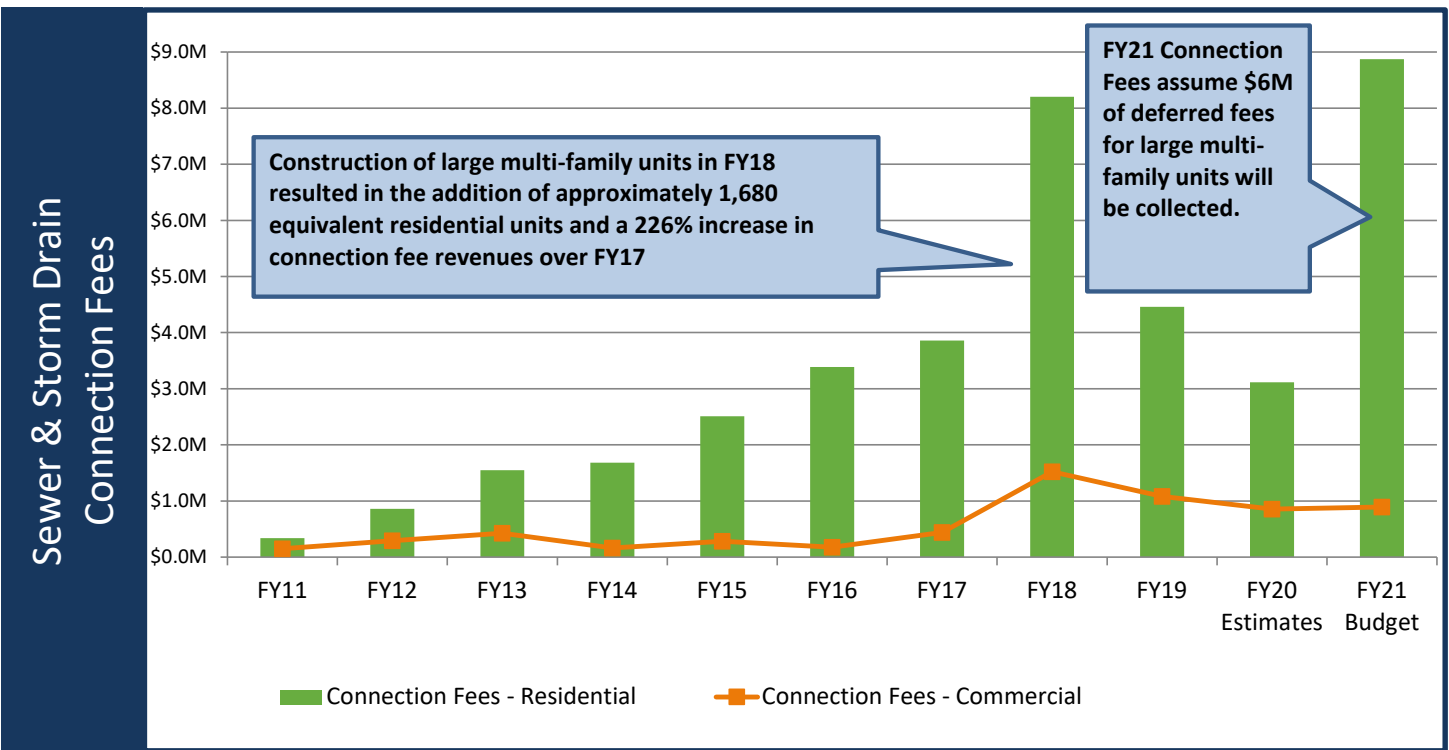
Connection fees also comprise a significant portion of this Fund's revenues, and while they fell sharply during the economic downturn, they are now returning to pre-recession levels. The FY21 budget of \$9.8M includes \$6.0M of deferred connection fees payable within the next 12 months. These deferred fees relate to situations where a building permit has been pulled, but a certificate of occupancy has not been issued. This increase in connection fees can be attributed to the significant construction of multi-family units in the downtown corridor. Whether the financial impacts of the Coronavirus 2019 (COVID-19) prevent the completion of these construction projects remains to be seen. No COVID-19 impacts have been reflected in this report.

Sewer, Storm Drain and Effluent Continued...

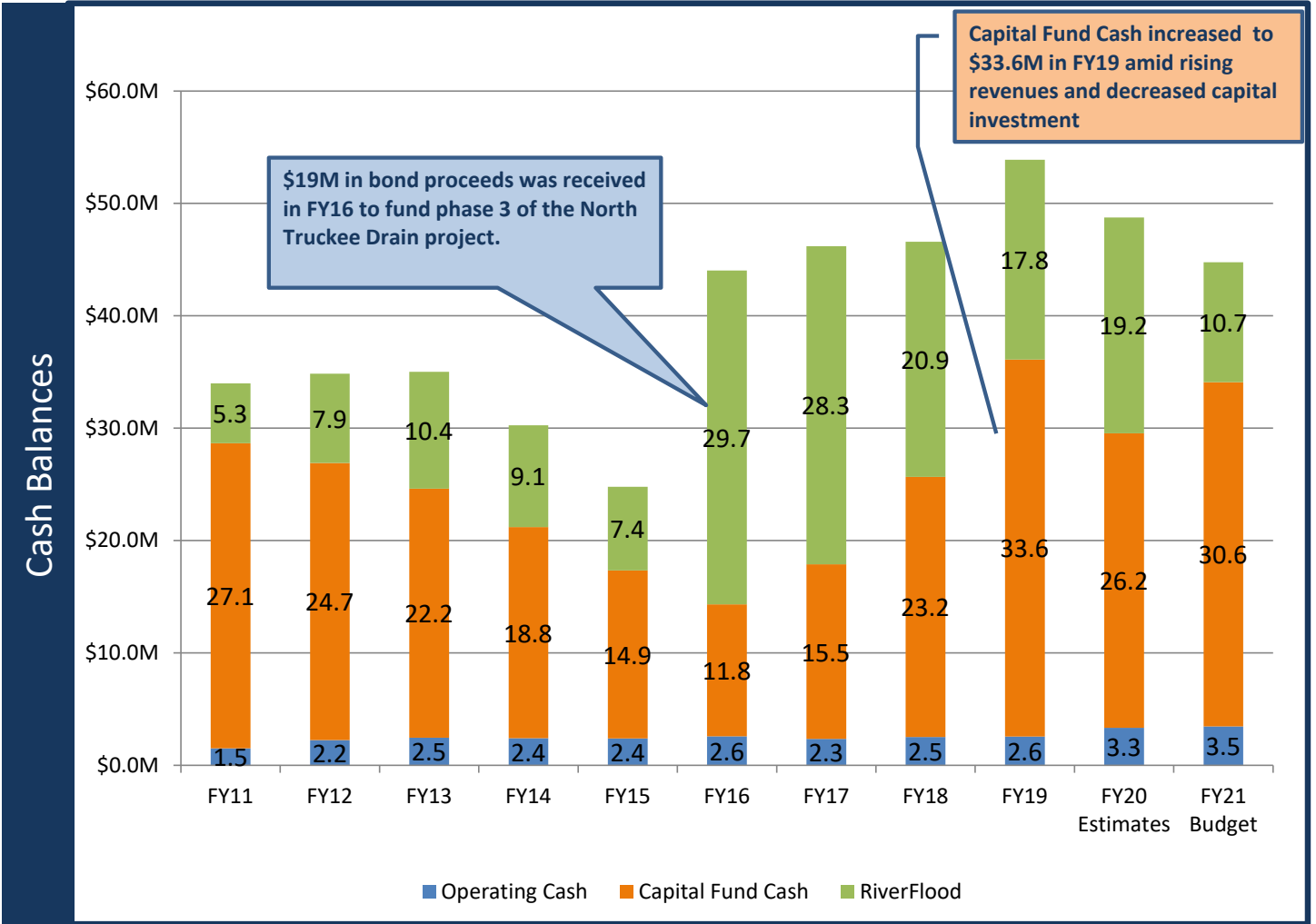
FISCAL NOTES CONTINUED

The Riverflood fees are expected to bring in \$3.9M in FY21. The current accumulated Riverflood fee receipts along with \$19M (Flood Control Bonds Series 2016 with a \$18M par value) of financing which was issued in March of 2016, funded Phase 3 of the North Truckee Drain Relocation project. The Flood Control Bonds become callable in FY21 and we believe Riverflood cash reserves will be sufficient to pay them off in FY21. The figures above reflect a full outstanding principal payment of \$11.6M in FY21.

All of the City's State Revolving Loans were refinanced in FY17, resulting lower debt service interest payment. The expected savings over the remaining life of the debt is \$2M.



Sewer, Storm Drain and Effluent Continued...



Other Funds Section Part 1: Million Dollar+ Funds

Development Services Fund 2201 (Enterprise Fund)

Purpose of Fund: Process all activities related to the building and development in the community including, but not limited to, permit processing, issuance, monitoring, building inspection, plan checking, development reviews and administration.

	FY17	FY18	FY19	FY20 Estimates	FY21 Budget
BEG NET ASSETS	1,799,460	2,666,389	3,055,517	3,682,846	2,346,829
REVENUES					
Building Permits (402120)	1,709,466	1,940,176	1,773,622	1,603,100	1,603,100
Plan Checking (404120)	1,651,975	2,173,461	2,118,339	1,762,125	1,762,125
Planned Development/Subdivision Related Revenue	582,519	764,023	686,954	665,900	614,600
All other revenues	790,269	822,924	1,131,418	811,400	821,100
TOTAL REVENUES	4,734,229	5,700,584	5,710,333	4,842,525	4,800,925
EXPENSES					
Base Salary and Wages	(1,562,533)	(1,870,807)	(1,784,985)	(2,209,482)	(2,485,009)
Benefits	(645,404)	(856,240)	(862,058)	(1,118,690)	(1,318,309)
Third Party Costs	(884,849)	(944,351)	(1,398,596)	(1,785,576)	(1,820,000)
Services and Supplies	(721,309)	(815,227)	(891,822)	(1,030,814)	(1,245,071)
All other expenditures	(958)	(4,164)	(9,986)	(10,000)	(35,000)
TOTAL EXPENSES	(3,815,053)	(4,490,789)	(4,947,447)	(6,154,562)	(6,903,389)
TRANSFER OUT	(52,247)	(23,375)	(135,557)	(23,980)	(24,006)
CHANGE IN NET ASSETS	866,929	1,186,420	627,329	(1,336,017)	(2,126,470)
PRIOR PERIOD ADJUSTMENT	0	(797,292)	0	0	0
END NET ASSETS	2,666,389	3,055,517	3,682,846	2,346,829	220,359

FISCAL NOTES

Revenues in Fund 2201 are driven by construction and new development. The largest revenues in this Fund come from building permits and plan checking. Both amounts are calculated as a percentage of a project's total valuation. As property values in Sparks (both commercial and residential) increased from FY11 – FY18, permit and plan check revenues also increased. There was a peak in FY18 followed by a decline in FY19 and FY20 of commercial project valuation. Increases in residential project valuation in both FY19 & FY20 have offset the decreases in commercial development resulting in an expected 15% overall decrease in revenue in FY20 leveling off through FY21.

Building permit revenues are expected to be down \$171K (10%) FY19 to FY20 and are expected to remain flat in FY21. Plan checking revenues are expected to be down \$356K (17%) FY19 to FY20 and are expected to remain flat in FY21. Planned Development/Subdivision revenues are currently down \$21K (3%) FY19 to FY20 and are expected to decline by another 8% in FY21. Single Family permitting declined by approximately 137 permits (35%) FY18 to FY19 resulting in lower revenues but is trending higher than expected as of February 2020 with a 44% increase in permits issued compared to February 2019.

Overall valuation of new residential development has increased year over year since FY18 and is on track to increase again in FY20 by approximately 22%. Single family valuation decreases have been offset by multi-family valuation increases which have resulted in overall increases in residential valuation year over year. There is a high demand for multi-family units as the population of the area is expanding and production of multi family units is expected to be steady to accommodate the growing need for rental units.

Third party costs are expected to rise \$387K (28%) in FY20 as outside plan review and inspection services continued to be used to keep up with demand. For FY21 these costs are expected to increase slightly to cover the overall inflationary increase for the same level of professional services for engineering, on call engineering services, testing for development, and surveyor services.

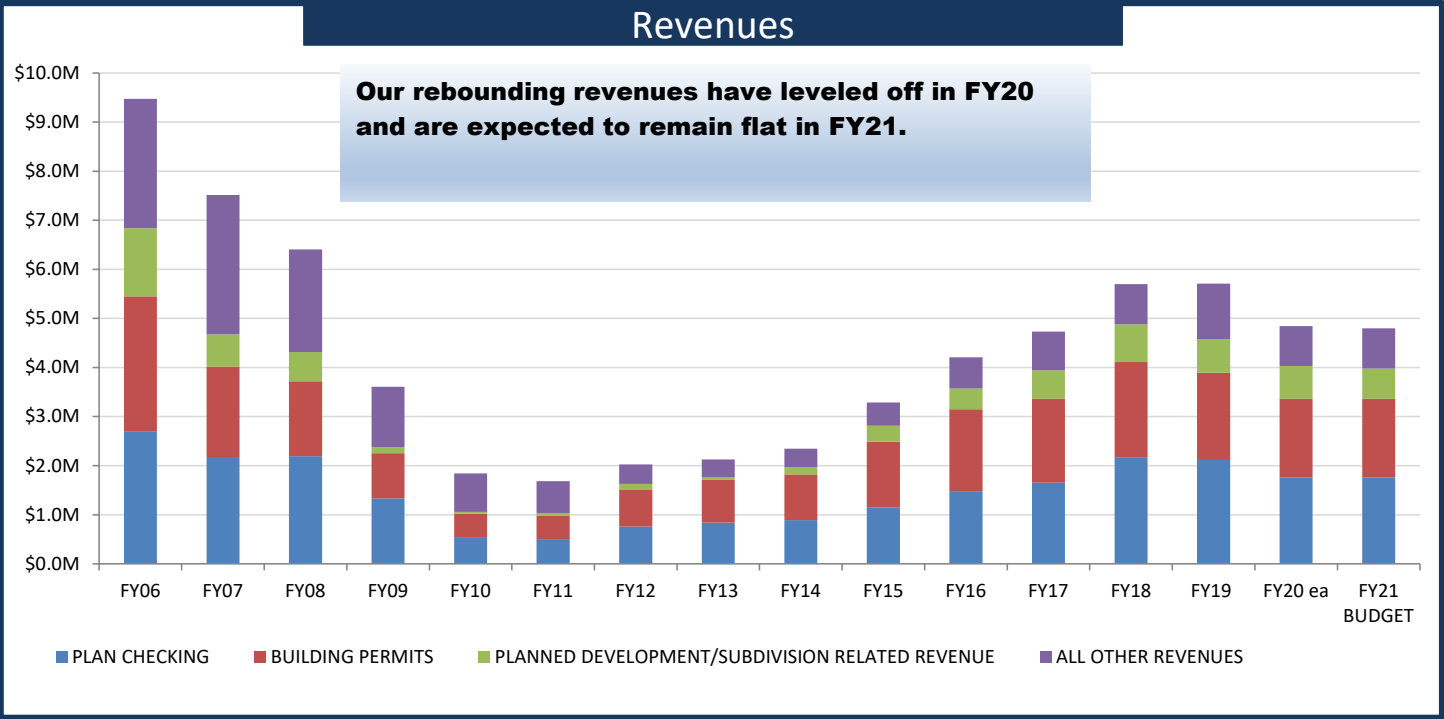
Other Funds Section Part 1: Million Dollar+ Funds

Development Services Enterprise Fund Continued...

FISCAL NOTES CONTINUED

Total expenses are expected to increase \$748K from \$6.2M to \$6.9M in FY21 (12%). Several positions have been added over the past four years, but we have also experienced varying vacancy rates. These two things combined have resulted in the ups and downs shown above in salaries and benefits. Vacancy savings in FY19 were \$614K. In FY20 it is expected there will be budgetary savings due to staff vacancies of \$400K. The FY21 budget assumes no staff vacancies and includes a 2.8% cost of living adjustment increasing FY21 salaries and benefits by \$475K. Service and Supplies are expected to increase \$214K in FY21 due to an increased common service charge paid to the General Fund for central services like human resources and accounting and the purchase of new agenda system and plan review software. The fund will end FY21 with a fund balance of \$220K and have cash/cash equivalents on hand of \$3.6M.

Current single family developments underway in Sparks are; Sierra Shadows, Miramonte 5A & 5B, Village Meadows, Silverado for Silver Meadows in the Foothill Meadows, DR Horton for Kiley Ranch, Silverado for SkyRidge, Toll Brothers for Stonebrook, Lennar for Pioneer Meadows, Lennar for Ravenna and Vicenza at D’Andrea, Lennar for Kiley Ranch. Current multi-family developments in Sparks are; The Deco, Azure Apartments, Atrium, Plaza 800 and Lumina Phase 2.



Other Funds Section Part 1: Million Dollar+ Funds

Truckee Meadows Water Reclamation Facility Fund 5605 (Enterprise Fund)

Purpose of Fund: To account for the operation of the Truckee Meadows Water Reclamation Facility (TMWRF), which provides waste water treatment. TMWRF is a joint venture between the City of Reno and the City of Sparks.

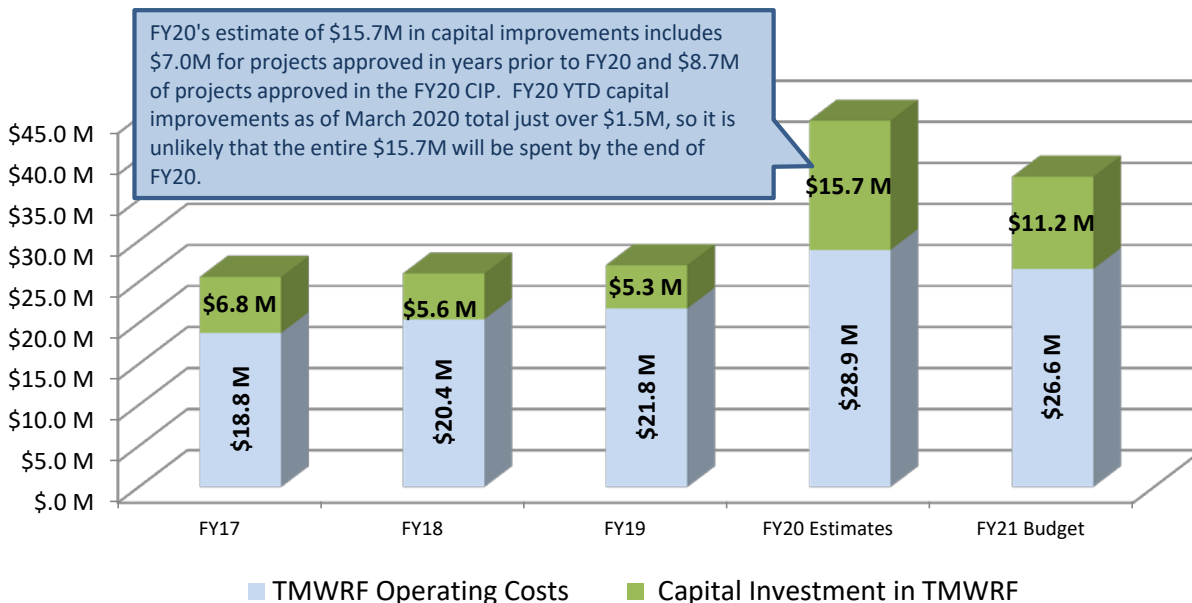
	FY17	FY18	FY19	FY20 Estimates	FY21 Budget
BEG NET ASSETS	136,734,970	136,653,633	133,700,015	131,332,194	138,164,538
REVENUES					
Operating Contribution - Sparks	6,401,134	6,462,148	7,179,917	9,417,128	8,692,158
Operating Contribution - Reno	12,010,803	13,551,578	14,120,130	18,886,270	17,277,256
Capital Contributions - Sparks	2,138,524	1,747,633	1,655,859	4,937,024	3,528,210
Capital Contributions - Reno	4,678,573	3,823,399	3,622,620	10,801,020	7,718,872
All other revenues	432,481	469,409	717,794	665,000	665,000
TOTAL REVENUES	25,661,515	26,054,167	27,296,320	44,706,442	37,881,496
EXPENSES					
Base Salary and Wages	(4,366,506)	(4,589,327)	(4,860,170)	(4,906,551)	(5,201,405)
Benefits	(2,119,084)	(2,259,739)	(2,318,679)	(2,451,302)	(2,685,665)
Services and Supplies	(12,279,711)	(13,588,432)	(14,582,853)	(21,530,545)	(18,667,344)
Depreciation	(6,977,551)	(6,871,986)	(7,902,439)	(8,985,700)	(9,252,271)
TOTAL EXPENSES	(25,742,852)	(27,309,484)	(29,664,141)	(37,874,098)	(35,806,685)
CHANGE IN NET ASSETS	(81,337)	(1,255,317)	(2,367,821)	6,832,344	2,074,811
PRIOR PERIOD ADJUSTMENT	0	(1,698,301)	0	0	0
END NET ASSETS	136,653,633	133,700,015	131,332,194	138,164,538	140,239,349

FISCAL NOTES

TMWRF's budget is approved by the Joint Coordinating Committee each year. Operating costs of the plant are allocated to the cities of Sparks and Reno based on actual wastewater inflow from each agency. In FY19, the plant treated 11.5 billion gallons or approximately 31.6 million gallons per day (MGD) of waste water. Of that 31.6 MGD, Sparks contributed 10.7 MGD (33.81%) and Reno contributed 20.9 MGD (66.19%). Capital investments are split on capacity ownership of 31.37% Sparks and 68.63% Reno. Capital contributions from Sparks and Reno shown above include both the capital projects shown on the FY21 Capital Improvement Plan (CIP) and other capital projects managed by TMWRF staff which are not reported on the CIP.

The FY21 budget includes a 2.8% Cost of Living Allowance (COLA) and assumes all positions are filled. The FY20 increase in Services and Supplies is due mainly to expenses related to the development of a Facility Plan.

TMWRF Operating Costs & Capital Investment
(excluding depreciation expense)



Other Funds Section Part 2

Smaller Funds: Funds with FY21 Expenditure Budgets Under \$1.0M

Other Funds Section Part 2: Smaller Funds: < \$1M

GOVERNMENTAL FUNDS

Special Revenue Funds

FUND 1202 - Community Development Block Grant (CDBG)	Purpose of Fund: To account for revolving Fund monies received from the repayment of Single Family Housing Rehab Deferred Loans, which is a program funded by the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG). Per HUD regulations, the program income generated must remain in the loan program.			
	FY18	FY19	FY20 Estimates	FY21 Budget
BEG FUND BAL	743	1	1	1
REVENUES	119,311	73,491	57,208	50,000
EXPENSES	(120,053)	(73,491)	(57,208)	(50,000)
CHANGE IN FB	(742)	0	0	0
END FUND BAL	1	1	1	1

FISCAL NOTES

This fund is part of the Community Development Block Grant Fund (CDBG) and represents Housing Loans that have been repaid. As of February 2020, there were 74 no-interest housing rehab loans outstanding with a loan balance of \$1.3M. Repayment of these loans will occur when the property changes hands. All funds collected must be re-loaned to new applicants and distributed before any new grant year funds can be used for loan issuance. There are an average of 5 loan repayments per year of approximately \$17K each resulting in \$85K in average revenues. We have anticipated a reduction in the number of loan re-payments for both FY20 estimates and FY21 budget based on a possible downturn in housing sales due to the Covid19 pandemic.

FUND 1203 - Community Development Block Grant (CDBG) Entitlement	Purpose of Fund: To account for the entitlement grant spending of Community Development Block Grant (CDBG) for programs that benefit low and moderate income households, as approved by the granting Federal agency, U.S. Department of Housing & Urban Development (HUD).			
	FY18	FY19	FY20 Estimates	FY21 Budget
BEG FUND BAL	0	0	0	0
GRANT REVENUES	343,750	759,823	1,030,023	684,439
EXPENSES	(343,750)	(759,823)	(1,030,023)	(684,439)
CHANGE IN FB	0	0	0	0
END FUND BAL	0	0	0	0

FISCAL NOTES

The budget for the Community Development Block Grant Fund (CDBG) may be adjusted after the start of the fiscal year when the actual grant award is released from HUD. Grant Fund revenues match expenditures each year. Grant Funds are paid from HUD to the City of Sparks via claims for expenses that are incurred. The CDBG Grant for FY20 (Grant Year 2019) was \$691K. Estimated expenses for the FY20 (Grant Year 2019) funds are \$25K for Fair Housing, \$19K for Continuum of Care, \$113K for Planning & Administration, \$116K for the Community Assistance Center, \$50K for Housing Rehab Loans, \$257K for Pedestrian Improvements, \$90K for Housing Administrative Costs and \$20k for Emergency Response Grant. There were \$339K of available funds that rolled forward into FY20 from prior grant years making \$1M of grant funds available for use in FY20. The FY21 grant award (Grant Year 2020) has been determined and will be \$684K. The award is determined by; population growth (25%), overcrowded units (25%), and poverty levels (50%). There is a second formula that accounts for Pre-1960's and Pre-1940's housing in an area. The greater award out of the two formulas is what is granted to a jurisdiction.

Other Funds Section Part 2: **Smaller Funds: < \$1M**

Special Revenue Funds Continued...

FUND 1204 - Sparks Grants & Donations Fund	Purpose of Fund: Special Revenue Fund to account for grants received by the City. Does not include Community Development Block Grants or grants received by Proprietary Funds.			
	FY18	FY19	FY20 Estimates	FY21 Budget
BEG FUND BAL	589,092	448,751	509,054	919,777
Police Grants	890,663	1,147,467	554,219	0
Fire Grants	181,234	4,007	4,024	0
Parks & Rec Grants	45,524	34,933	88,134	0
Other Grants	172,561	343,706	332,615	0
EXPENSES	(1,430,323)	(1,469,810)	(568,269)	0
CHANGE IN FB	(140,341)	60,303	410,723	0
END FUND BAL	448,751	509,054	919,777	919,777

FISCAL NOTES

The majority of the budget for this Fund is established after the start of the fiscal year as the balances of existing grants and donations are determined and as new grants and donations are awarded. Grants awarded to the Police and Fire Departments historically make up the majority of the revenues in this Fund. Donations are received prior to expenses being incurred. Grant funds are paid to the City to reimburse expenses after they have been incurred. At the end of FY19 the Fund balance primarily consisted of; \$431K in Drug Forfeitures, \$12k in Crime Forfeitures, \$10K Specialty Court Support, all supporting law enforcement with \$56K in grants and donations supporting other programs.

FUND 1210 - Impact Fee Service Area 1	Purpose of Fund: To account for impact fees collected from development in Impact Fee Service Area 1, to be used for the construction of sanitary sewers, flood control, parks, and public facilities.			
	FY18	FY19	FY20 Estimates	FY21 Budget
BEG FUND BAL	920,082	1,375,641	2,043,984	2,394,230
TOTAL REVENUE	894,132	798,811	627,220	735,220
Flood Impact Fees	93,243	173,852	61,000	70,000
Parks Impact Fees	232,737	297,786	296,000	200,000
Public Facility Impact Fees	295,014	172,861	128,000	200,000
Sewer Impact Fees	254,414	117,145	97,000	220,000
Other Revenues	18,724	37,167	45,220	45,220
EXPENSES	(182,829)	(12,207)	(179,974)	(705,000)
TRANSFER OUT	(255,744)	(118,261)	(97,000)	(220,000)
CHANGE IN FB	455,559	668,343	350,246	(189,780)
END FUND BAL	1,375,641	2,043,984	2,394,230	2,204,450

FISCAL NOTES

Four types of impact fees are collected in this Fund - Sewer, Flood, Parks & Public Facilities. Revenues are only recorded from developers paying cash for impact fees. In lieu of paying cash for these fees, several developers use credits earned as a result of constructing and dedicating parks and flood control infrastructure to the City. As of 6/30/2019, credit balances totaled \$3.1M with the majority of credit in Flood impact fees. All cash collected for Sewer Impact Fees is used to repay the City's Sewer Fund 1631 for the I-80 Reliever line. Of this \$3.8M original amount there is a remaining balance of \$1.8M as of 12/31/2019. The Wingfield Regional Trail Project created a regional trail connection between Vista Blvd and the existing concrete trail. This project, completed in October 2018, utilized Park Fees. The Reach 9 Flood Analysis was the latest major storm drain improvement project, which was completed in FY18. Pre-Design work began in FY20 for Fire Station #6 and will continue in FY21 with \$75k budgeted for this. Reach 9 Design Review is slated to begin FY21 with a budget of \$50k. Also slated for FY21 is \$180k for Trail Design and Construction to make the regional trail contiguous.

Other Funds Section Part 2: Smaller Funds: < \$1M

Special Revenue Funds Continued...				
FUND 1215 - Tourism Improvement Dist. 1 (Legends)	Purpose of Fund: This Fund was established to account for the \$83M in bond proceeds from senior Sales Tax Anticipation Revenue (STAR) Bonds and another \$36M of bond proceeds from subordinate STAR Bonds issued in 2008. The proceeds were used to acquire, improve, and equip certain property commonly referred to as 'Legends at the Sparks Marina'. The Fund will be dissolved once the Legends project is complete or upon termination of the senior and subordinate STAR bonds in 2028.			
	FY18	FY19	FY20 Estimates	FY21 Budget
BEG FUND BAL	22,525	21,447	19,287	13
REVENUES	1,322	415	200	0
BOND PROCEEDS	0	0	3,883,955	0
EXPENSES	(2,400)	(2,575)	(3,885,380)	(13)
TRANSFER OUT	0	0	(18,049)	0
CHANGE IN FB	(1,078)	(2,160)	(19,274)	(13)
END FUND BAL	21,447	19,287	13	0
FISCAL NOTES				
In FY20 the Star and Sub Star bonds were refinanced. \$3.9M of new bond proceeds were distributed to the Developer of the Star Bond District as shown above in the FY20 Estimates. The remaining balance of bond proceeds along with interest earnings on that balance were held by fiscal agent in a trust account and being used to pay on-going fiscal agent and legal fees associated with the Senior and Sub-STAR bond issues. With no remaining proceeds in this fund the fees will be paid from sales taxes collected in the district. Once the STAR bonds retire in FY28, this Fund will be closed.				
Fund 1222 - Tourism & Marketing Fund	Purpose of Fund: Revenue and spending related to the Washoe County Taxes on Transient Lodging Act of 1999 (SB 477, now codified in Chapter 432, Statutes of Nevada 1999) which added 1% to transient lodging taxes collected county-wide. Sparks receives a small portion of this 1% and is capped at \$200,000 per year. Funds must be used for the marketing and promotion of tourism in the City of Sparks and for the operation and maintenance of capital improvements within redevelopment areas.			
	FY18	FY19	FY20 Estimates	FY21 Budget
BEG FUND BAL	103,231	98,200	123,103	45,243
REVENUES	198,069	199,806	199,000	199,000
EXPENSES	(203,100)	(174,903)	(276,860)	(111,100)
TRANSFER OUT	0	0	0	(100,000)
CHANGE IN FB	(5,031)	24,903	(77,860)	(12,100)
END FUND BAL	98,200	123,103	45,243	33,143
FISCAL NOTES				
The TOURMARK Committee meets annually to hear presentations and distribute funding to successful applicants for events in Sparks. In January 2020, the TOURMARK Committee approved \$203K in funding requests for the 2020 event season. Approved distribution was as follows: Hot August Nights/Rib Cook-Off/Star Spangled Sparks \$30K each; 39 North Marketplace \$10K; Pumpkin Palooza \$20K; Artown/ Lectures / Arts and Culture Programs \$15K; Northern Nevada International Dragon Boat Festival \$12K; 39 North Pole Village \$16K; Annual Marnell Holiday Tree \$2K; Sierra Nevada Lavender & Honey Festival \$10K; Kids Free Fishing Day \$2k; The Nugget Event Center concert series \$20k and the Water Lantern Festival \$5k. The committee has chosen to keep 15% of the annual funding, \$30K in reserve for late events that may need funding and would benefit the city's tourism. In FY21, The committee has also pledged \$100K toward the funding of new bollards for Victorian Square.				

Other Funds Section Part 2: Smaller Funds: < \$1M

Special Revenue Funds Continued...

Fund 1224 - Street Cut Fund	Purpose of Fund: To account for resources received principally from private utility companies to repair city streets after utility installation, according to the provisions of Sparks Municipal Code Chapter 50.			
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	FY18	FY19	FY20 Estimates	FY21 Budget
BEG FUND BAL	649,863	610,804	759,967	556,855
REVENUES	291,316	339,071	294,000	334,000
EXPENSES	(330,375)	(189,908)	(497,112)	(712,692)
CHANGE IN FB	(39,059)	149,163	(203,112)	(378,692)
END FUND BAL	610,804	759,967	556,855	178,163

FISCAL NOTES

Street Cut Fund is designated to provide orderly repair of City streets relating to street excavations by commercial contractor services. Sources of revenue are primarily from permit fees. Expenses in this Fund represent the pavement repair costs associated with the street cut permit revenue. Street Cut permit revenues have been somewhat steady. It is anticipated the FY21 Street Cut program is projected to be slightly higher than prior year's level of construction activity as revenue is also expected to increase slightly. Estimates for these costs come from the approved Capital Improvement Plan.

Fund 1299 - Stabilization Fund	Purpose of Fund: Reserve to stabilize the operation of the City in the event of a revenue shortfall or natural disaster. In order to comply with GASB statement 54, the Council approved a policy in June of 2011, which states that Stabilization Fund resources could only be used if General Fund revenues decrease by 4% or more from the previous year or to pay expenses incurred to mitigate the effects of a declared natural disaster.			
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	FY18	FY19	FY20 Estimates	FY21 Budget
BEG FUND BAL	185,645	390,675	601,748	817,748
BEG FUND BAL	205,030	211,073	216,000	220,000
CHANGE IN FB	205,030	211,073	216,000	220,000
END FUND BAL	390,675	601,748	817,748	1,037,748

FISCAL NOTES

The City of Sparks has Fiscal Policy #4 to commit a portion of General Fund Business License revenue to the Stabilization Fund each year. While no commitments were made in FY15 or FY16, \$200K of Business License revenue has been committed in FY17, FY18, FY19 and FY20, and the FY21 budget also contains a \$200K commitment. A natural disaster was declared in FY17 due to flooding events in January and February. The General Fund incurred \$252K in costs related to the flood events and was reimbursed for those costs from this Fund, bringing the balance down to \$186K at the end of FY17. Barring any additional natural disasters, the balance in this Fund is expected to grow to \$1.0M in FY21.

EXPECTED COVID-19 IMPACT: City staff is expecting to seek Council approval to draw down the Stabilization Fund in July or August 2020 to help stabilize operations and mitigate the financial impact from the COVID-19 pandemic.

Other Funds Section Part 2: **Smaller Funds: < \$1M**

Capital Projects Funds

Fund 1405 - Capital Facilities Fund	Purpose of Fund: To provide for the acquisition of land, improvements to land, purchase of major equipment, renovations of government facilities and repayment of short-term financing for these activities. Funding is provided by a special ad valorem tax rate as required by NRS 354.59815.			
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	FY18	FY19	FY20 Estimates	FY21 Budget
BEG FUND BAL	455,340	448,709	523,372	305,162
REVENUES	212,972	234,511	231,000	237,300
EXPENSES	(219,603)	(159,848)	(449,210)	(515,000)
CHANGE IN FB	(6,631)	74,663	(218,210)	(277,700)
END FUND BAL	448,709	523,372	305,162	27,462

FISCAL NOTES

In 2009, the Nevada Legislature redirected this ad valorem revenue to help fill its own budget gap. In 2011 the redirection expired, and the City began receiving the funds again in FY12. Revenues in this Fund now remain stable. Expenses represent qualified projects from the approved Capital Improvement Plan (CIP) - FY20 estimates assume 100% project completion and continued projects from prior years. Approved projects on the FY21 Capital Improvement Plan include: City-wide Re-Keying/Security Improvements, Maintenance Admin Restroom Remodel, Deer Park Pool Boiler and Water Heater Replacement, and Police Dept. Records Area Remodel.

Fund 1406 - Rec & Parks District 1 Fund	Purpose of Fund: Construction Tax revenues collected in Park District 1 to be used for the acquisition, improvement and expansion of neighborhood parks, playgrounds and recreational facilities within that district. Park District 1 encompasses the area to the West of McCarran Blvd and the majority of the area between Pyramid Hwy and Sparks Blvd.			
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	FY18	FY19	FY20 Estimates	FY21 Budget
BEG FUND BAL	696,986	989,773	1,171,718	869,718
REVENUES	408,902	200,834	463,250	160,000
EXPENSES	(116,115)	(18,889)	(765,250)	(900,000)
CHANGE IN FB	292,787	181,945	(302,000)	(740,000)
END FUND BAL	989,773	1,171,718	869,718	129,718

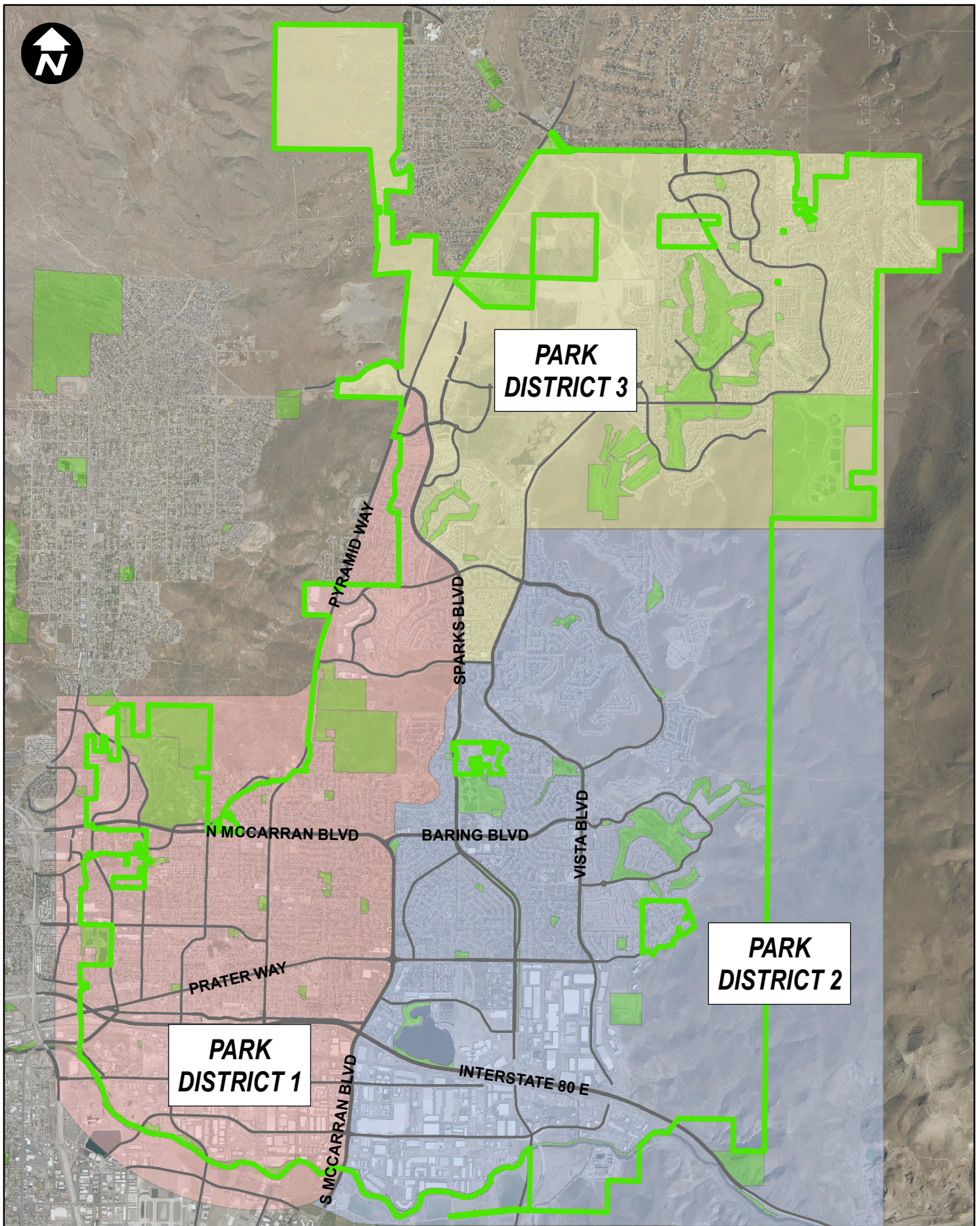
FISCAL NOTES

The drastic swing in revenues over FY18 through FY21 is due to continued construction and collection of deferred fees. Deferred fees are difficult to project as planned developments progress at different schedules. The Galleria Multifamily Project, a 220 unit apartment complex, was completed in FY18. The Deco, a 209 unit multi-family project, has opted to defer fees of \$209k. The Atrium, a 132 unit multi-family project, has also opted to defer \$132k in fees. These fees have been budgeted to be collected in FY21. Expenses represent Park District 1 park construction projects from the approved Capital Improvement Plan.

Other Funds Section Part 2: Smaller Funds: < \$1M

Capital Projects Funds Continued...				
Fund 1407 - Rec & Parks District 2 Fund	Purpose of Fund: Construction Tax revenues collected in Park District 2 to be used for the acquisition, improvement and expansion of neighborhood parks, playgrounds and recreational facilities within that district. Park District 2 encompasses the area to the East of McCarran Blvd. and Sparks Blvd up through Los Altos Pkwy.			
	FY18	FY19	FY20 Estimates	FY21 Budget
BEG FUND BAL	750,416	1,137,100	1,031,487	419,870
REVENUES	432,786	125,391	173,000	439,000
EXPENSES	(46,102)	(231,004)	(784,617)	(210,000)
CHANGE IN FB	386,684	(105,613)	(611,617)	229,000
END FUND BAL	1,137,100	1,031,487	419,870	648,870
FISCAL NOTES				
There has been a significant decrease in Residential Construction Tax revenue in FY19 and FY20 as the Marina Gateway Apartments were completed in FY18. The Azure development is a one-, two-, and three- bedroom apartment complex that broke ground in August 2018. The developer has deferred \$308K in fees that are projected to be collected in FY21. WellQuest is a senior living community expected to bring in \$111k in revenue for this fund in FY21. A significant jump in FY20 estimated expenses represent Shelly Park Restroom Addition and the Pah Rah Turf Replacement projects both included in the FY20 approved Capital Improvement Plan (CIP) document. Expenses for FY21 Park District 2 are listed in the CIP.				

Fund 1408 - Rec & Parks District 3 Fund	Purpose of Fund: Construction Tax revenues collected in Park District 3 to be used for the acquisition, improvement and expansion of neighborhood parks, playgrounds and recreational facilities within that district. Parks District 3 encompasses the area south of La Posada Dr down to Disc Dr. and East of Pyramid Hwy.			
	FY18	FY19	FY20 Estimates	FY21 Budget
BEG FUND BAL	1,565,220	1,271,069	1,634,976	671,326
REVENUES	224,051	412,341	288,000	530,000
EXPENSES	(518,202)	(48,434)	(1,251,650)	(350,000)
CHANGE IN FB	(294,151)	363,907	(963,650)	180,000
END FUND BAL	1,271,069	1,634,976	671,326	851,326
FISCAL NOTES				
Residential Construction Tax revenue increasing trend from FY18 to FY19 was a result of Pioneer Meadows Apartments and 200 Single Family Residential homes completed in FY19. All of these fees were paid upfront as they did not defer any fees. Developments including Lumina 2, Kiley Ranch North Phase 6 Multi-family, and Single Family homes are expected to bring \$530k in revenues for FY21. Expenses represent Park District 3 park construction projects from the approved Capital Improvement Plan (CIP). FY18 expenditures include a significant investment (\$500K) for the construction of the Truth Drive (Foothills #4) Park. Due to rising costs in construction Truth Drive Park was not completed in FY18 and will continue to be constructed in FY20. Expenses for FY21 Park District 3 are listed in the approved CIP.				



Park Districts

Legend

- Park District 1
- Park District 2
- Park District 3

Date: August 2018

Other Funds Section Part 2: **Smaller Funds: < \$1M**

Capital Projects Funds Continued...

Fund 1427 - Local Improvement District 3 Legends Fund	Purpose of Fund: Accounts for proceeds of \$26M received June 2008 from special assessment bonds and from developer cash contribution (\$2.6M) to be used to acquire public roadway, water, sewer and storm drain improvements constructed by RED Development per an Acquisition Agreement. The Fund will be dissolved once bond proceeds are spent.			
	FY18	FY19	FY20 Estimates	FY21 Budget
BEG FUND BAL	461,451	470,300	478,032	482,262
REVENUES	16,964	10,857	7,300	7,300
EXPENSES	(8,115)	(3,125)	(3,070)	(482,000)
CHANGE IN FB	8,849	7,732	4,230	(474,700)
END FUND BAL	470,300	478,032	482,262	7,562
FISCAL NOTES				
<p>All cash in this Fund is being held in a trust account to pay on-going administrative and legal costs associated with the special assessment debt issue and for additional public infrastructure related to new properties being developed in the Local Improvement District 3 (LID3). As of 3/31/20 there was \$19K available for on-going administrative and legal costs and \$465K available for additional public infrastructure. Once these funds have been exhausted, the Fund will be dissolved and any remaining on-going administrative and legal fees will be paid from special assessments. The FY21 Expenditure budget represents the entire remaining balance in order to provide flexibility should administrative or public infrastructure costs related to new properties arise.</p>				

Redevelopment Agency Agenda Staff Report





REDEVELOPMENT AGENCY AGENDA STAFF REPORT
MEETING DATE: April 27, 2020

Title: Consideration, discussion, and possible approval of the Chief Administrative Officer’s final budget recommendations for the City of Sparks Redevelopment Agency, Areas 1 and 2, for fiscal year 2020-2021.
Petitioner: Neil C. Krutz, ICMA-CM, Chief Administrative Officer Presenter: Jeff Cronk, CPA, Chief Financial Officer
Recommendation: That the Agency Board approve the Chief Administrative Officer’s recommendations for the fiscal year 2020-2021 final budget.
Financial Impact: Recommending the Agency’s final budget for Fiscal Year 2020-2021.
Business Impact (Per NRS 237) <input type="checkbox"/> A Business Impact Statement is attached. <input checked="" type="checkbox"/> A Business Impact Statement is not required because this is not a rule. <input type="checkbox"/> A Business Impact Statement is not required. This is a rule but does not impose a direct and significant economic burden on a business, or directly restrict the formation, operation or exemption of a business. <input type="checkbox"/> A Business Impact Statement is not required. This is a rule but emergency action is necessary to protect the public health and safety (requires a unanimous vote of the City Council and cannot be in effect for more than six months).
Agenda Item Brief: This agenda item provides the Agency’s Board with the Chief Administrative Officer’s recommendations for the fiscal year 2020-2021 final budget for the City of Sparks Redevelopment Agency, Areas 1 and 2.

BACKGROUND & ANALYSIS:

The Agency’s Chief Administrative Officer and Chief Financial Officer are presenting the Chief Administrative Officer’s final budget recommendations for fiscal year 2020-2021 (FY21). Today, the Agency Board is asked to direct the Chief Administrative Officer in preparing the Agency’s final budget document for submission to the State of Nevada. City staff has filed the tentative budget for FY21 based upon direction received at the February 24, 2020 budget workshop, and the Agency Board will hold a public hearing to receive public comment on the FY21 tentative budget at its regularly scheduled Agency meeting on May 25, 2020. Immediately following the public hearing on the FY21 tentative budget, the Chief Administrative Officer and Chief Financial Officer will present the FY21 final budget for approval which will be prepared based upon direction received today.

In accordance with NRS 354.598, the final budget for the City and Redevelopment Agency must be filed with the Nevada Department of Taxation by June 1 annually. During years in which the Legislature is in session, should the Legislature take action that affects the City’s or Agency’s budget for the subsequent fiscal year, an additional 30 days would be granted to file an amended budget if necessary.

Attached to this agenda are summary financial information for the Redevelopment Agency Areas 1 and 2, providing an overview of the expectations for FY20 and budget recommendations for FY21.

FY20 Repayment of subsidies made by the City’s General Fund during FY13 & FY14:

Approval is also being sought today under a separate agenda item to execute a transfer of \$1,111,580 from Redevelopment Agency Area #2 to the City’s General Fund in FY20 to repay the subsidies made by the City to the Redevelopment Agency Area #2 during FY13 and FY14. The proposed FY20 transfer is reflected in the attached financial summary documents presented with this staff report, and will be

included in the FY21 final budget documents that will be filed with the State of Nevada pending final approval of the FY21 budget by the Redevelopment Agency on May 25, 2020.

ALTERNATIVES:

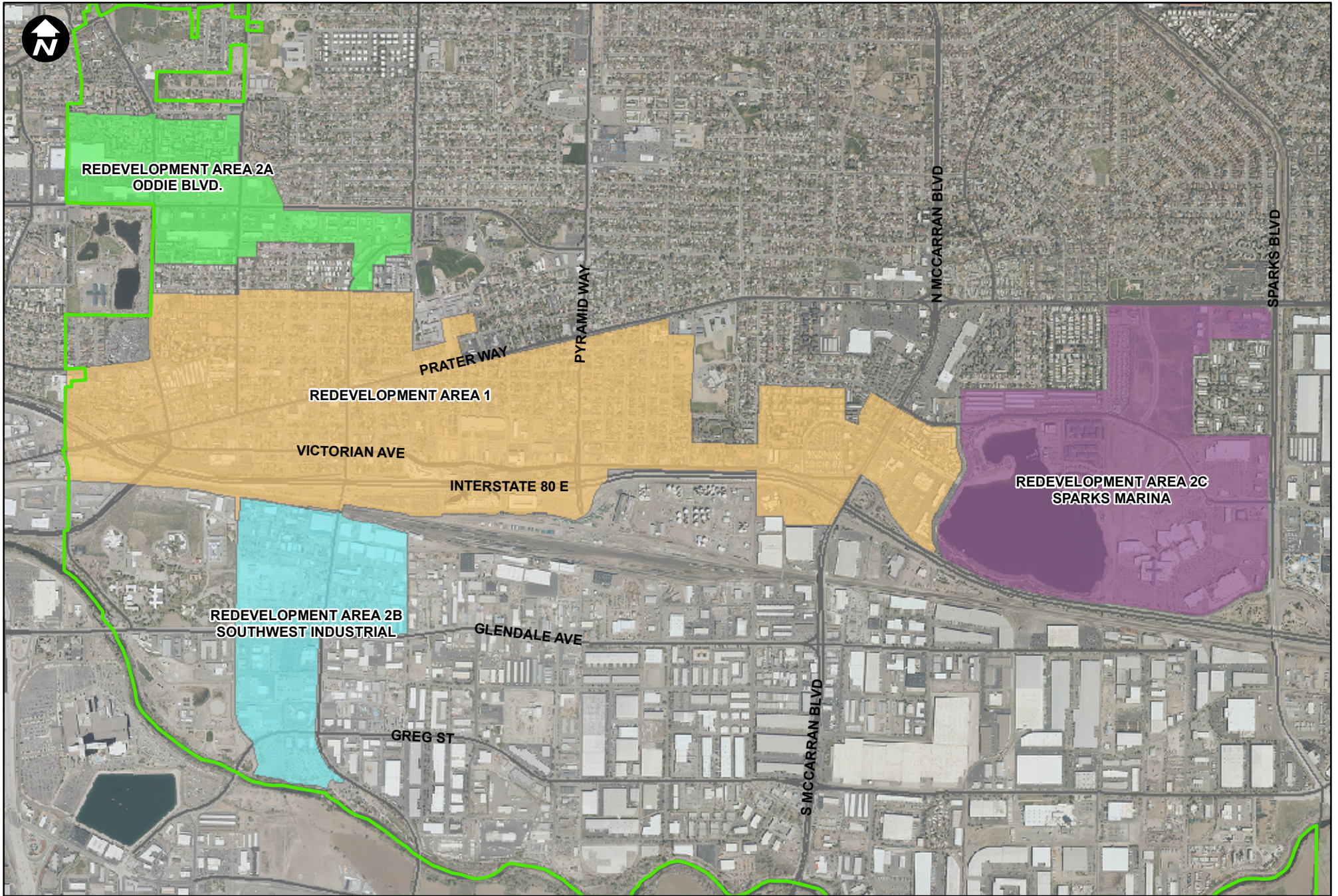
1. Agency members could approve the fiscal year 2020-2021 final budget recommendations presented today.
2. Agency members could reject the fiscal year 2020-2021 final budget recommendations and provide direction to the Chief Administrative Officer.

RECOMMENDED MOTIONS:

“I move to approve the Chief Administrative Officer’s final budget recommendations for the City of Sparks Redevelopment Agency, Areas 1 and 2, for fiscal year 2020-2021.”

Redevelopment Agency Financial Overview





Redevelopment Districts

Legend

- REDEVELOPMENT AREA 1
- REDEVELOPMENT AREA 2B
- REDEVELOPMENT AREA 2A
- REDEVELOPMENT AREA 2C

Date: August 2018



City of Sparks
Redevelopment Agency

FY21 Budget Presentation

Chief Administrative Officer's Final
Budget Recommendations

April 27, 2020

Redevelopment Agency Area #1 Overview and Recommended FY21 Budget

- FY21 budgeted revenues of \$3.7M from ongoing sources are up by 2.8% over FY20 estimates.
- FY21 Debt service costs total \$2.5M.
- Capital expenditures of approximately \$1.0M for construction related to the straightening of the Avenue of the Oaks project has been included in the proposed FY21 budget.
- Revenues are expected to exceed expenses by \$57K in FY21.
- Unrestricted ending fund balance is expected to be \$287K in FY21.
 - ✓ Additional fund balance of \$2.3M is restricted for tax increment bond reserves
- Area #1 terminates in 2023

Sparks Redevelopment Agency Fiscal Summary

Sparks Redevelopment Area #1

(Chief Administrative Officer's FY21 Budget Recommendations)

	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Estimate	FY21 Budget
Revenues	\$2,666,289	\$2,940,371	\$3,409,535	\$3,604,572	\$3,704,572
Land Sale Proceeds	\$1,096,000	\$0	\$0	\$0	\$0
Expenditures	(\$2,668,724)	(\$2,970,912)	(\$3,259,669)	(\$6,279,865)	(\$3,647,847)
Net Revenues/(Expenses)	\$1,093,564	(\$30,541)	\$149,866	(\$2,675,293)	\$56,725
Beginning Fund Balance	\$4,017,306	\$5,110,871	\$5,080,330	\$5,230,196	\$2,554,903
Ending Fund Balance	\$5,110,871	\$5,080,330	\$5,230,196	\$2,554,903	\$2,611,629
Less: Restricted for Debt Service	(\$3,224,870)	(\$3,354,041)	(\$3,486,429)	(\$2,384,895)	(\$2,324,767)
Unrestricted Ending Fund Balance	\$1,886,001	\$1,726,289	\$1,743,767	\$170,009	\$286,862

Victorian Square Room Tax Fund Balance	\$4,373,982	\$5,107,400	\$5,103,856	\$4,622,707	\$3,872,627
<i>Note: The Victorian Square Room Tax Fund is a City Resource, but is Potentially Available for Victorian Square CIP Needs</i>					

** City Issued Debt Partially Paid by RDA #1

RDA #1 Debt Information	Tax Increment Refunding Bonds	2011 CTAX Refunding Bonds	2014 CTAX Refunding Bonds	Total RDA #1 Debt Service
Original Issue Amount	\$22,165,000	\$4,180,000	\$7,330,000	
Issue Date	5/11/2010	5/12/2011	8/14/2014	
Maturity Date	1/15/2022	5/1/2018	5/1/2026	
Interest Rate	4.0% - 5.375%	3.05%	3.09%	
FY20 Principal Payment	\$4,055,000	\$0	\$838,000	
FY20 Interest Payment	\$415,006	\$0	\$198,780	
Total FY20 Debt Service	\$4,470,006	\$0	\$1,036,780	
Total FY20 Debt Service Paid by RDA	\$4,470,006	\$0	\$297,962	\$4,767,968
6/30/20 Debt Outstanding	\$4,050,000	\$0	\$5,595,000	
FY21 Principal Payment	\$1,975,000	\$0	\$865,000	
FY21 Interest Payment	\$202,500	\$0	\$172,886	
Total FY21 Debt Service	\$2,177,500	\$0	\$1,037,886	
Total FY21 Debt Service Paid by RDA	\$2,177,500	\$0	\$298,280	\$2,475,780
6/30/21 Debt Outstanding	\$2,075,000	\$0	\$4,730,000	

Redevelopment Agency Area 1 Detail

Redevelopment Area 1 Funds 3301 and 3401 (Debt Service and Capital Project Fund)

Purpose of Funds: To accumulate monies for the repayment of debt for land acquisitions and capital improvements in Redevelopment Area 1 and to pay other necessary or incidental expenditures in accordance with a redevelopment plan for the Redevelopment Agency Area 1 until the Area terminates in 2023.

	FY17	FY18	FY19	FY20 Estimates	FY21 Budget
BEGINNING FUND BALANCE	4,017,306	5,110,870	5,080,329	5,230,197	2,554,904
REVENUES					
Property Taxes (Real & Personal)	2,475,264	2,708,248	3,097,923	3,330,000	3,440,000
State Govt'l Svcs Tax (Formerly Motor Veh Priv Tax)	162,774	192,370	177,572	177,572	177,572
All other revenues	1,124,250	39,753	134,041	97,000	87,000
TOTAL REVENUES	3,762,288	2,940,371	3,409,536	3,604,572	3,704,572
EXPENSES					
Salaries & Benefits	(21,182)	(22,257)	(23,073)	(24,951)	(25,711)
Services and Supplies	(57,678)	(197,330)	(197,631)	(175,265)	(146,356)
Capital Outlay	(12,168)	(173,897)	(451,825)	(1,311,681)	(1,000,000)
Debt Service - Principal	(1,640,000)	(1,710,000)	(1,790,000)	(4,055,000)	(1,975,000)
Debt Service - Interest	(646,681)	(576,981)	(500,031)	(415,006)	(202,500)
TOTAL EXPENSES	(2,377,709)	(2,680,465)	(2,962,560)	(5,981,903)	(3,349,567)
TRANSFERS OUT					
Transfer out to City Debt Service Fund	(291,015)	(290,447)	(297,108)	(297,962)	(298,280)
TOTAL TRANSFERS OUT	(291,015)	(290,447)	(297,108)	(297,962)	(298,280)
CHANGE IN FUND BALANCE	1,093,564	(30,541)	149,868	(2,675,293)	56,725
ENDING FUND BALANCE	5,110,870	5,080,329	5,230,197	2,554,904	2,611,629
<i>Less: Restricted for Debt Service</i>	<i>(3,224,869)</i>	<i>(3,354,040)</i>	<i>(3,486,428)</i>	<i>(2,384,895)</i>	<i>(2,324,767)</i>
Unrestricted Ending Fund Balance	1,886,001	1,726,289	1,743,769	170,009	286,862

FISCAL NOTES

Resources to this Fund consist mainly of property taxes collected within Redevelopment Agency Area 1 (RDA1). These resources are expected to be sufficient to repay the remaining debt issued in the name of the RDA1--Tax Increment Revenue Bonds series 2010 and there were even sufficient resources in FY20 to make an extra principal payment. This debt will now be paid in full in FY22 instead of FY23. In addition, RDA1 has paid (via transfer to General Obligation Debt Service Fund) for it's share of principal and interest on two City issued Revenue Bonds--CTAX Bonds Series 2011 and Series 2014. RDA1's transfer pays the principal and interest for the portion of the bond proceeds that were spent on improvements to Victorian Square. RDA1 will have paid is full share of the CTAX Bonds Series 2011 and Series 2014 by the end of FY23. Ending Fund Balance represents the required \$2.2M reserve on the 2010 Tax Increment Revenue Bonds plus cash on hand to make future debt service payments.

Redevelopment Agency Area #2 Overview and Recommended FY21 Budget

- Revenues are expected to increase by 6.0% to \$4.5M in FY21.
- Debt service costs are expected to be \$1.5M in FY21.
- No capital projects are planned for FY21.
- \$1,111,580 is planned to be transferred to the City's General Fund in FY20 to repay subsidies made by the City to the Redevelopment Agency in FY13 & FY14.
- Revenues are expected to exceed expenses and transfers-out by \$2.8M in FY21.
- Unrestricted ending fund balance is expected to be \$7.9M by the end of FY21
 - ✓ \$2.3M of additional fund balance is restricted for Tax Increment bond service.
- Area #2 terminates in 2029.

Sparks Redevelopment Agency Fiscal Summary

Sparks Redevelopment Area #2

(Chief Administrative Officer's FY21 Budget Recommendations)

	<u>FY17 Actuals</u>	<u>FY18 Actuals</u>	<u>FY19 Actuals</u>	<u>FY20 Estimate</u>	<u>FY21 Budget</u>
Revenues	\$1,317,638	\$2,726,580	\$3,555,085	\$4,245,000	\$4,500,000
Transfer-Out To General Fund	\$0	\$0	\$0	(\$1,111,580)	\$0
Expenditures	(\$2,415,094)	(\$1,598,670)	(\$1,686,853)	(\$1,637,505)	(\$1,662,368)
Net Revenues/(Expenses)	(\$1,097,456)	\$1,127,910	\$1,868,231	\$1,495,915	\$2,837,632
Beginning Fund Balance	\$3,988,246	\$2,890,790	\$4,018,700	\$5,886,931	\$7,382,846
Ending Fund Balance	\$2,890,790	\$4,018,700	\$5,886,931	\$7,382,846	\$10,220,478
Less: Restricted for Debt Service & Note Receivab	(\$1,565,857)	(\$1,804,665)	(\$2,082,306)	(\$2,354,669)	(\$2,300,000)
Unrestricted Ending Fund Balance	\$1,324,933	\$2,214,035	\$3,804,625	\$5,028,177	\$7,920,477

RDA #2 Debt Information

	<u>2016 TIF</u>	<u>2014 Tax</u>	<u>Total RDA #2</u>
	<u>Refunding Bonds</u>	<u>Increment Bonds</u>	<u>Debt Service</u>
Original Issue Amount	\$9,660,000	\$7,285,000	
Issue Date	9/26/2016	8/14/2014	
Maturity Date	6/1/2028	6/1/2029	
Interest Rate	2.33%	3.25%	
FY20 Principal Payment	\$775,000	\$415,000	
FY20 Interest Payment	\$178,991	\$171,547	
Total FY20 Debt Service	\$953,991	\$586,547	\$1,540,538
6/30/20 Debt Outstanding	\$6,907,000	\$4,865,000	
FY21 Principal Payment	\$794,000	\$430,000	
FY21 Interest Payment	\$160,933	\$158,064	
Total FY21 Debt Service	\$954,933	\$588,064	\$1,542,997
6/30/21 Debt Outstanding	\$6,113,000	\$4,435,000	

Redevelopment Agency Area 2 Detail

Redevelopment Area 2 Funds 3606 and 3601 (Debt Service and Capital Project Fund)

Purpose of Funds: To accumulate monies for the repayment of debt for land acquisitions and capital improvements in Redevelopment Area 2 and to pay other necessary or incidental expenditures in accordance with a redevelopment plan for the Redevelopment Agency Area 2 until the Area terminates in 2029.

	FY17	FY18	FY19	FY20 Estimates	FY21 Budget
BEGINNING FUND BALANCE	3,988,246	2,890,790	4,018,700	5,886,932	7,382,847
REVENUES					
Property Taxes (Real & Personal)	2,685,229	2,713,519	3,396,411	4,085,000	4,350,000
All other revenues (including refunding bond proceeds)	9,724,197	13,062	158,674	160,000	150,000
TOTAL REVENUES	12,409,426	2,726,581	3,555,085	4,245,000	4,500,000
TRANSFERS IN					
TOTAL TRANSFERS IN	0	0	0	0	0
EXPENSES					
Services and Supplies	(124,719)	(57,377)	(141,472)	(96,968)	(119,371)
Original Issue Discount/Governmental	(8,500)	0	0	0	0
Debt Refunding	(9,626,500)	0	0	0	0
Payment on Refinanced Bond	(1,456,787)	0	0	0	0
Debt Service - Principal	(859,000)	(1,130,000)	(1,164,000)	(1,190,000)	(1,224,000)
Debt Service - Interest	(353,523)	(411,294)	(381,381)	(350,537)	(318,997)
TOTAL EXPENSES	(12,429,029)	(1,598,671)	(1,686,853)	(1,637,505)	(1,662,368)
TRANSFERS OUT					
Transfer out to City Debt Service Fund	(1,077,853)	0	0	0	0
Transfer out to General Fund	0	0	0	(1,111,580)	0
TOTAL TRANSFERS OUT	(1,077,853)	0	0	(1,111,580)	0
CHANGE IN FUND BALANCE	(1,097,456)	1,127,910	1,868,232	1,495,915	2,837,632
ENDING FUND BLANCE	2,890,790	4,018,700	5,886,932	7,382,847	10,220,479
<i>Less: Restricted for Debt Service & Note Receivable</i>	<i>(1,565,857)</i>	<i>(1,804,665)</i>	<i>(2,082,307)</i>	<i>(2,354,670)</i>	<i>(2,300,001)</i>
Unrestricted Ending Fund Balance	1,324,933	2,214,035	3,804,625	5,028,177	7,920,478

FISCAL NOTES

Resources to this Fund consist mainly of property taxes collected within Redevelopment Agency Area 2 (RDA2). These resources are used to repay the remaining 2 bonds issued in the name of RDA2--Tax Increment Revenue Bonds - Series 2016 (maturing FY28) and Series 2014 (maturing FY29). In addition, RDA2 has paid (via transfer to General Obligation Debt Service Fund) for principal and interest on debt originally issued in RDA2's name but subsequently refinanced as General Obligation (GO) debt--G.O. Limited Tax Med Term Bonds Series 2007A & Series 2007B. Both of these bond issues matured in FY17, removing \$1.1M of annual debt service (see Transfers Out above) paid by RDA2.

A subsidy from the General Fund was needed in FY13 in the amount of \$250K followed by an \$862K subsidy in FY14. Further subsidies are not expected due to rising property tax assessments and the sale of 10.2 acres of land owned by RDA2, the revenue for which was recorded in FY15. In fact, reserves in RDA2 have grown to the point where it can now repay the FY13 and FY14 subsidies. This is reflected in the Transfer out to General Fund in FY20 estimates above but will require Agency approval before the transfer is executed. Agency approval being sought at the April 27, 2020 meeting.

Ending Fund Balance represents the required \$729K reserve on the Tax Increment Revenue Bonds series 2014 plus cash on hand to make future debt service payments.

Debt Review



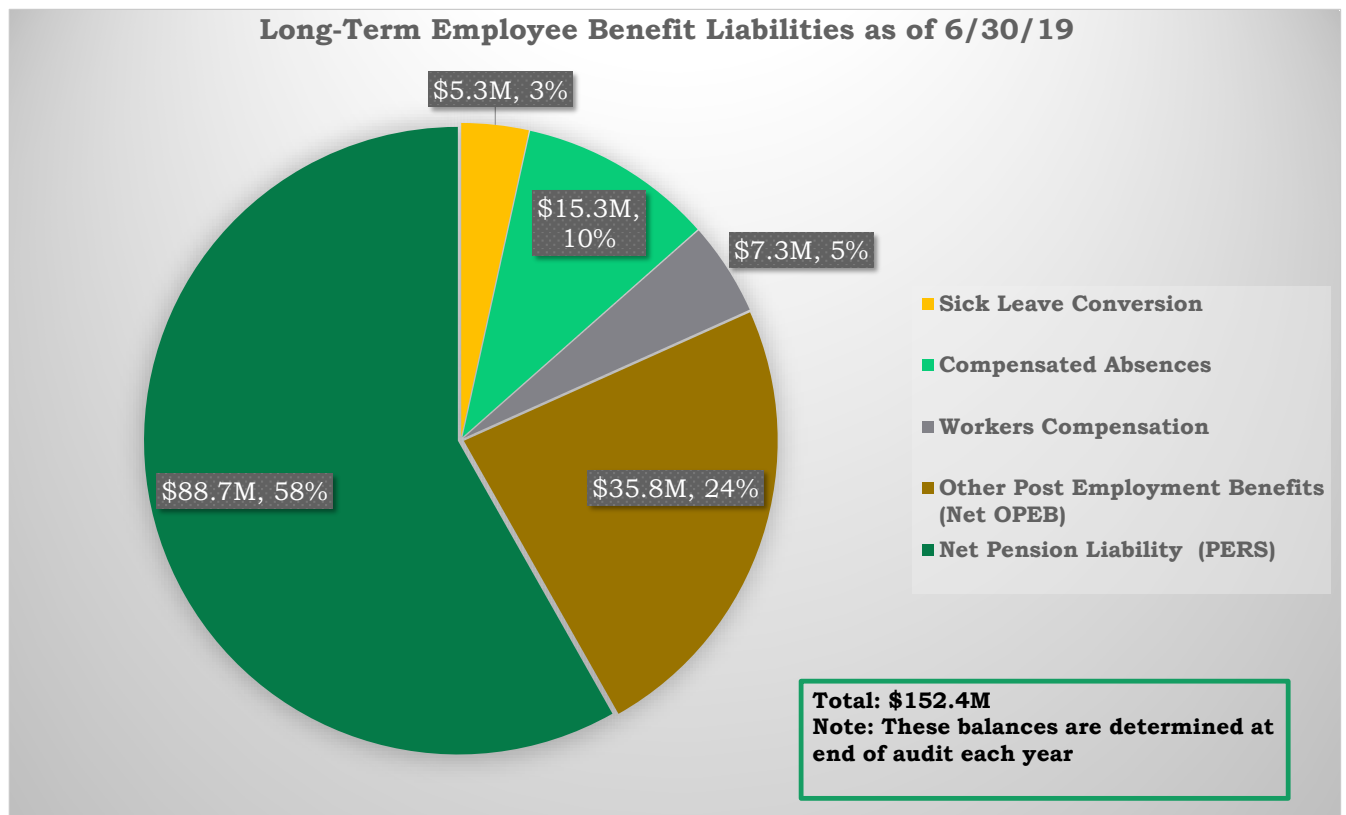
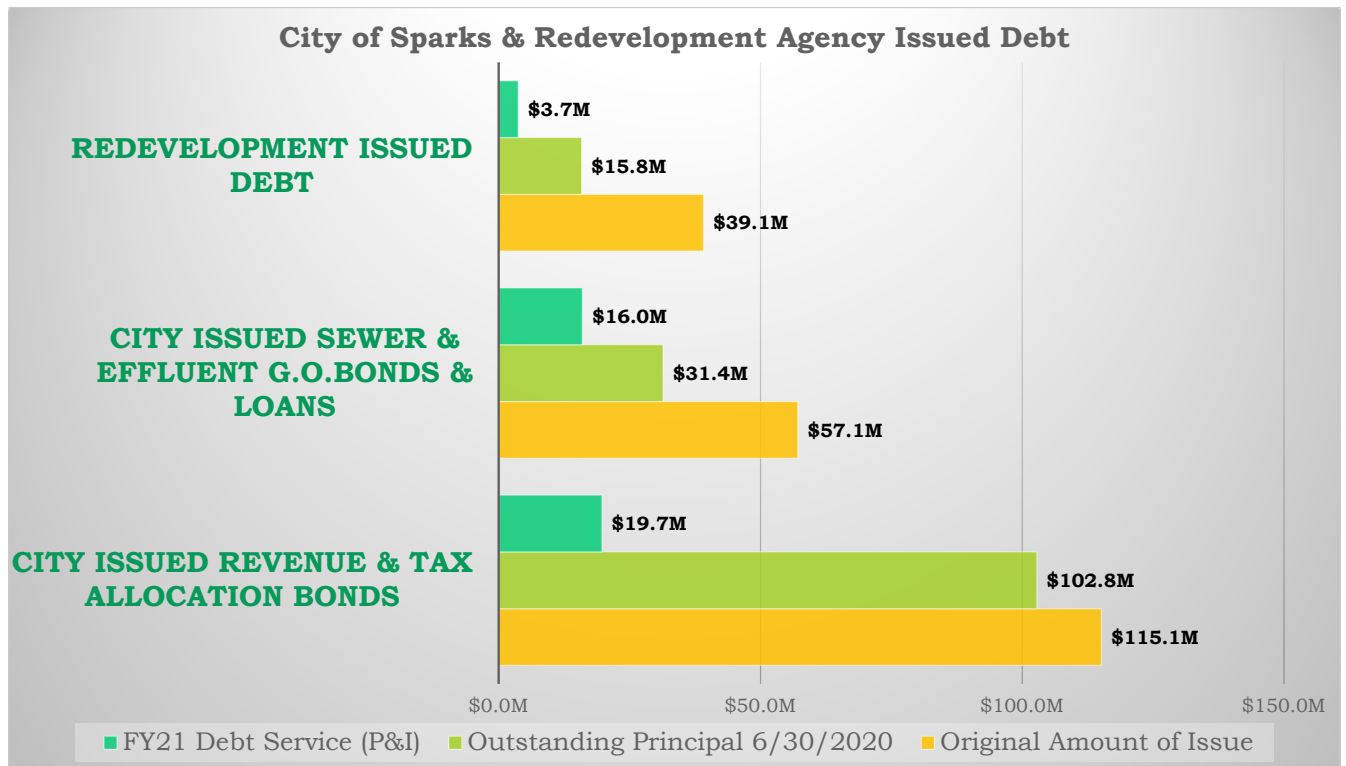
City of Sparks

City of Sparks & Redevelopment Agency Issued Debt and Long-Term Employee Benefit Liabilities

City of Sparks & Redevelopment Agency Issued Debt

NAME OF BOND OR LOAN	Term (years)	Original Amount of Issue	Scheduled Maturity Date	Outstanding Principal ending 6/30/2020	FY21 Debt Service (P&I)
<u>City General Obligation (G.O) Bonds and Notes Payable</u>					
<i>*The City currently has no General Obligation debt outstanding with the exception of the Sewer and Effluent G.O. debt</i>					
<u>City Issued Revenue & Tax Allocation Bonds</u>					
<i>CTAX Bond Series 2014 (partially funded by RDA)</i>	12	\$7,330,000	5/1/2026	\$5,595,000	\$1,037,886
<i>Senior Sales Tax Anticipation Series A Refunded 2019</i>	8	\$79,905,000	6/15/2028	\$76,440,000	\$9,114,488
<i>Subordinate Tax Exempt Series B 2019</i>	8	\$8,926,847	6/15/2028	\$8,926,847	\$4,312,440
<i>Subordinate Taxable Series C 2019</i>	8	\$3,886,437	6/15/2028	\$3,886,437	\$4,100,191
<i>LID #3</i>	10	\$13,498,290	9/1/2027	\$6,374,679	\$1,037,886
<i>Washoe County P25 Radio Infrastructure</i>	15	\$1,559,293	6/30/2035	\$1,559,293	\$114,348
<u>City Issued Sewer & Effluent G.O. Bonds & Loans</u>					
<i>Enterprise Debt SRF 2016B</i>	13	\$27,099,691	7/1/2029	\$16,312,885	\$3,242,469
<i>Flood Control Bonds Series 2016</i>	10	\$18,010,000	3/1/2026	\$11,620,000	\$11,926,250
<i>TMWRF Expansion Loan- Sparks Portion of Reno-issued SRF Water Pollution Bonds</i>	8	\$12,029,831	7/1/2025	\$3,470,629	\$822,092
<u>Redevelopment Issued Debt</u>					
<i>RED Agency #1 Series 2010</i>	14	\$22,165,000	1/15/2022	\$4,050,000	\$2,177,500
<i>RED Agency #2 Series 2014</i>	15	\$7,285,000	6/1/2029	\$4,865,000	\$588,064
<i>RED Agency #2 Series 2016</i>	12	\$9,660,000	6/1/2028	\$6,907,000	\$954,933
TOTAL CITY & REDEVELOPMENT ISSUED DEBT		\$211,355,389		\$150,007,770	\$39,428,547

City of Sparks & Redevelopment Agency Issued Debt and Long-Term Employee Benefit Liabilities



Budgeted Positions



City of Sparks
FY21 Budgeted Positions

All positions currently authorized including those added via FY21 New Needs

	General Fund	Parks & Recreation Fund	Sewer Enterprise Fund	Development Services Enterprise Fund	Road Fund	Parks & Rec Project Fund	Motor Vehicle Fund	TMWRF Fund	Other Funds	Total
Base Salaries & Wages										
Base Salaries & Wages	30,636,265	907,929	3,535,530	2,197,647	1,141,716	227,737	636,455	4,398,403	147,095	43,828,777
Part-time Temporary Wages *	35,000	1,694,690	0	0	0	0	0	0	0	1,729,690
Special Pays **	1,943,586	37,500	130,000	138,012	10,000	2,000	33,500	136,200	0	2,430,798
Longevity	815,050	24,532	75,711	52,565	29,334	6,196	15,895	87,796	2,250	1,109,329
Overtime/Premium Pays ***	5,277,160	657,935	170,052	96,784	46,037	28,073	19,970	579,005	15,050	6,890,066
Total Salaries & Wages	38,707,061	3,322,586	3,911,293	2,485,008	1,227,087	264,006	705,820	5,201,404	164,395	55,988,660
Benefits										
Retirement	12,700,169	376,301	1,085,580	662,920	346,634	74,198	194,674	1,396,646	43,698	16,880,820
Health Insurance ****	8,052,681	264,321	1,047,057	529,968	341,181	58,840	159,935	1,085,672	23,780	11,563,435
Workers Comp	1,926,680	10,351	48,105	43,103	14,666	2,868	8,233	56,334	1,433	2,111,773
Medicare	571,453	44,474	55,421	34,521	17,962	3,870	9,900	74,204	2,177	813,982
Cell, Uniform and Car Allowance	354,118	2,700	18,954	15,143	6,611	900	2,610	24,249	778	426,063
Deferred Compensation Match	365,975	13,500	19,286	10,855	6,500	1,950	5,200	17,550	0	440,816
Other Benefits	349,234	13,499	23,600	21,800	0	0	2,340	31,009	0	441,482
Total Benefits	24,320,310	725,146	2,298,003	1,318,310	733,554	142,626	382,892	2,685,664	71,866	32,678,371
Total Salaries, Wages & Benefits	63,027,371	4,047,732	6,209,296	3,803,318	1,960,641	406,632	1,088,712	7,887,068	236,261	88,667,031
Authorized F/T Positions	366	11	48	27	15	3	9	60	3	542
FY21 New Need Position	9	0	2	0	0	0	0	0	0	11
Total FTE's in FY20 Budget	375	11	50	27	15	3	9	60	3	553

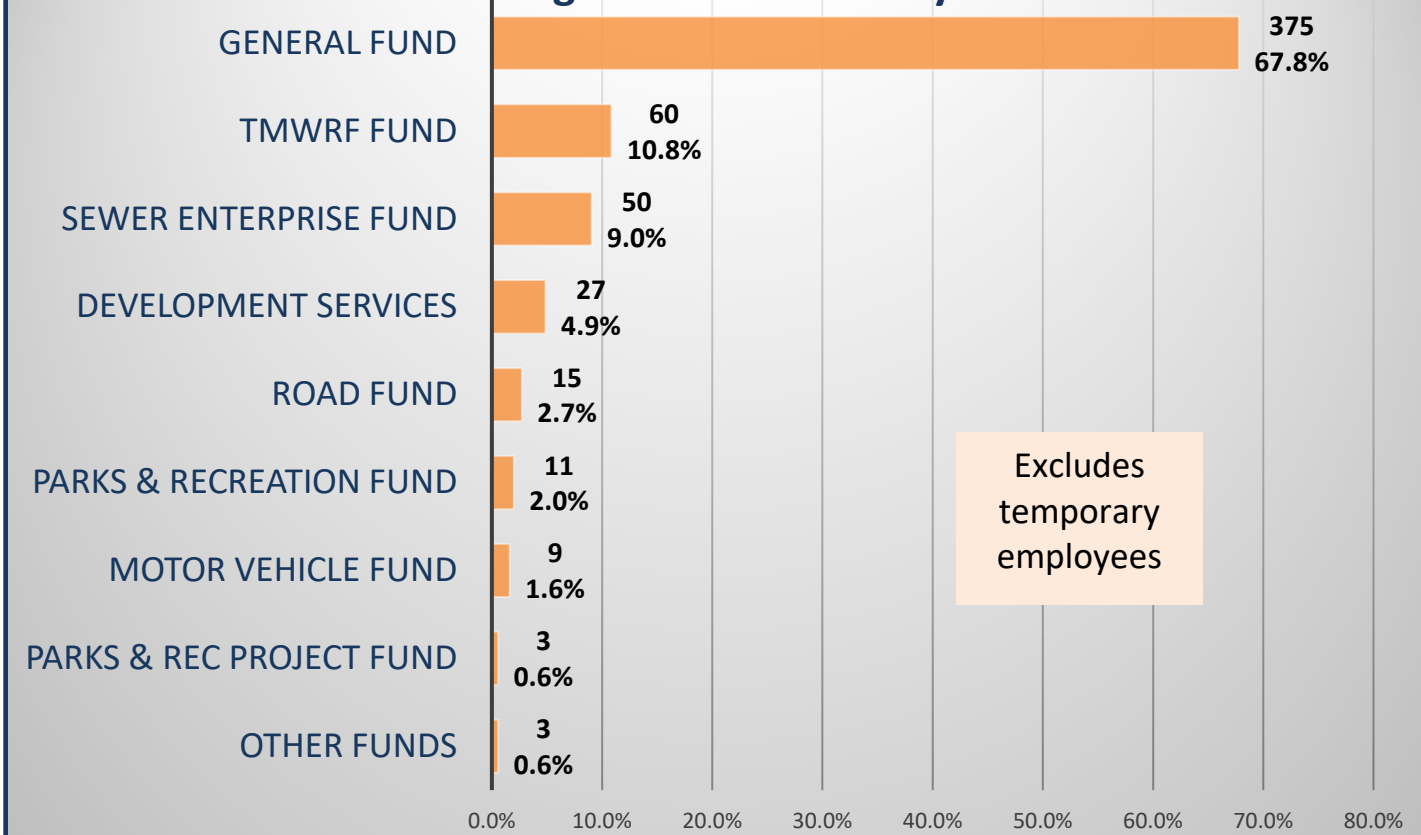
***Part-time Temporary Wages** include wages for temporary employees on Sparks' payroll and do not include amounts to be paid to temp agencies. Temporary positions are NOT included in the position counts.

****Special Pays** include Bilingual, Education Incentive, and Special Assignment

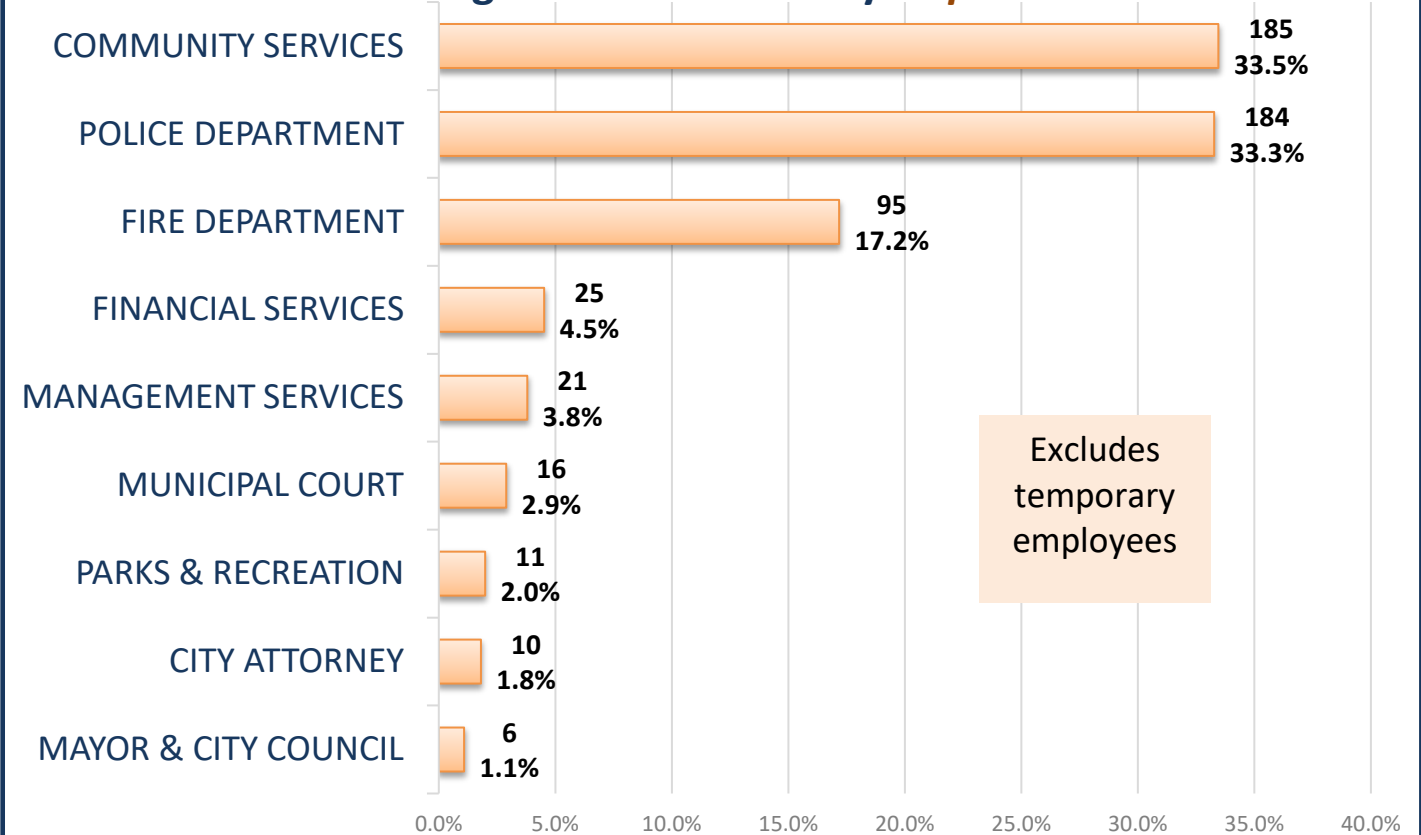
*****Overtime/Premium Pays** include Overtime, Callback, Worked Holiday, Standby, Night Differential and Comp Bank cash outs.

******Health Insurance** costs include Health Insurance Fund contributions and premiums, Sick Leave Conversion and NV PEBP Subsidy

FY21 Budgeted FTE Counts by *Fund*



FY21 Budgeted FTE Counts by *Department*



Mayor and City Council - FY21 Budgeted Positions

FY21 Budgeted Salaries and Benefits

	General Fund
Salaries & Wages	340,065
Part-time Temporary Wages *	15,500
Overtime/Premium Pays**	0
Benefits	247,038
Total Salaries & Benefits	602,603
Authorized F/T Positions	6
FY21 New Needs	0
Total FTE's in FY21 Budget	6

* **Part-time Temporary Wages** include wages for temporary employees on Sparks' payroll and do not include amounts to be paid to temp agencies. Temporary positions are NOT included in the position counts.

** **Overtime/Premium Pays** include Overtime, Callback, Worked Holiday, Standby, Night Differential and Comp Bank cash outs.

Mayor and City Council Position Detail

Position Title	Authorized F/T Positions	FY21 New Needs	Total
Mayor	1		1
City Council - Ward 1	1		1
City Council - Ward 2	1		1
City Council - Ward 3	1		1
City Council - Ward 4	1		1
City Council - Ward 5	1		1
TOTAL	6	0	6

Management Services Department - FY21 Budgeted Positions

FY21 Budgeted Salaries and Benefits

	General Fund	Sewer Enterprise Fund	Total
Salaries & Wages	1,876,581	342,326	2,218,907
Part-time Temporary Wages *	0	0	0
Overtime/Premium Pays**	12,258	19,200	31,458
Benefits	2,099,384	197,927	2,297,311
Total Salaries & Benefits	3,988,223	559,453	4,547,676
Authorized F/T Positions	16	5	21
FY21 New Needs	0	0	0
Total FTE's in FY21 Budget	16	5	21

* **Part-time Temporary Wages** include wages for temporary employees on Sparks' payroll and do not include amounts to be paid to temp agencies. Temporary positions are NOT included in the position counts.

** **Overtime/Premium Pays** include Overtime, Callback, Worked Holiday, Standby, Night Differential and Comp Bank cash outs.

Management Services Position Detail

Position Title	Authorized F/T Positions	FY21 New Needs	Total
Assistant City Clerk	1		1
Assistant City Manager	1		1
Business License Specialist	1		1
City Clerk	1		1
City Manager	1		1
Community Relations Manager	1		1
Customer Service Specialist I/II	5		5
Customer Service Supervisor	1		1
Executive Administrative Assistant	1		1
Human Resources Analyst	1		1
Human Resources Analyst Senior	2		2
Human Resources Director	1		1
Human Resources/Risk Tech II	2		2
Records Technician	2		2
TOTAL	21	0	21

City Attorney - FY21 Budgeted Positions

FY21 Budgeted Salaries and Benefits

	General Fund
Salaries & Wages	1,229,341
Part-time Temporary Wages *	0
Overtime/Premium Pays**	0
Benefits	616,029
Total Salaries & Benefits	1,845,370
Authorized F/T Positions	10
FY21 New Needs	0
Total FTE's in FY21 Budget	10

* ***Part-time Temporary Wages*** include wages for temporary employees on Sparks' payroll and do not include amounts to be paid to temp agencies. Temporary positions are NOT included in the position counts.

** ***Overtime/Premium Pays*** include Overtime, Callback, Worked Holiday, Standby, Night Differential and Comp Bank cash outs.

City Attorney Position Detail

Position Title	Authorized F/T Positions	FY21 New Needs	Total
Assistant City Attorney	2		2
Assistant City Attorney Senior	2		2
Chief Assistant City Attorney	1		1
City Attorney	1		1
Legal Secretary I/II	1		1
Legal Secretary Senior	2		2
Victim Advocate	1		1
TOTAL	10	0	10

Municipal Court - FY21 Budgeted Positions

FY21 Budgeted Salaries and Benefits

	General Fund	Muni Court Admin Assessment	Total
Salaries & Wages	1,421,205	0	1,421,205
Part-time Temporary Wages *	0	0	0
Overtime/Premium Pays**	0	15,000	15,000
Benefits	825,417	0	825,417
Total Salaries & Benefits	2,246,622	15,000	2,261,622
Authorized F/T Positions	16	0	16
FY21 New Needs	0	0	0
Total FTE's in FY21 Budget	16	0	16

* **Part-time Temporary Wages** include wages for temporary employees on Sparks' payroll and do not include amounts to be paid to temp agencies. Temporary positions are NOT included in the position counts.

** **Overtime/Premium Pays** include Overtime, Callback, Worked Holiday, Standby, Night Differential and Comp Bank cash outs.

Municipal Court Position Detail

Position Title	Authorized F/T Positions	FY21 New Needs	Total
Assistant Court Administrator	1		1
Court Administrator	1		1
Court Clerk	3		3
Court Compliance Officer	1		1
Judges Assistant	2		2
Marshal	6		6
Municipal Court Judge	2		2
TOTAL	16	0	16

Financial Services Department - FY21 Budgeted Positions

FY21 Budgeted Salaries and Benefits

	General Fund
Salaries & Wages	2,332,611
Part-time Temporary Wages *	19,500
Overtime/Premium Pays**	23,618
Benefits	1,185,311
Total Salaries & Benefits	3,561,040
Authorized F/T Positions	25
FY21 New Needs	0
Total FTE's in FY21 Budget	25

* **Part-time Temporary Wages** include wages for temporary employees on Sparks' payroll and do not include amounts to be paid to temp agencies. Temporary positions are NOT included in the position counts.

** **Overtime/Premium Pays** include Overtime, Callback, Worked Holiday, Standby, Night Differential and Comp Bank cash outs.

Financial Services Position Detail

Position Title	Authorized F/T Positions	FY21 New Needs	Total
Accountant I/II	4		4
Accountant Senior	1		1
Accounting Manager	2		2
Accounting Specialist I/II	4		4
Budget Manager	1		1
Chief Financial Officer	1		1
Contracts and Risk Manager	1		1
IT Security Specialist	1		1
IT Manager	1		1
IT Support Specialist I/II	2		2
Network & Infrastructure Admin	1		1
Payroll Administrator	1		1
Systems Analyst II	2		2
Systems Analyst Senior	1		1
Systems Development Administrator	1		1
Systems Specialist	1		1
TOTAL	25	0	25

Police Department - FY21 Budgeted Positions

FY21 Budgeted Salaries and Benefits

	General Fund	Other Funds (Grant Fund***)	Total
Salaries & Wages	15,129,154	0	15,129,154
Part-time Temporary Wages *	0	0	0
Overtime/Premium Pays**	3,554,927	0	3,554,927
Benefits	11,241,044	0	11,241,044
Total Salaries & Benefits	29,925,125	0	29,925,125
Authorized F/T Positions	174	1	175
FY21 New Needs	9	0	9
Total FTE's in FY21 Budget	183	1	184

* **Part-time Temporary Wages** include wages for temporary employees on Sparks' payroll and do not include amounts to be paid to temp agencies. Temporary positions are NOT included in the position counts.

** **Overtime/Premium Pays** include Overtime, Callback, Worked Holiday, Standby, Night Differential and Comp Bank cash outs.

*** **Grant Fund Budget** - The budget for the one employee in the Grant Fund will be established 07/01/2020 once the grant award is released.

Police Department Position Detail

Position Title	Authorized F/T Positions	FY21 New Needs	Total
Administrative Assistant	1		1
Crime Analyst/Statistician	1		1
Deputy Police Chief	2		2
Emergency Communications Dispatcher	14	2	16
Emergency Communications Supervisor	5		5
GT Specialist I - GIS	1		1
IT Administrator	1		1
IT Support Specialist	1		1
IT Support Specialist Sr.	1		1
Police Assistant I/II	7		7
Police Chief	1		1
Police Lieutenant	6		6

Police Department Position Detail

Position Title	Authorized F/T Positions	FY21 New Needs	Total
Police Office Asst I/II	11	1	12
Police Officer (includes Detectives & Recruits)	96	4	100
Police Operations Specialist	2		2
Police Records Supervisor	3		3
Police Sergeant	14	2	16
Police Services Manager	2		2
Property Evidence Supervisor	1		1
Property Evidence Technician	2		2
Sergeant Detective			0
Terminal Agency Coord	1		1
Victim Advocate	2		2
TOTAL	175	9	184

Fire Department - FY21 Budgeted Positions

FY21 Budgeted Salaries and Benefits

	Development Services Enterprise		Total
	General Fund	Fund	
Salaries & Wages	9,137,149	170,074	9,307,223
Part-time Temporary Wages *	0	0	0
Overtime/Premium Pays**	1,652,786	11,744	1,664,530
Benefits	6,868,548	118,616	6,987,164
Total Salaries & Benefits	17,658,483	300,434	17,958,917
Authorized F/T Positions	93	2	95
FY21 New Needs	0		0
Total FTE's in FY21 Budget	93	2	95

* **Part-time Temporary Wages** include wages for temporary employees on Sparks' payroll and do not include amounts to be paid to temp agencies. Temporary positions are NOT included in the position counts.

** **Overtime/Premium Pays** include Overtime, Callback, Worked Holiday, Standby, Night Differential and Comp Bank cash outs.

Fire Department Position Detail

Position Title	Authorized F/T Positions	FY21 New Needs	Total
Administrative Analyst Senior	1		1
Administrative Assistant	1		1
Administrative Secretary	1		1
Assistant Fire Marshal	1		1
Fire Apparatus Operator	21		21
Fire Battalion Chief	5		5
Fire Captain	23		23
Fire Chief	1		1
Fire Marshal	1		1
Fire Plans Examiner	1		1
Fire Prev Inspector	5		5
Firefighter	7		7
Firefighter/Paramedic	26		26
IT Support Specialist Sr	1		1
TOTAL	95	0	95

Community Services Department - FY21 Budgeted Positions

FY21 Budgeted Salaries and Benefits

	General Fund	Sewer Enterprise Fund	Dev Services Enterprise Fund	Road Fund	Parks & Rec Project Fund	Motor Vehicle Fund	TMWRF	Other Funds	Total
Salaries & Wages	1,928,794	3,398,915	2,218,150	1,181,050	235,933	685,850	4,622,399	149,345	14,420,436
Part-time Temporary Wages *	0	0	0	0	0	0	0	0	0
Overtime/Premium Pays**	33,571	150,852	85,040	46,037	28,073	19,970	579,005	50	942,598
Benefits	1,237,539	2,100,076	1,199,693	733,554	142,625	382,892	2,685,665	71,867	8,553,911
Total Salaries & Benefits	3,199,904	5,649,843	3,502,883	1,960,641	406,631	1,088,712	7,887,069	221,262	23,916,945
Authorized F/T Positions	26	43	25	15	3	9	60	2	183
FY21 New Needs		2							2
Total FTE's in FY21 Budget	26	45	25	15	3	9	60	2	185

* **Part-time Temporary Wages** include wages for temporary employees on Sparks' payroll and do not include amounts to be paid to temp agencies. Temporary positions are NOT included in the position counts.

** **Overtime/Premium Pays** include Overtime, Callback, Worked Holiday, Standby, Night Differential and Comp Bank cash outs.

Community Services Position Detail

Position Title	Authorized F/T Positions	FY21 New Needs	Total
Administrative Assistant	1		1
Administrative Secretary	3		3
Asset Manager	1		1
Assistant City Manager	1		1
Assistant Community Services Director-Development	1		1
Assistant Public Works Manager	1		1
Building Inspector I/II	4		4
Building Inspector Senior	2		2
Building Official	1		1
Capital Projects Coordinator	2		2
Capital Projects Manager	1		1
Chemist I/II	5		5
City Engineer	1		1
Civil Engineer	1		1
Civil Engineer Senior	4		4
Code Enforcement Officer	2		2
Code Enforcement Supervisor	1		1
Community Appearance Maintenance Worker Lead	1		1
Control System Programmer	3		3
Crew Supervisor	14		14
Deputy Building Official	1		1
Development Services Manager	1		1
Environmental Control Officer	3		3
Environmental Control Supervisor	1		1
Equipment Mechanic I/II	5		5
Equipment Mechanic Lead	1		1
Equipment Parts Technician	1		1
Facilities Maintenance Worker III	1		1

Community Services Position Detail

Position Title	Authorized F/T Positions	FY21 New Needs	Total
Facilities Maintenance Worker Lead	1		1
Heavy Equipment Operator	2		2
Housing Specialist	1		1
Infrastructure Coordinator	1		1
Laboratory Manager	1		1
Laboratory Quality Assurance Officer	1		1
Laborer	3		3
Office Assistant	1	1	2
Parks Development Coordinator	1		1
Parks Maintenance Worker I/II	9		9
Parks Maintenance Worker Lead	2		2
Permit Supervisor	1		1
Permit Technician I/II	2		2
Permit Technician Senior	1		1
Planner I/II	2		2
Planner Senior	1		1
Planning Manager	1		1
Plans Examiner	1		1
Plans Examiner Senior	1		1
Public Works Inspector	4		4
Public Works Manager	1		1
Safety Coordinator	2		2
Streets Maintenance Worker I/II	3		3
Streets Maintenance Worker Lead	1		1
Systems Analyst Senior-GIS	2		2
Traffic Maintenance Worker	3		3
Traffic Signal Technician II	2		2
Traffic Signal Technician Lead	1		1
Transportation Manager	1		1
Transportation Services Coordinator	1		1
Treatment Plant Electrical & Instrumentation Tech	5		5
Treatment Plant Maintenance Manager	1		1
Treatment Plant Manager	1		1
Treatment Plant Mechanic I/II	9		9
Treatment Plant Operations Manager	1		1
Treatment Plant Process Engineer	1		1
Utilities Maintenance Worker I/II	19	1	20
Utilities Maintenance Worker Lead	4		4
Utility Locator	1		1
Utility Manager	1		1
Warehouse Technician	1		1
Wastewater Plant Operator I/II	19		19
Wastewater Plant Operator III	2		2
TOTAL	183	2	185

Parks & Recreation Department - FY21 Budgeted Positions

FY21 Budgeted Salaries and Benefits

	Parks & Rec Fund
Salaries & Wages	969,961
Part-time Temporary Wages *	1,694,690
Overtime/Premium Pays**	657,935
Benefits	725,146
Total Salaries & Benefits	4,047,732
Authorized F/T Positions	11.0
FY21 New Needs	0.0
Total FTE's in FY21 Budget	11.0

* **Part-time Temporary Wages** include wages for temporary employees on Sparks' payroll and do not include amounts to be paid to temp agencies. Temporary positions are NOT included in the position counts.

** **Overtime/Premium Pays** include Overtime, Callback, Worked Holiday, Standby, Night Differential and Comp Bank cash outs.

Parks & Recreation Position Detail

Position Title	Authorized F/T Positions	FY21 New Needs	Total
Administrative Secretary	1		1
Aquatics Specialist	1		1
Office Assistant	1		1
Parks and Recreation Administration Manager	1		1
Parks & Recreation Director	1		1
Recreation Manager	2		2
Recreation Specialist I/II	3		3
Special Events Supervisor	1		1
TOTAL	11	0	11

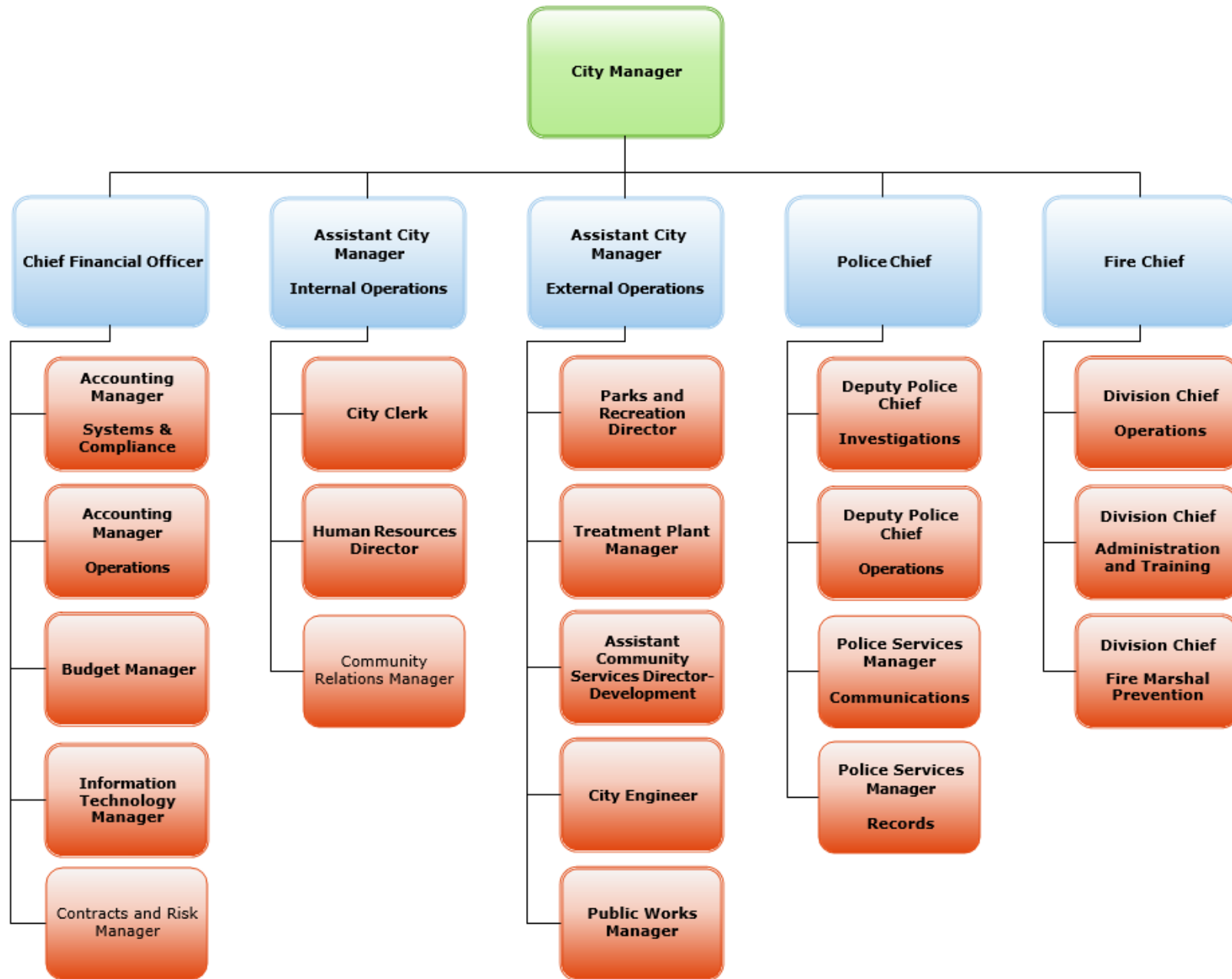
Department Review



City of Sparks Organizational Chart



City of Sparks Organizational Chart (continued)



City Council

The Sparks City Council is made up of five people elected to make policy decisions for the City of Sparks. Each member represents one of the City's five wards – together, they chart the course for the City by identifying community needs, setting priorities, approving the budget, and representing the City on regional boards and commissions. Members of the City Council also act as the directors of the City's Redevelopment Agency.

Mayor

The Mayor presides over meetings of the City Council as a member of the executive branch who does not vote. Instead, as the only representative of the citizens of Sparks who is elected by the entirety of the City's voters, the Mayor has veto authority over decisions made by the City Council. The Mayor is the recognized head of the city government for ceremonial purposes and performs any emergency duties necessary to protect the general health, welfare and safety of the City. The Mayor also serves as a voting director of the City's Redevelopment Agency.

Management Services

Management Services is led by the City Manager – the appointed chief executive of the City’s professional staff. The City Manager oversees all day-to-day operations of the City and all City departments, prepares, monitors and implements the City Council-approved budget, and is the primary technical advisor to the City Council on governmental operations. The City Manager’s Office serves the citizens, businesses, and visitors of Sparks by assuring excellence in:

City Council Services: Facilitates development of City Council-preferred policies and oversees implementation and enforcement; curates public meeting agendas and information on behalf of City Council.

City Management: Evaluates department organization and operational efficiencies, service effectiveness to measure performance and ensure fiscal responsibility.

Organizational Efficiency and Reporting: Directs strategic planning, performance measurement data collection and reporting; citizen and employee surveys; federal and state grant application, acquisition, administration, and reporting.

Redevelopment Management: Oversees and directs all redevelopment activities on behalf of the City’s Redevelopment Agency.

Special Projects: Designs and manages projects identified by the City Council or the City Manager to develop information used to drive City policies and affect measurable outcomes related to the business of the City.

Legislative Relations: Represents the City before federal, state, regional and inter-local agencies, and coordinates legislative analysis and relations on behalf of the Mayor, City Council, and City departments.

Internal Services: Services lead by the Assistant City Manager supporting internal departments and employees by providing essential services needed to maintain effective and integrated service levels.

Human Resources: Administers recruitment, employee services, promotional support, labor relations, benefits and worker’s compensation programs, oversees personnel investigations, grievance resolution and employee discipline; job classification and compensation analysis; conducts external and internal supervisory and skill set training; assists with payroll processing; ensures compliance with all relevant regulatory requirements; and coordinates volunteers.

Labor Relations: Negotiates employee bargaining agreements and resolutions; assures contracts are fairly and faithfully administered in accordance with state and federal law.

City Clerk: Attends all regular, special, and emergency meetings of the City Council and the Redevelopment Agency; publishes public notifications and agendas; drafts minutes of meetings of City Council and

Management Services (continued)

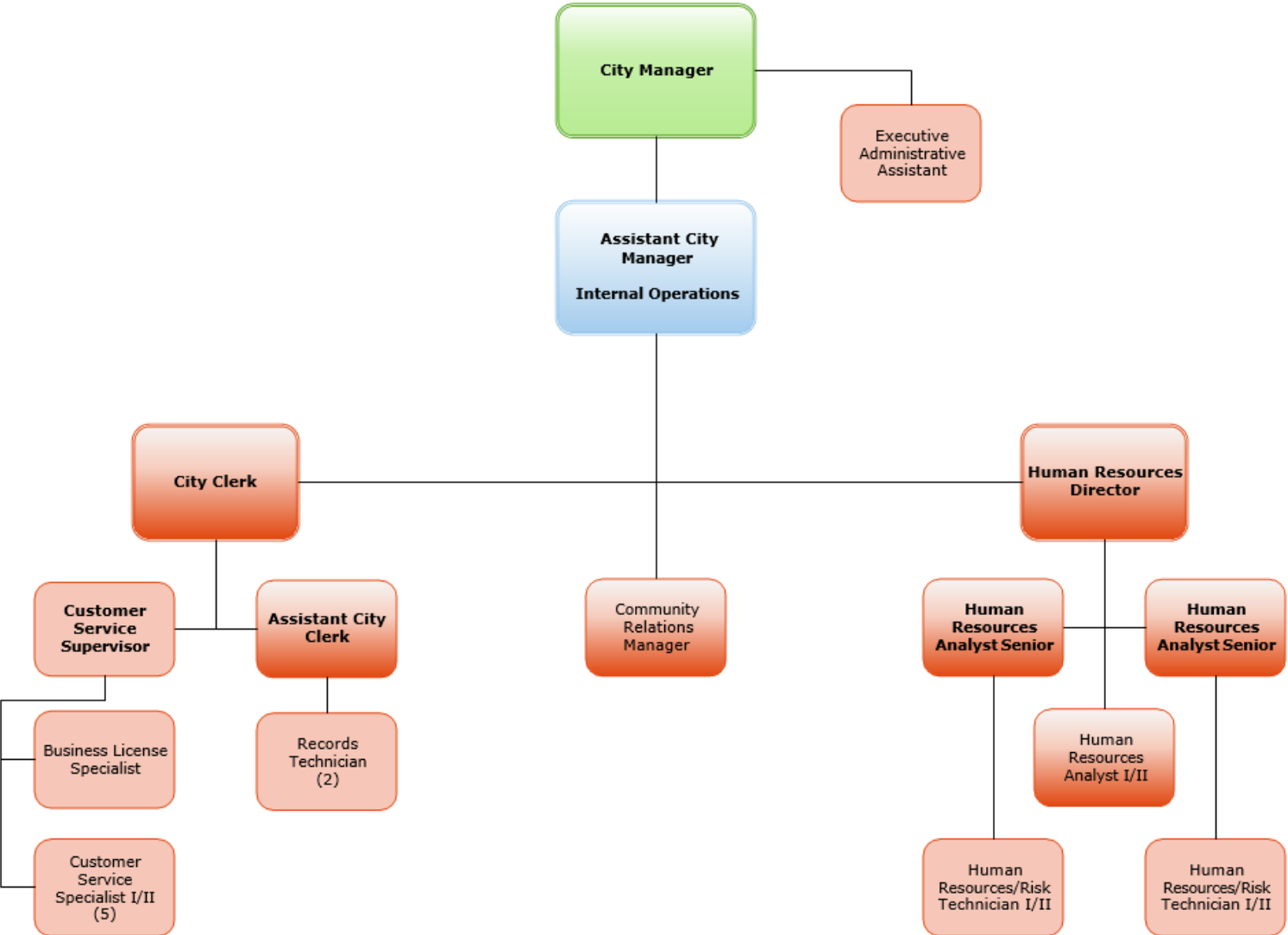
Redevelopment Agency, which, once approved, are the official record of the meetings; tracks and processes all actions of the City Council and Redevelopment Agency; maintains all city records via an electronic document management system; processes applications for participation on City boards and commissions; coordinates and conducts the City's elections.

Customer Service: Assures high-quality customer service related to business licensing, sewer service billing and collection, central-city reception services, and passport applications.

Community Relations: Development and production of public information materials including Sparks Centennial TV programming, Press Releases, Social Media, and Newsletters.

Management Services

Departmental Organizational Chart



City Attorney

The City Attorney is an elected official charged with the responsibility of representing the City of Sparks in a wide spectrum of legal matters, from the prosecution of misdemeanor crimes and defense of civil claims made against the City to providing legal advice to every City department. The City Attorney's Office is organized by three primary functions: Civil, Criminal, and Victim Advocate Divisions.

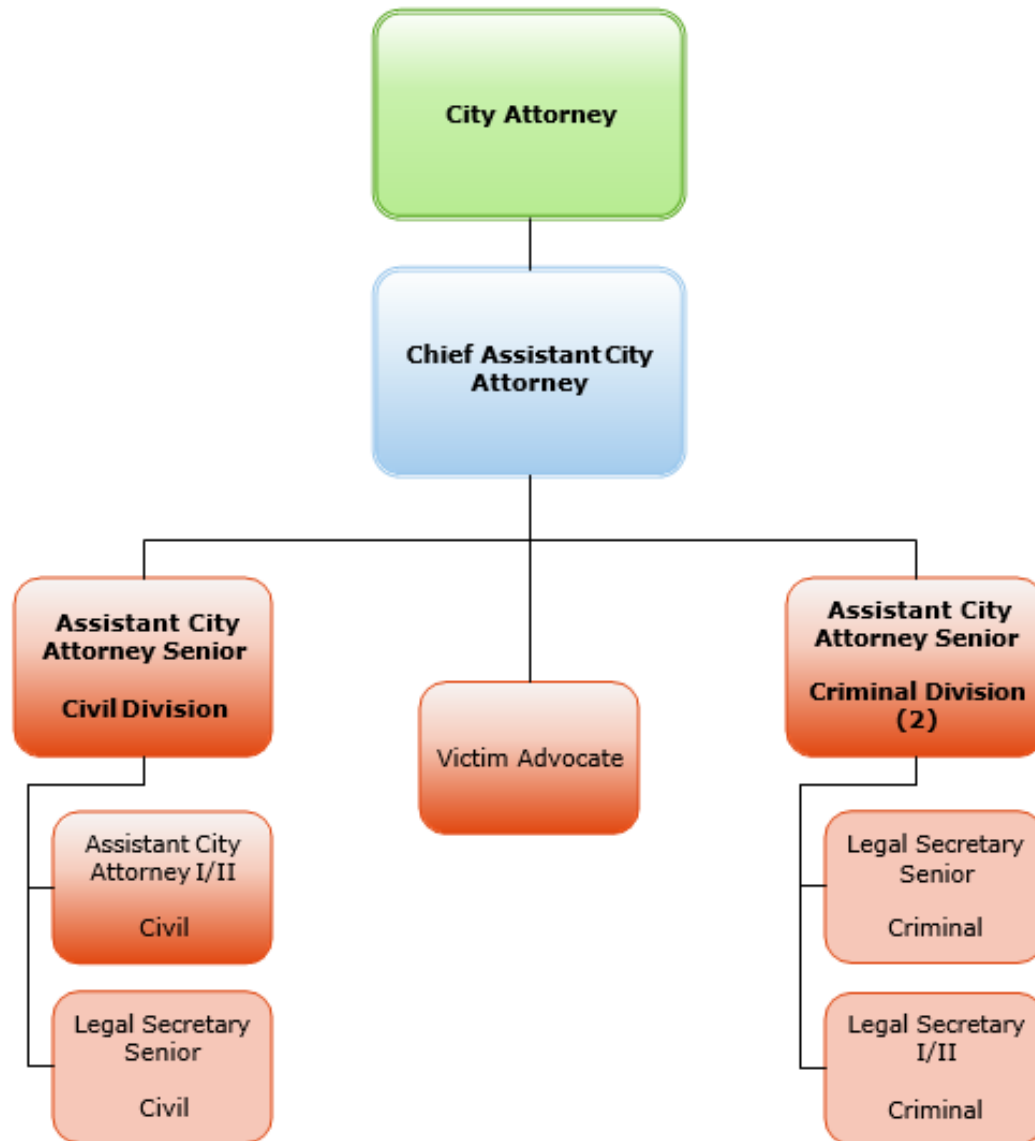
Civil Division: Represents the City in civil litigation in Nevada's state and federal courts and in proceedings before administrative and regulatory agencies; reviews claims against the City and evaluates risks connected to the conduct of City business; drafts and reviews contracts, agreements, transactional documents and legislation; advises the City Council and every City department concerning legal questions related to the City's operation; attends all meetings of the City Council, Sparks Planning Commission, Sparks Civil Service Commission, Charter Committee, and Sparks Parks and Recreation Committee.

Criminal Division: Prosecutes misdemeanors in Sparks Municipal Court; represents the City in appeals to the District Court from the Sparks Municipal Court; advises law enforcement officials on criminal matters; aids in regional public safety and cooperative efforts of law enforcement agencies; assists the Sparks Police Department in preparing and applying for certain warrants; provides education to community through volunteerism at mock trial competitions and presentations at local schools.

Victim Advocate: Advises and assists victims of crime in obtaining social services or other support; coordinates victims' attendance in court and participation in any relevant proceedings as witnesses; provides education to community regarding domestic violence.

City Attorney

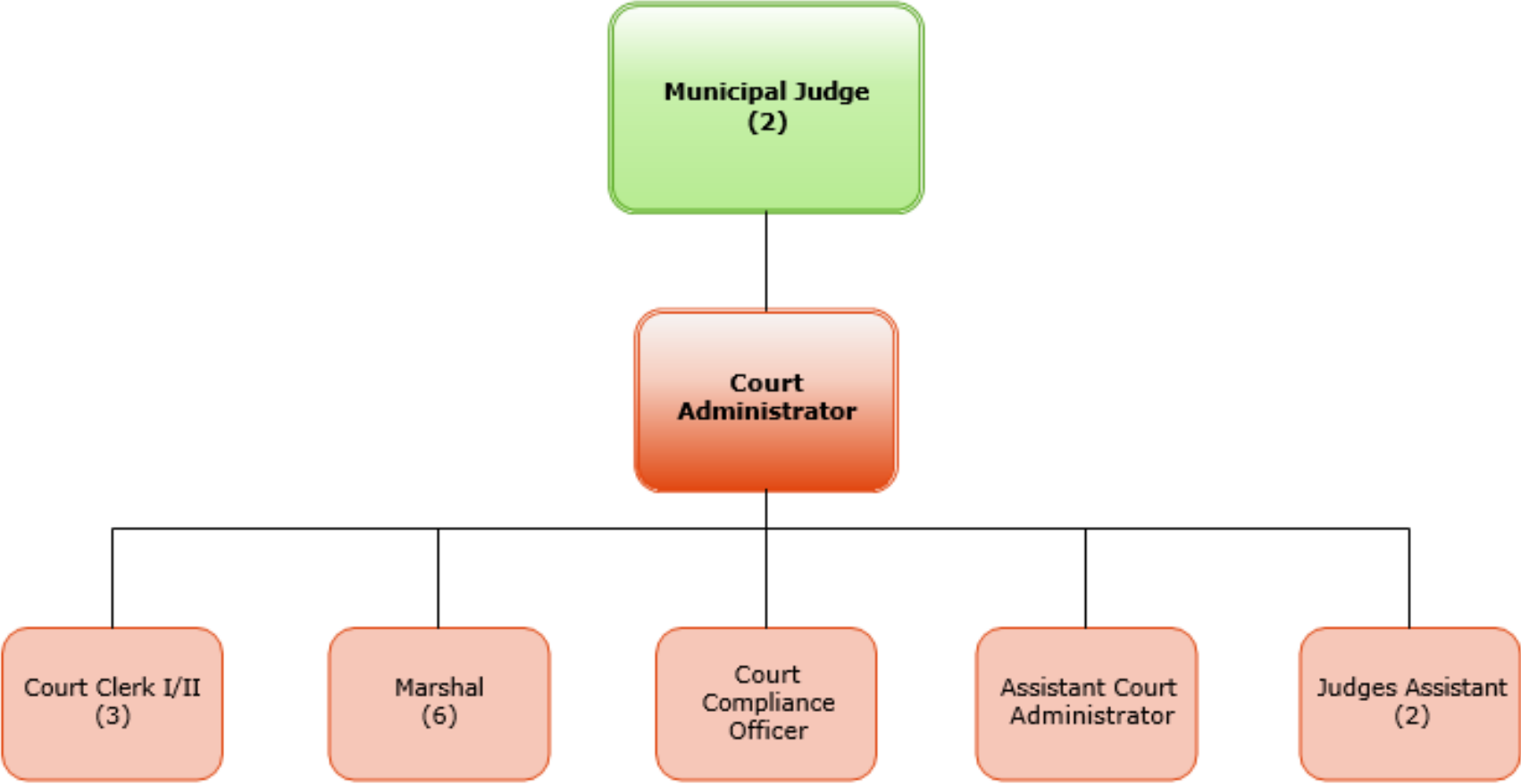
Departmental Organizational Chart



Municipal Court

The Sparks Municipal Court adjudicates misdemeanor criminal cases initiated by the Sparks Police Department and the Sparks City Attorney's Office; oversees an alternative sentencing program where fines and jail time imposed by the Court may be served as Community Service with the Sparks Community Services program; serves the community by monitoring high risk offenders through a Post-Conviction Drug Court program; and operates a highly regarded victim impact panel to which defendants throughout Nevada and neighboring states are referred.

Municipal Court
Departmental Organizational Chart



Financial Services

The Financial Services Department provides stewardship of all city assets and technology resources, by coordinating financial, accounting, budgetary, information technology, purchasing, and risk management services with all departments and stakeholders. The Key Services provided to the City and Redevelopment Agency by the Financial Services Department are categorized under the City's "Administration" Core Service classification:

Administration: Provides leadership and administrative services for the Financial Services Department and coordinates the financial and information technology needs of City departments and stakeholders.

Accounting Systems and Compliance: Processes, measures, and reports on the City's financial transactions while maintaining quality internal controls over the City's financial assets and systems; ensures the City's grants are fiscally compliant; provides fixed asset management; oversees general ledger maintenance; ensures compliance with financial reporting in accordance to Generally Accepted Accounting Principles; and coordinates the annual external audit resulting in the preparation of the Comprehensive Annual Financial Report.

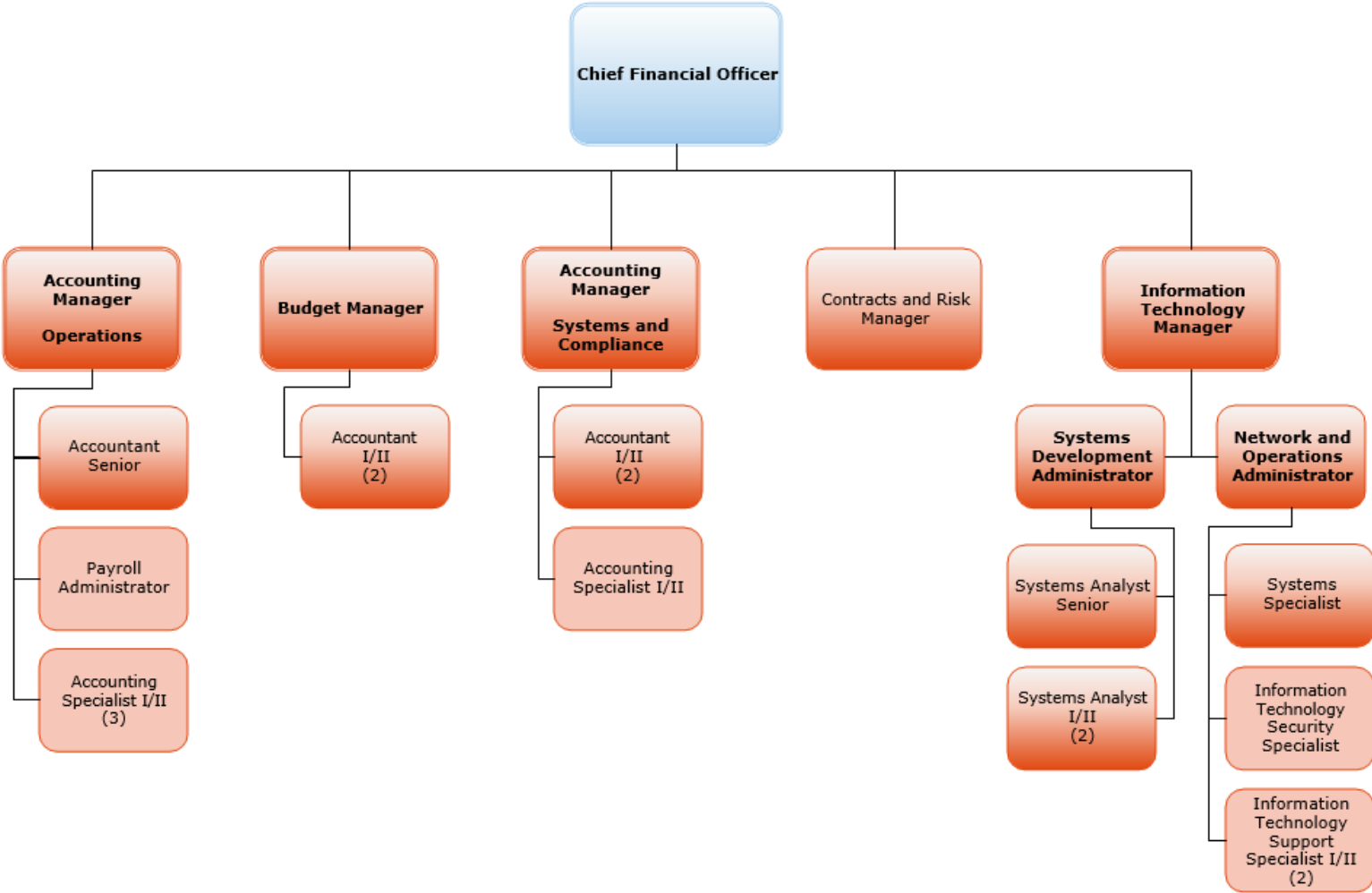
Accounting Operations: Processes payroll, accounts receivable and payable; provides debt and investment management; manages the daily cashflow needs of the City; provides employee contract support; and processes the City's procurement card transactions.

Budget: Provides credible budget and fiscal planning analysis to all stakeholders with a focus on communication, accuracy and transparency; supports other City departments by coordinating to establish a working budgetary plan for operating the City and Redevelopment Agency; prepares the City Manager's final budget recommendations book and files the tentative and final budget documents as required by Nevada law; works with all departments to develop cost estimates of organizational changes and proposed new services; and monitors budgets throughout the year to avoid budget violations.

Contracts & Risk Management: Provides centralized purchasing and contract administration; oversees all franchise agreements; provides risk analysis, assessment, and claims resolution; coordinates the city safety planning and programming; and ensures proper City asset liability coverage.

Information Technology Operations: Manages and supports City technology infrastructure (including servers, workstations, printers, email, web sites, and power systems); provides project management support to coordinate City-wide software development, support, and implementation; coordinates internal and external data communications network; ensures network security (including redundancy and fault tolerance); and supports the technology needs of all City departments.

Financial Services
Departmental Organizational Chart



Police Department



The Sparks Police Department protects the community's quality of life by assuring personal safety and protection of property by preventing crime through the Office of the Chief and three divisions of the Department: Administration, Operations, and Investigations.

Office of the Chief: The Chief of Police, a Project Development Sergeant and an Administrative Assistant are responsible for: Directing the overall operations of the police department; maintaining professional employee conduct by performing quality internal affairs investigations; developing and managing strategic initiatives and performance measures related to community policing and best practices; providing an effective response to all emergency, disaster, and terrorism events; managing the overall operation and function of the police facility; coordinating Department teams responsible for developing innovated ideas to enhance internal and external customer service; taking a leadership role in building a strong community partnership; and researching and developing department General Orders that ensure service delivery that meets the highest ethical and legal standards.

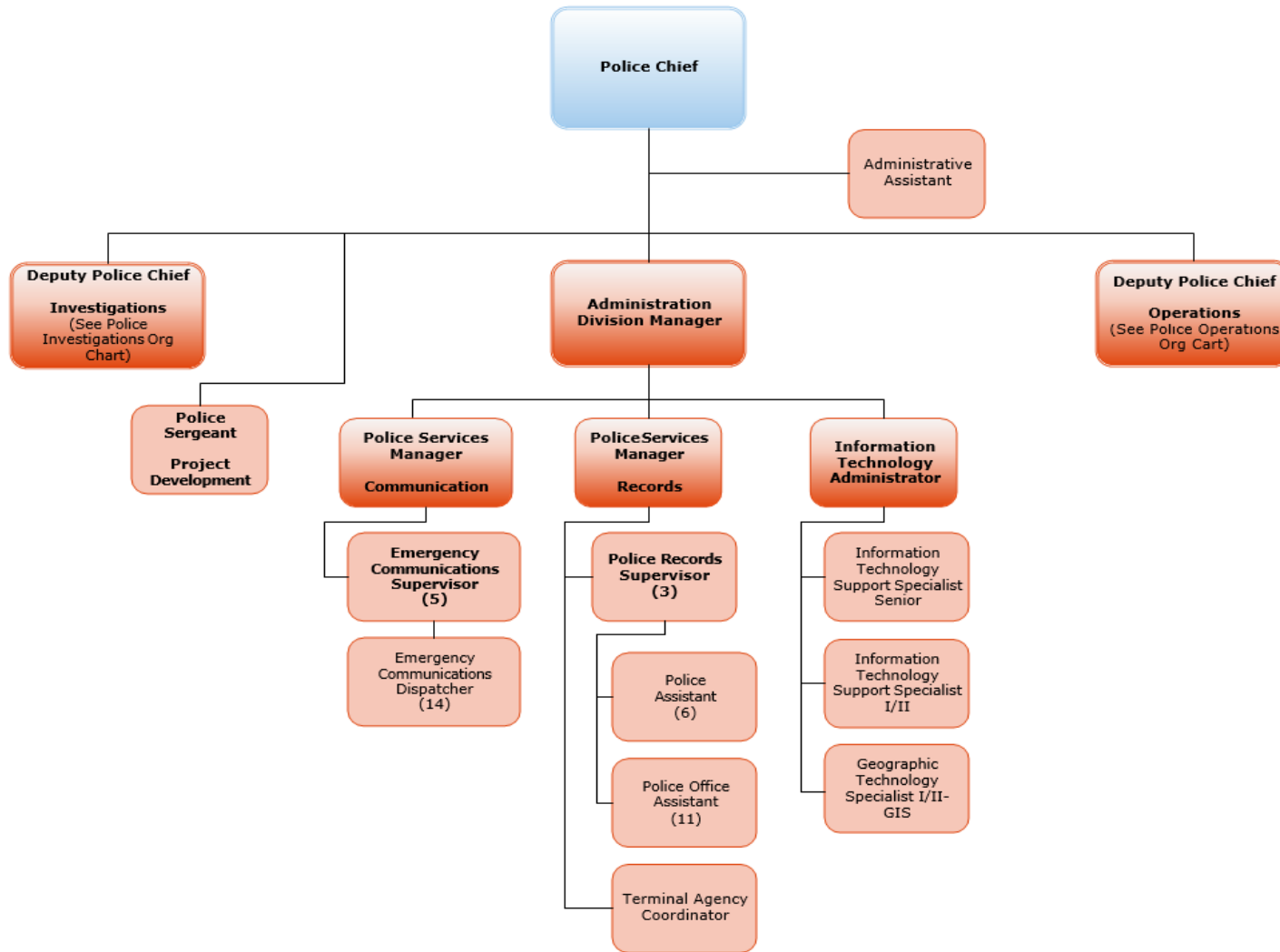
Administration Division: The Administration Division is comprised of the Communications Section, the Records Section, the Terminal Agency Coordinator and Information Technology, which receive and dispatch emergency and non-emergency police, fire and medical calls for service; maintain all official department records with an organized filing, microfilming and imaging systems; correlate and perform data entry of all police reports, citations and investigations; provides official record copies to courts, prosecutors, law enforcement agencies and citizens; provide technical support for the department's computer systems, process Department statistics, compile and audit Uniform Crime Reports; perform data entry of all arrest warrants into the Sparks Police Records Management System, National Crime Information Center (NCIC), and Nevada Criminal Justice Information Services (NCJIS); serve as Terminal Agency Coordinator to validate all department warrants, missing/unidentified person records and stolen articles listed in NCIC and NCJIS; and process a variety of work permits and business license applications including but not limited to alcoholic beverage and gaming; provide police assistant function to facilitate citizen reports and referrals.

Police Department (continued)

Operations Division: The Operations Division consists of the Patrol Section, Traffic Section and the Support Services Section. This division delivers uniformed police response to emergency and non-emergency calls for service; performs service delivery through a Community Policing Philosophy and pro-active problem solving strategies including the ComStat model; provides specialized support activities to the department and community through special units such as SWAT, Regional Gang Unit, Consolidated Bomb Squad, K-9 Unit and Mounted Unit; assures safe streets and highways through enforcement of traffic laws and investigation of traffic accidents; coordinates risk assessment of all special events in the City; designs mandatory and specialized annual police officer in-service training courses that meet the Nevada Commission on Peace Officers Standards and Training requirements; conducts community outreach efforts through a Media Liaison and social media including neighborhood watch, school programs, and a Citizen's Academy.

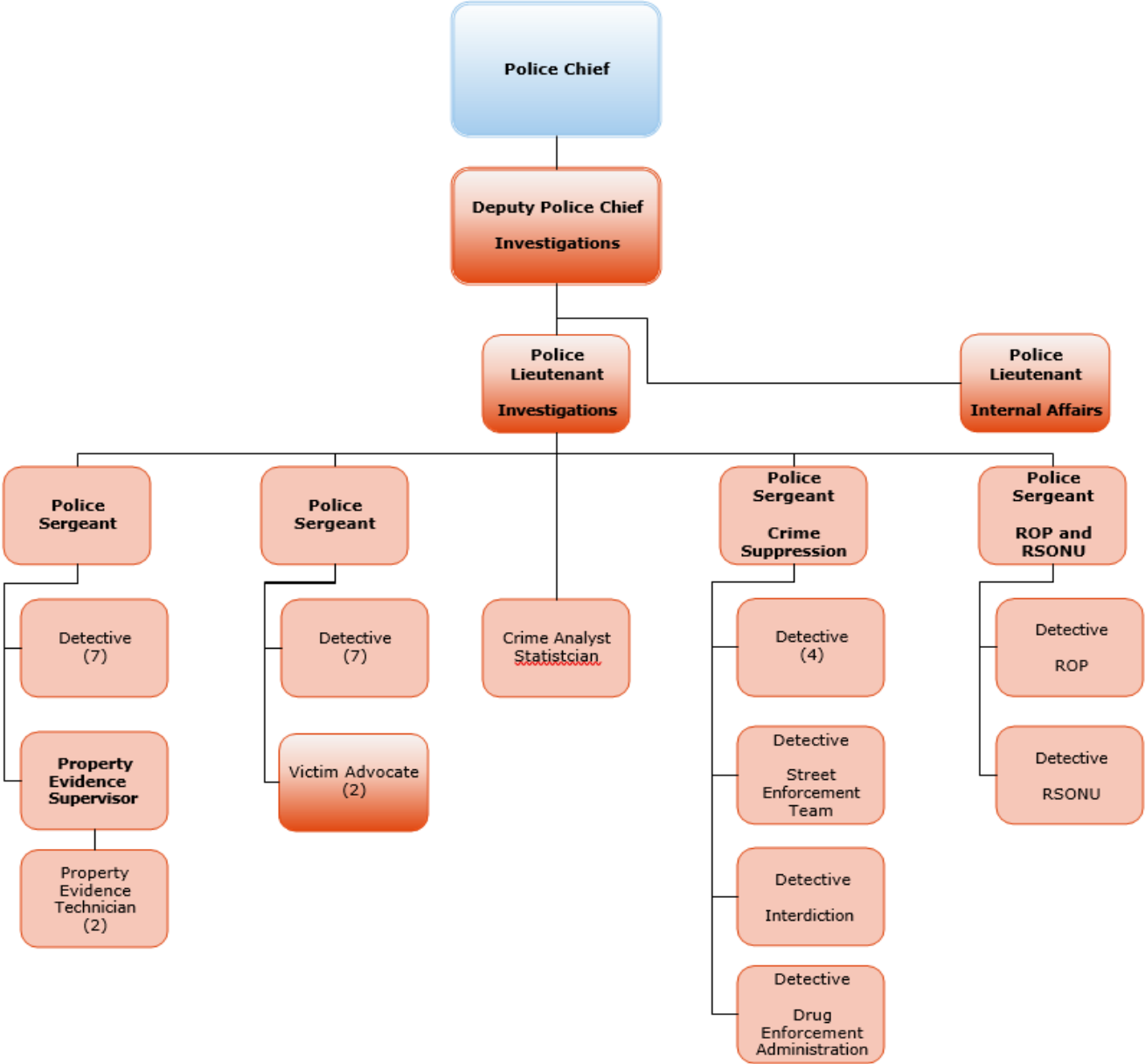
Investigations Division: The Investigations Division includes a Deputy Chief, a Lieutenant responsible for Internal Affairs, a Detective Section also responsible for regional investigation units and the Property and Evidence Unit. This division conducts criminal investigations, prepares cases for prosecution and weekly crime analysis reports; conduct investigations for outside agencies; conducts internal investigations; supervises the Regional Crime Suppression Unit the Regional Repeat Offender Program, and the Regional Sex Offender Notification Unit; participates in the Drug Enforcement Administration Task Force, the Drug Interdiction Task Force, the Fugitive Investigative Strike Team the Regional Street Enforcement Team (SET) enforcing street level drug crimes, vice, and juvenile alcohol crimes; and oversees facility maintenance for the Police Department.

Police Department (Administration) Departmental Organizational Chart

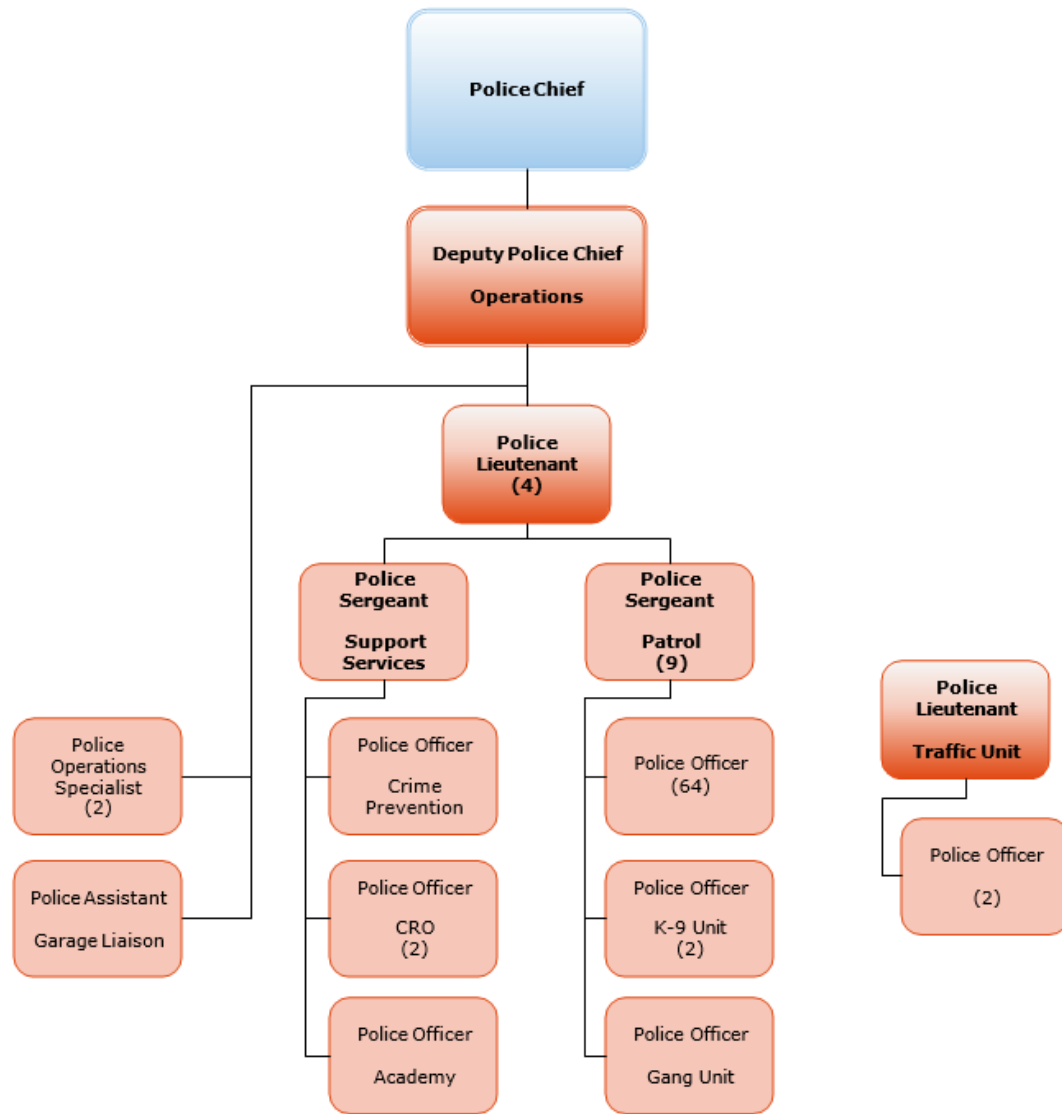


FY21 Note: New Needs approved 1 Police Assistant and 2 Emergency Communication Dispatcher positions not reflected in Org. Chart above.

Police Department (Investigations)
Departmental Organizational Chart



Police Department (Operations) Departmental Organizational Chart



FY21 Note: New Needs approved 2 Patrol Sergeant and 4 Police Officer positions not reflected in Org. Chart above.

Fire Department



Through continuous improvement, professional development, and dedication to the community the Sparks Fire Department provides an extremely high level of fire prevention, fire suppression, rescue, emergency medical care, and related services to the citizens, businesses, and visitors to the City of Sparks. Four divisions comprise the Department: Administration, Prevention, Operations, and Training.

Fire Administration: The Administration Division plans, administers, and coordinates the resources necessary to assure cost effective and efficient delivery of Fire Department services by: maintaining a professional workforce and a quality work environment; developing and managing strategic initiatives and performance measures; developing and implementing budget management procedures; establishing, coordinating, and assigning employees to internal and external work-related committees and teams; developing and updating department operating procedures; anticipating and analyzing risks in the City and developing service delivery models to address these risks; procuring operating supplies, equipment, and apparatus; maintaining the Department's facilities; maintaining the Department's records and record management system; and collecting and analyzing fire department data.

Fire Prevention Bureau: The Fire Prevention Bureau saves lives and protects property through fire safety education, inspections, investigations, and engineering efforts. To do this, the Bureau focuses on: conducting fire and life safety inspections of new and existing businesses; providing public fire safety education programs; investigating the causes and origins of fires; and reviewing plans for new development.

Fire Department (continued)

Fire Operations: The Operations Division provides timely and effective emergency services throughout the City in order to limit the loss of life and property. The Operations Division also provides automatic and mutual aid to other local, regional, federal agencies. In addition to emergency services, the Operations Division is involved in several non-emergency support functions which include:

Emergency Services

- Fire suppression.
- Emergency medical services (EMS); Advanced and Paramedic life support.
- Technical rescue responses (Water/Ice/Confined Space/High Angle/Trench).
- Hazardous materials responses.
- Emergency management support.

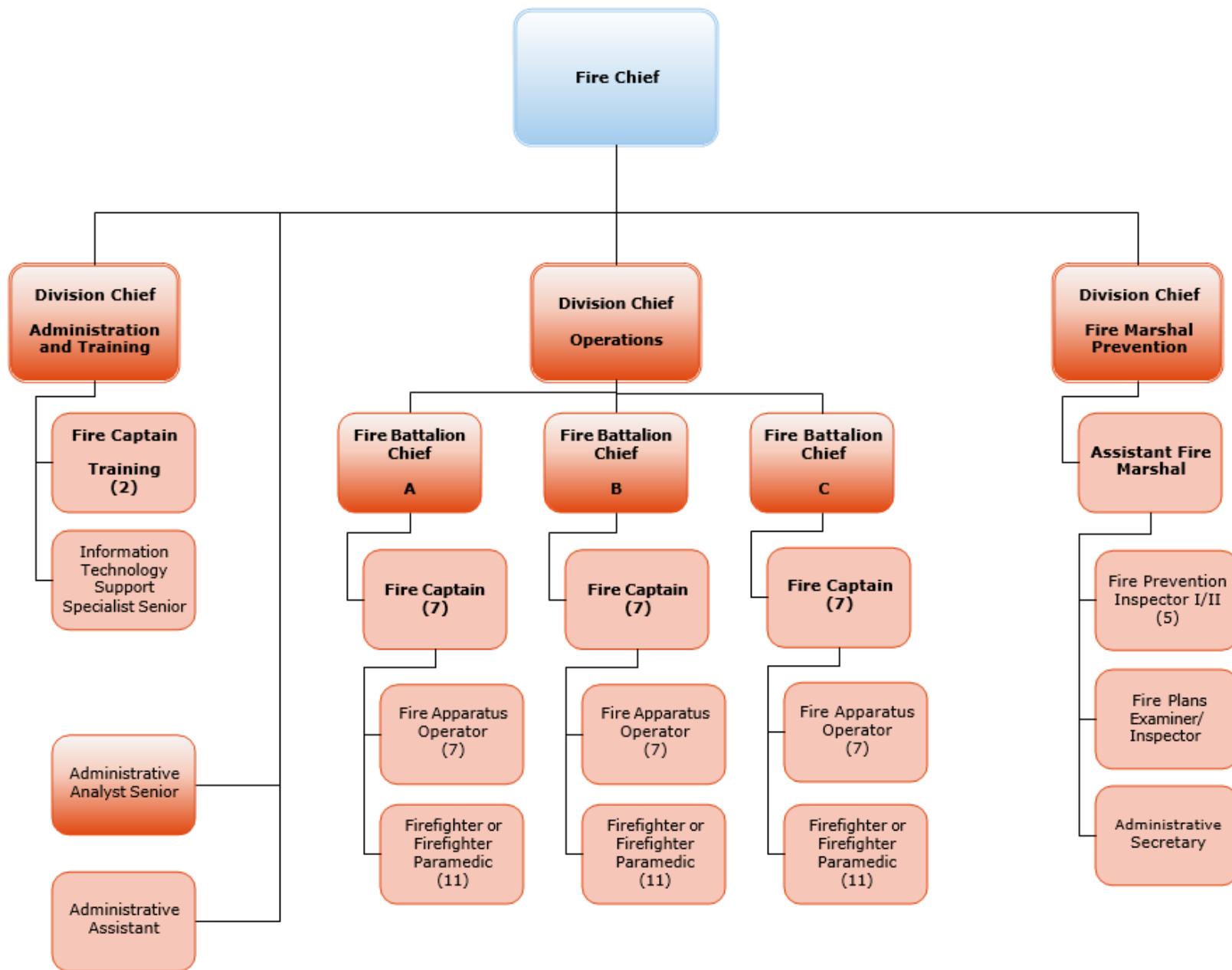
Non-Emergency Support Services

- Personnel management.
- Equipment testing and maintenance.
- Pre-incident planning.
- Project management.

Fire Training and Safety: The Training and Safety Division plans, coordinates, and delivers practical, state-of-the-art training to Department employees so they can operate safely and efficiently at emergency incidents. Major responsibilities of the Training and Safety Division include: scheduling, delivering, and documenting department training, including special teams; professional development – Task Books, Promotional Assessment Centers and Education Leave; ensuring compliance with applicable policies, procedures, standards and laws; ensuring the safety of personnel operating at emergency incidents; and EMS oversight/compliance, State and County EMS, Regional Protocols, report writing, training and certification.

Fire Department

Departmental Organizational Chart



Parks and Recreation

The Parks and Recreation Department manages the City's parks and fosters the recreation opportunities and special events that enhance the image, economic vitality and quality of life of our community. Key services include:

Administration: Provides direction and planning for Parks and Recreation through development and management of strategic initiatives, performance measures and budget controls; develops and implements policies and procedures, oversees - resource management and expenditures through established budget; provides high-level customer service; manages grants awarded to the Department; identifies and addresses leisure service needs and business office operations.

Parks Administration: Ensures a safe, aesthetic and functional park system by overseeing asset management; designs and implements modern maintenance and safety requirements; plans and coordinates improvements and renovations to the City's recreation facilities.

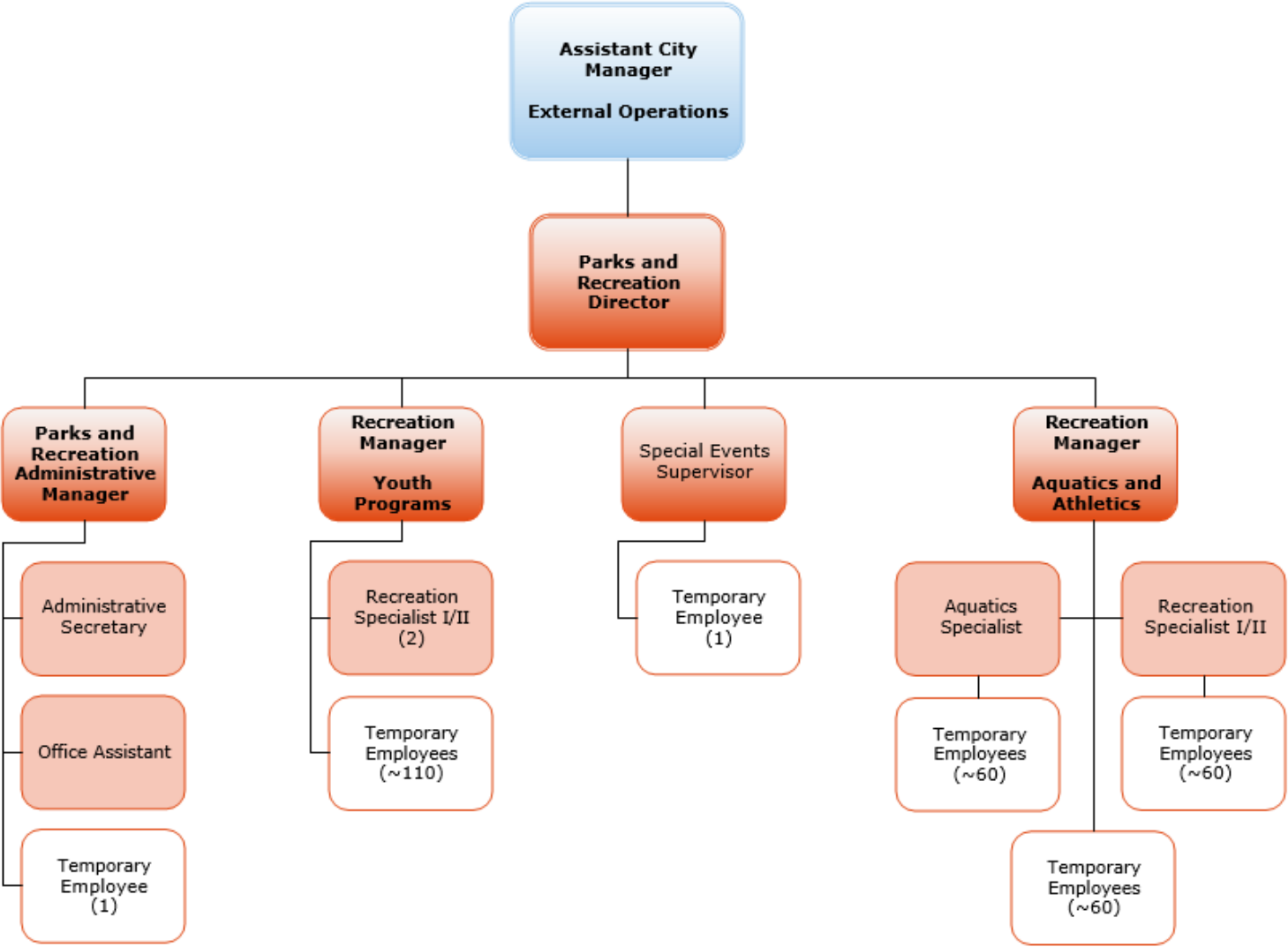
Facility Operations: Delivers community recreational facilities including Alf Sorensen Community Center, Larry D. Johnson Community Center, Recreation Center, Sports Complex at Golden Eagle Regional Park, Shadow Mountain Sports Complex, Sparks Marina Park, Deer Park Pool (seasonal), three reservable event venues and approximately 15 sports fields at eight school sites.

Recreation Programs/Services: Develops, administers and coordinates programs and services for all ages and abilities including youth and adult sports, out-of-school programs, community classes, swimming lessons and aquatic programs, arts programs, and programming for people with disabilities.

Special Events: Recruits, facilitates, produces, and manages family-oriented events at Victorian Square, Sparks Marina and sports complex venues for residents and visitors to the area.

Marketing: Broadens awareness of Parks and Recreation services, programs and events and the related benefits, to encourage and engage community participation.

Parks and Recreation
Departmental Organizational Chart



Community Services



The Community Services Department provides services associated with traditional Community Development, Public Works, Parks (Maintenance) and Waste Water Treatment departments and is comprised of the following divisions:

Administration: Develops and manages strategic initiatives and performance measures, the department's divisional budgets and fiscal internal controls; provides succession planning to ensure that staff are adequately prepared to fill vacancies as they occur and/or advance within the organization; supports Planning Commission, Sparks Building Code Board of Appeals, Capital Improvements Advisory Committee, Enterprise Fund Oversight Committee and the Sparks Tourism Facility and Revitalization Steering Committee; administers the City's Impact Fee Program; designs programs for infrastructure and capital investment including development of the City's Capital Improvement Program; coordinates infrastructure projects and regional programs with federal, state and local agencies; administers the City's redevelopment and economic development initiatives; supports the City's Emergency Management Team; and oversees the City's sustainability efforts.

Planning & Community Enhancement Division: Updates and maintains the City's Comprehensive Plan; coordinates City review of planning entitlements (e.g., annexations, Comprehensive Plan amendments, rezoning, planned developments, conditional use permits, site plan reviews, etc.); participates in regional planning efforts; represents the City on technical committees of the Washoe County HOME Consortium, RTC, and other agencies; administer the City's Community Development Block Grant and housing rehabilitation programs; and oversees code enforcement and community enhancement.

Capital Projects Division

- Lead the development and administration of the Capital Improvement Program (CIP), engineering design, coordinate and select consultants for design, prepare project specifications and bid documents, manage construction and inspection, and approve payment requests.
- Provide technical review and approval of development-related civil improvement plans, reports, and specifications.
- Provide inspections and materials testing services within the public rights-of-way related to the construction of new developments.

Community Services (continued)

Building & Safety Division: Processes all applications for building, street cut, fire sprinkler, and flood plain permits within the City of Sparks and sewer tap permits in Washoe County areas adjacent to the City; reviews building construction plans and inspects all building construction for compliance with City codes and ordinances; provides guidance and assistance for code compliance and permit application to contractors, architects, engineers and the general public; assesses and collects building, Impact Fee Service Area #1, Residential Construction Tax, sewer and RTC fees associated with new growth; and oversees implementation of the building code.

Maintenance & Operations Services Division

Facility Maintenance: Maintains 694,211 square feet of City facilities, provides custodial services, and oversees contracts with vendors for professional services; provides Graffiti removal on public property.

Fleet and Equipment Services: Responsible for the requisition, repair, and maintenance of all the City's fleet of 568 vehicles and equipment according to national standards, and state and federal laws; maintains a fleet parts inventory, secures a safe and reliable fuel source, and responds to the special needs of the various City departments.

Park Maintenance: Maintains more than 561 acres of safe, accessible and attractive parks.

Sanitary Sewer & Effluent Maintenance: Maintains sanitary sewer lines, sewage lift stations, and reclaimed water system.

Storm System Maintenance and Street Sweeping: Maintains storm drain lines, catch basins, ditches, detention dams, debris traps, leaf pickup and street sweeping.

Street / Traffic Paint and Signs / Traffic Signals: Maintains 734 lane miles of safe, accessible roadway; provides compliant road markings and signage, 24-hour response and routine maintenance for 109 traffic signals and over 2500 street and park lights.

Traffic Engineering & Pavement Management Division: Oversees all traffic control and traffic flow within the City, and serves as the administrator of the City's Pavement Management Program; conducts and reviews traffic surveys, impact studies, accident reviews, traffic circulation plan development, and residential traffic calming projects; coordinates traffic signal timing and synchronization; administers projects with state, regional, local agencies, and utility companies; participates in state and regional technical advisory committees; develops and implements the 5-year Pavement Management Program using US Army Corps of Engineers Micro Paver and Asset Management software and the Encroachment Permit Program that monitors all roadway utility street cut requests and construction activities within the City of Sparks public right-of-way.

Community Services (continued)

Utility Engineering and Support Services Division: Responsible for management, engineering and support services to construct, operate and maintain sewer, storm, flood and effluent utilities; provides engineering, design, project management and coordination for utility-related civil improvement projects; and manages utility infrastructure ensuring appropriate cost recovery and a fair rate structure by developing and implementing a capacity, maintenance, operation and management system, managing effluent discharge permits, administering effluent user contracts, and developing a long term CIP for system reinvestment.

Truckee Meadows Water Reclamation Facility

The Truckee Meadows Water Reclamation Facility (TMWRF) is responsible for the daily operations of the community wastewater treatment plant that serves all of Sparks and portions of Reno and unincorporated Washoe County. TMWRF currently treats approximately 28 million gallons of wastewater each day through the combined efforts of the following functional areas:

Administration: Develops and implements budget management and cost tracking procedures; plans for future wastewater treatment needs for the community; maintains compliance with all regulatory bodies; and collaborates on regional water management efforts.

Plant Operations: Operates wastewater treatment facility and provides effluent water for reuse; assures NPDES permit compliance at all times; administers and operates septage receiving operations for the metropolitan area and surrounding communities within 150-mile radius.

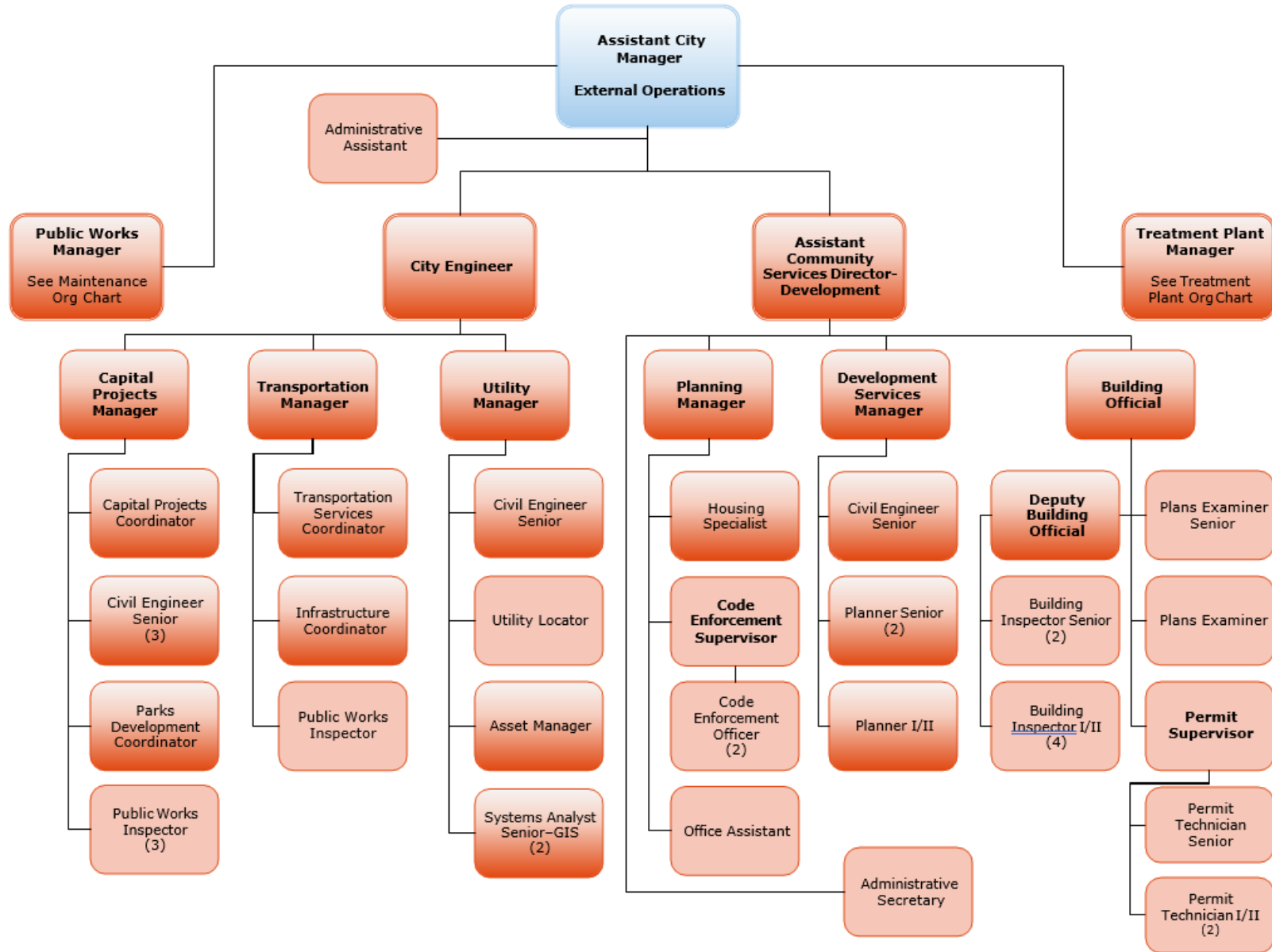
Plant Maintenance: Performs routine preventative maintenance and facility predictive maintenance program; evaluates facility and process equipment, buildings and grounds for serviceability and state of repair; and repairs, overhauls and installs plant equipment.

Laboratory: Performs analysis for wastewater treatment plant process control and test TMWRF final effluent; conducts testing for the Truckee River sampling/monitoring program; and conducts all testing on the septage waste collected at the wastewater treatment plant.

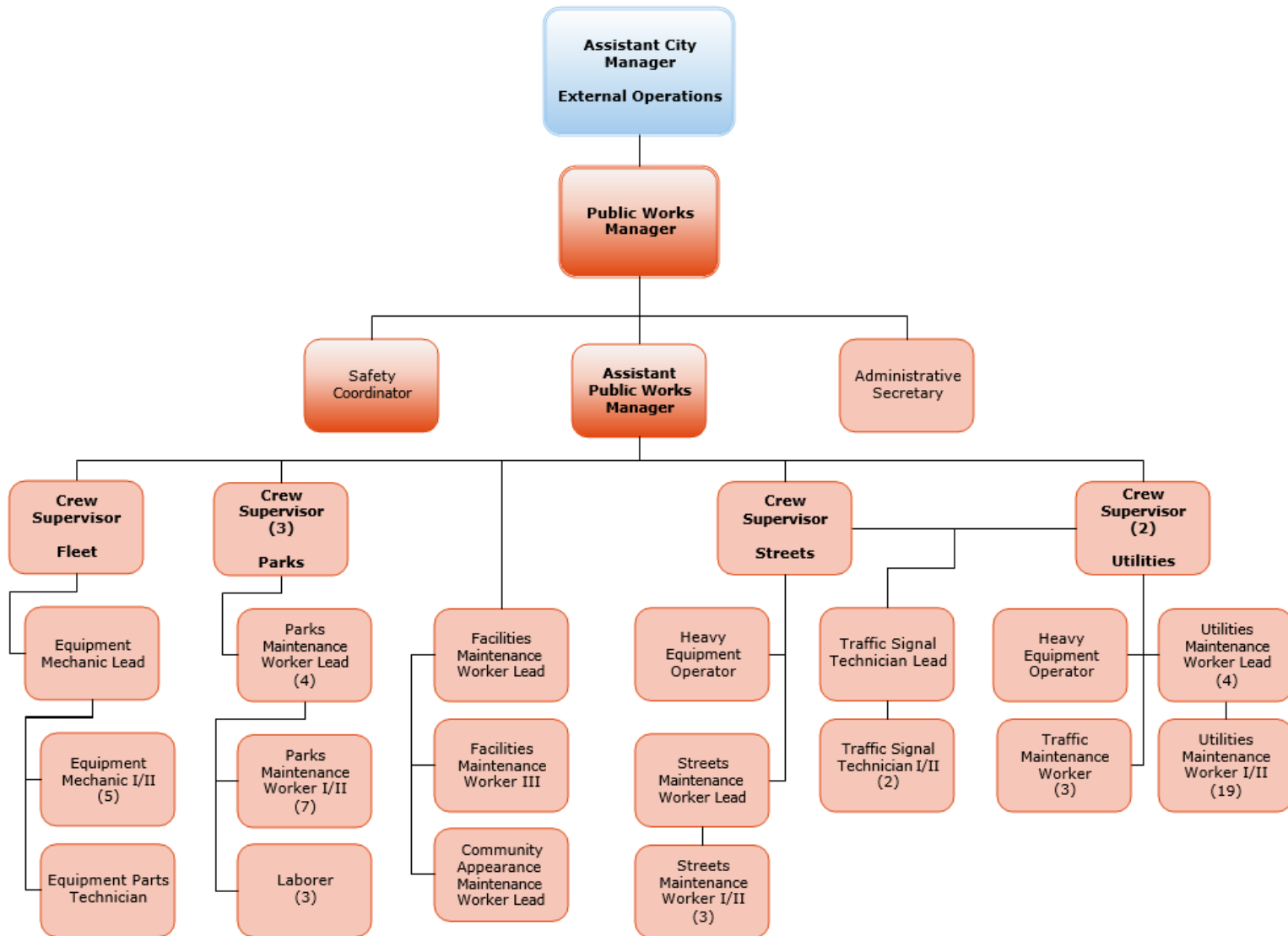
Environmental Control: Inspects and monitors the Sparks industrial commercial community to maintain compliance with federal, state and local pre-treatment and storm water programs, including hazardous spill response.

Community Services (Administration)

Departmental Organizational Chart



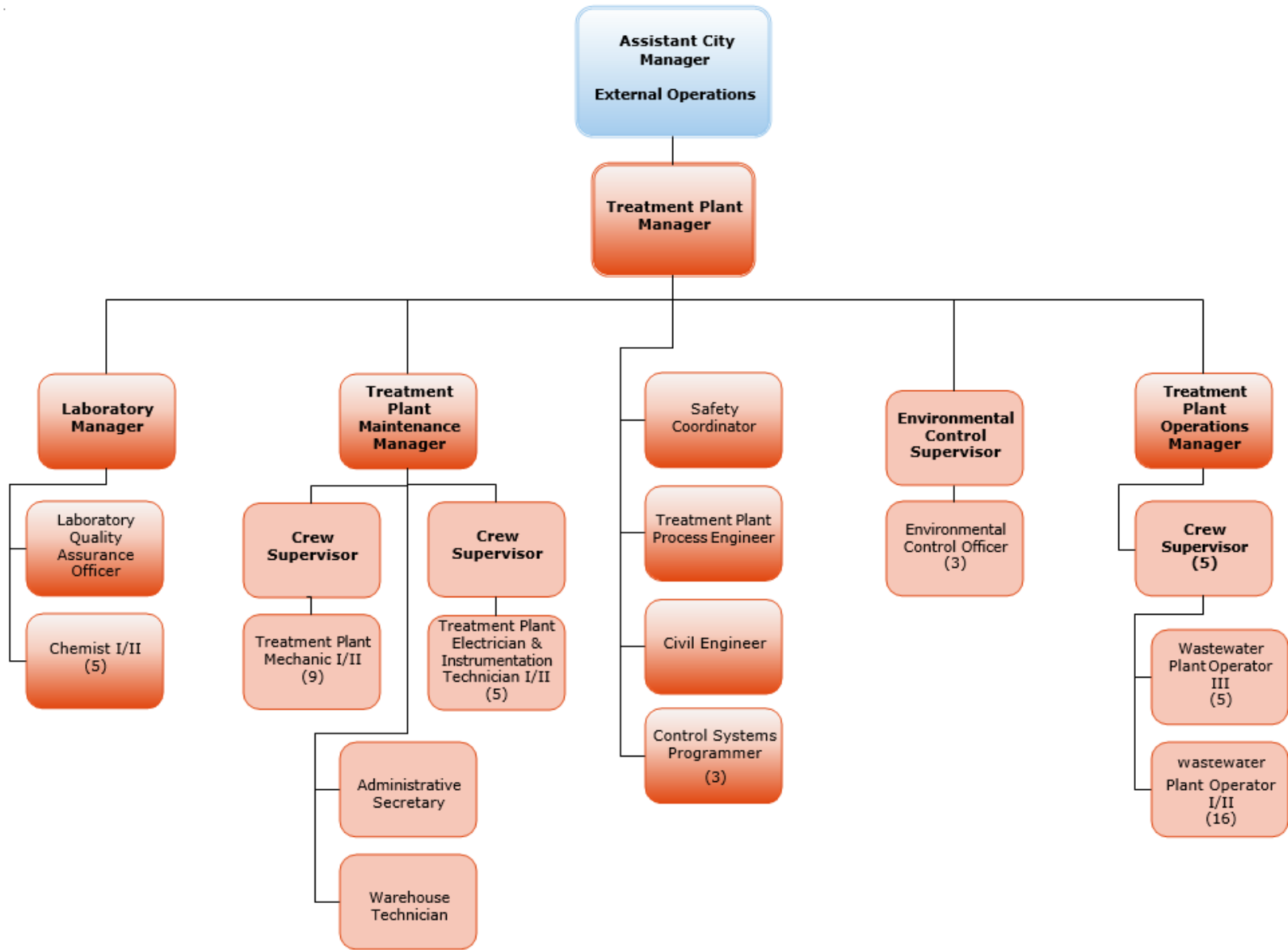
Community Services (Maintenance) Departmental Organizational Chart



FY21 Note: New Needs approved 1 Office Assistant (split 50/50 Sewer/Drains) and 1 Utility Maintenance Worker (Effluent) position in the Utility Division - not reflected in Org. Chart above.

Community Services (TMWRF)

Departmental Organizational Chart



Central Service Cost Allocation Plan



City of Sparks

FY21 Cost Allocation Plan - Common Service Charges

The General Fund of the City of Sparks, funds the costs of "Central Services" provided to all Funds in the City including the jointly-owned Truckee Meadows Water Reclamation Facility (TMWRF). Central Services include such things as Accounting, Finance, Human Resources, City Clerk, Purchasing, Information Technology, and others. Not all Central Service costs are allocated to all Funds. The City's cost allocation plan identifies all the central service costs and allocates them to other Funds using various allocation methods such as percentage of expenditures, headcount (FTE's), percentage of revenues, etc. The allocation method is selected individually for each central service based on which method will allocate the costs most equitably. For instance, the most equitable way to share the costs of Human Resources, is to allocate them by percentage of full-time equivalent employees. Due to the timing of having audited cost data, actual central service costs are allocated two years in arrears. The FY21 plan allocates central service costs from FY19. A detailed view of these costs and the allocation methods can be obtained by contacting Stacie Hemmerling at shemmerling@cityofsparks.us.

Central Service Costs Allocated to Other Funds	3,132,091	24%
Unallocated Central Service Costs	9,872,235	76%
Total Central Service Costs - FY19 Actuals	<u>13,004,326</u>	

Summary of Central Service Costs Allocated

	Sewer Funds	Vehicle Fund	Health Insurance Fund	Worker's Comp Fund	Development Services Enterprise Fund	TMWRF	Redevelopment Area 1	Redevelopment Area 2	Total
City Attorney	75,052	15,672	-	-	44,681	71,959	195	-	207,558
Community Services	233,466	13,225	-	-	42,052	-	6,736	1,443	296,921
Financial Services	390,257	70,797	129,204	47,158	138,526	278,729	8,759	1,725	1,065,155
Management Services	518,105	85,189	67,781	19,548	319,510	273,782	29,945	14,773	1,328,631
Mayor & Council	56,360	11,211	6,412	1,617	85,239	20,824	34,917	17,246	233,825
Total FY20 Common Service Charge	1,273,239	196,093	203,397	68,323	630,007	645,293	80,552	35,186	3,132,091

New Needs



City of Sparks

FY21 New Needs

City Manager
Recommend
✓

Summary of General & Parks and Recreation Fund Recommended New Needs

New Need	FY21	FY22	FY23
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General & Parks and Recreation Funds

Agenda System (\$50K split 50% General Fund, 50% Development Svcs)	25,000	3,780	3,969	✓
<i>Emergency Communications Dispatcher</i>	<i>102,000</i>	<i>102,000</i>	<i>105,000</i>	✓
<i>Emergency Communications Dispatcher</i>	<i>102,000</i>	<i>102,000</i>	<i>105,000</i>	✓
<i>Sergeant (Patrol) and Vehicle</i>	<i>252,400</i>	<i>186,200</i>	<i>193,200</i>	✓
<i>Sergeant (Patrol) and Vehicle</i>	<i>252,400</i>	<i>186,200</i>	<i>193,200</i>	✓
<i>Police Officer (Hiring)</i>	<i>160,000</i>	<i>135,400</i>	<i>141,400</i>	✓
<i>Police Officer (Motors)</i>	<i>138,900</i>	<i>130,400</i>	<i>135,400</i>	✓
<i>Police Officer (Motors)</i>	<i>138,900</i>	<i>130,400</i>	<i>135,400</i>	✓
<i>Police Office Assistant</i>	<i>96,000</i>	<i>96,000</i>	<i>99,000</i>	✓
<i>Detective and Vehicle</i>	<i>188,000</i>	<i>146,500</i>	<i>152,500</i>	✓
P25 Radio System (financed 15 years; does not include radios)	114,348	114,348	114,348	✓
Maintenance Management System (Maint Star) Clean-up (\$72K split 20% each to Drains, Sewer, Effluent, Road and General Funds)	14,424	5,624	5,624	✓
Feasibility Analysis for Possible East Industrial Area - Phase 2 (\$300Ks split 50% General Fund; 25% Sewer; 25% Drains)	150,000			✓
Special Events Rescue Task Force	260,000	260,000	260,000	✓

Total General & Parks and Recreation Funds	1,994,372	1,598,852	1,644,041
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FY21 New Needs

Summary of FY21 Submissions - ALL FUNDS

City Manager
Recommend

New Need	FY21	FY22	FY23	✓
General & Parks and Recreation Funds				
Management Services Department				
<i>HR Analyst (HRIS)</i>	99,000	101,000	111,000	
<i>City Wide Trainer</i>	133,000	134,000	138,000	
Agenda System (\$50K split 50% General Fund, 50% Development Svcs)	25,000	3,780	3,969	✓
Customer Relationship Management Service (30% General Fund, 70% Sewer Fund)	3,900	4,095	4,300	
<i>Digital Media Specialist/Social Media Coordinator</i> (offset by \$27K temp costs)	76,000	76,000	79,000	
Management Services Total	336,900	318,875	336,269	
Police Department				
<i>Emergency Communications Dispatcher</i>	102,000	102,000	105,000	✓
<i>Emergency Communications Dispatcher</i>	102,000	102,000	105,000	✓
<i>Sergeant (Patrol) and Vehicle</i>	252,400	186,200	193,200	✓
<i>Sergeant (Patrol) and Vehicle</i>	252,400	186,200	193,200	✓
<i>Police Officer (Hiring)</i>	160,000	135,400	141,400	✓
<i>Police Officer (Motors)</i>	138,900	130,400	135,400	✓
<i>Police Officer (Motors)</i>	138,900	130,400	135,400	✓
<i>Police Office Assistant</i>	96,000	96,000	99,000	✓
<i>Detective and Vehicle</i>	188,000	146,500	152,500	✓
<i>Detective and Vehicle</i>	190,000	146,500	152,500	
P25 Radio System (financed 15 years; does not include radios)	114,348	114,348	114,348	✓
<i>Police Officer (Patrol) and Vehicle</i>	187,800	132,400	136,400	
<i>Police Officer (Patrol)</i>	128,800	127,400	131,400	
<i>Police Officer (Patrol)</i>	128,800	127,400	131,400	
<i>Police Officer (Patrol) and Vehicle</i>	187,800	132,400	136,400	
<i>Police Officer (Patrol)</i>	128,800	127,400	131,400	
Scheduling Software	8,304	5,304	5,304	
Dispatch Third-Party Quality Assurance Program	17,709	14,046	15,384	
Police Department Total	2,522,961	2,142,298	2,214,636	

FY21 New Needs

Summary of FY21 Submissions - ALL FUNDS

City Manager
Recommend
✓

New Need	FY21	FY22	FY23
Fire Department			
<i>Battalion Chief/Division Chief (EMS)</i>	306,400	222,000	222,000
<i>Firefighter/Paramedic (Fire Station 6)</i>	157,500	145,000	151,000
<i>Firefighter/Paramedic (Fire Station 6)</i>	157,500	145,000	151,000
<i>Firefighter/Paramedic (Fire Station 6)</i>	157,500	145,000	151,000
Fire Department Total	778,899	657,000	675,000

Community Services Department			
Code Enforcement Vehicle (Dodge Durango with a ADA accomodation)	52,038	9,538	9,538
Maintenance Management System (Maint Star) Clean-up (\$72K split 20% each to Drains, Sewer, Effluent, Road and General Funds)	14,424	5,624	5,624
<i>Laborer & Utility Vehicle - Parks Maintenance</i> (offset by \$80K temp costs)	66,422	14,422	17,422
<i>Laborer & One -Ton Dump Truck - Parks Maintenance</i> (offset by \$80K temp costs)	72,389	16,389	19,389
<i>Laborer - Parks Maintenance</i> (offset by \$80K temp costs)	0	3,000	6,000
<i>Laborer & Utility Vehicle - Facility Maintenance</i>	146,422	94,422	97,422
One-Ton Dump Truck	72,389	13,389	13,389
Boom Sprayer & Chemical Applicator	10,422	2,422	2,422
Feasibility Analysis for Possible East Industrial Area - Phase 2 (\$300Ks split 50% General Fund; 25% Sewer; 25% Drains)	150,000		
Community Services Total	584,506	159,206	171,206

Parks & Recreation Fund			
<i>Recreation Specialist (Adult Sports & Facilities) offset by reduced temp costs of \$37K</i>	53,000	56,000	64,000
<i>Recreation Specialist (Special Events) offset by reduced temp costs of \$8K</i>	80,140	85,140	93,140
Golden Eagle Fiscal Analysis (Consultant) - FINAL FUND DETERMINATION PENDING	100,000		
Special Events Rescue Task Force	260,000	260,000	260,000
Parks & Rec Fund Total	493,140	401,140	417,140

Total General & Parks and Recreation Funds	4,716,406	3,678,519	3,814,251
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FY21 New Needs

Summary of FY21 Submissions - ALL FUNDS

City Manager
Recommend
✓

New Need	FY21	FY22	FY23
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Other Funds

Road Fund			
Traffic Calming	100,000		
Maintenance Management System (Maint Star) Clean-up (\$72K split 20% each to Drains, Sewer, Effluent, Road and General Funds)	14,424	5,624	5,624
<i>Laborer & Utility Vehicle - Street Maintenance</i>	146,422	94,422	97,422
<i>Laborer - Street Maintenance</i>	80,000	83,000	86,000
<i>Laborer - Street Maintenance</i>	80,000	83,000	86,000
<i>Traffic Maintenance Worker & Vehicle</i>	164,422	113,422	117,422
Road Fund Total	585,268	379,468	392,468

Sewer Operations & Capital Funds			
Customer Relationship Management Service (30% General Fund, 70% Sewer Fund)	9,100	9,555	10,033
Maintenance Management System (Maint Star) Clean-up (\$72K split 20% each to Drains, Sewer, Effluent, Road and General Funds)	14,424	5,624	5,624
<i>Office Assistant (\$90K split 50% Sewer & 50% Drains)</i>	45,000	43,500	45,000
<i>Utility Maintenance Worker - Sewer Assessment Team</i>	84,000	87,000	97,000
<i>Utility Maintenance Worker - Sewer Assessment Team</i>	84,000	87,000	97,000
<i>Utility Maintenance Worker - Sewer Assessment Team</i>	84,000	87,000	97,000
Rapid Assessment Tool	30,000		
Van For Deployment of Rapid Assessment Tool	53,538	9,538	9,538
One Ton Dump Truck	72,389	13,389	13,389
Manhole Cutter	40,000		
Feasibility Analysis for Possible East Industrial Area - Phase 2 (\$300Ks split 50% General Fund; 25% Sewer; 25% Drains)	75,000		
Sewer Fund Total	591,451	342,606	374,584

Drains Operations & Capital Funds			
Sweeper Routing Program	35,000	7,500	7,500
Maintenance Management System (Maint Star) Clean-up (\$72K split 20% each to Drains, Sewer, Effluent, Road and General Funds)	14,424	5,624	5,624
Street Sweeper	369,354	69,354	69,354
<i>Utility Maintenance Worker - Street Sweeping</i>	84,000	87,000	97,000

FY21 New Needs

Summary of FY21 Submissions - ALL FUNDS

City Manager
Recommend
✓

New Need	FY21	FY22	FY23	
<i>Utility Maintenance Worker - Street Sweeping</i>	84,000	87,000	97,000	
<i>Office Assistant (\$90K split 50% Sewer & 50% Drains)</i>	45,000	43,500	45,000	✓
Tractor - Ditch/River Maintenance	89,637	14,637	14,637	✓
Feasibility Analysis for Possible East Industrial Area - Phase 2 (\$300Ks split 50% General Fund; 25% Sewer; 25% Drains)	75,000			✓
Drains Fund Total	796,415	314,615	336,115	
Effluent Reuse Operations & Capital Funds				
Maintenance Management System (Maint Star) Clean-up (\$72K split 20% each to Drains, Sewer, Effluent, Road and General Funds)	14,424	5,624	5,624	✓
<i>Utility Maintenance Worker & Truck</i>	150,172	98,172	108,172	✓
Effluent Fund Total	164,596	103,796	113,796	
Motor Vehicle Fund				
<i>Equipment Mechanic (70% General Fund impact approximately \$63K in FY21)</i>	90,000	94,000	103,000	
Maintenance Garage Parts Vehicle & Public Works Travel Vehicle (70% General Fund impact approximately \$63K in FY21)	55,435	10,435	10,435	
Motor Vehicle Fund Total	145,435	104,435	113,435	
Development Services Fund				
Agenda System (\$50K split 50% General Fund, 50% Development Svcs)	25,000	3,780	3,969	✓
Electronic Plan Review Software	88,716	30,560	36,685	✓
Development Services Fund Total	113,716	34,340	40,654	
Truckee Meadows Water Reclamation Facility (TMWRF)				
Forklift (Skytrak Model 6042 GradeAll)	97,580	12,580	12,580	✓
TMWRF Fund Total	97,580	12,580	12,580	
Total Other Funds	2,494,461	1,291,840	1,383,632	
Total New Needs Requests - All Funds	7,210,867	4,970,359	5,197,883	

FY21 New Needs

Summary of FY21 Submissions - ALL FUNDS

City Manager
Recommend

✓

New Need	FY21	FY22	FY23
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Summary of <i>all</i> New Needs Requests	General Fund / Parks & Recreation Fund	Other Funds	Total
Full-time positions	28.00	13.00	41.00
Personnel Costs	\$3,887,872	\$1,221,016	\$5,108,888
Other Costs	\$828,534	\$1,273,445	\$2,101,979
Total	\$4,716,406	\$2,494,461	\$7,210,867

Summary <i>Recommended</i> New Needs	General Fund / Parks & Recreation Fund	Other Funds	Total
Full-time positions	9.00	2.00	11.00
Personnel Costs	\$1,430,600	\$240,172	\$1,670,772
Other Costs	\$563,772	\$621,018	\$1,184,790
Total	\$1,994,372	\$861,190	\$2,855,562

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department: Department
Priority #
---->

Department Contact:

Agresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> New Equipment	3,000		

Please describe any one-time vs. on-going costs including maintenance:

computer and desk

	FY21 costs	FY22 costs	FY23 costs
<input checked="" type="checkbox"/> Professional Service			

Please describe any one-time vs. on-going costs:

<input checked="" type="checkbox"/> Personnel (Need City Manager pre-approval for submission to New Needs)						
	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1	Human Resources Analyst I	57,000	39,000	96,000	101,000	111,000
2				0		
3				0		
4				0		
Total		57,000	39,000	96,000	101,000	111,000

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> Other			

Please describe any one-time vs. on-going costs:

Description of New Need

Human Resources requests an addition of one HR Analyst I to the complement to be assigned the functional area of Human Resource Information Systems (HRIS). The increased use of technology platforms would allow Human Resources to exchange information with employees, retirees and applicants electronically and securely via a portal. Technology can also help integrate onboarding systems for new hires into an electronic platform, and provide more tools and resources to supervisors completing performance evaluations. HRIS also have the power to funnel the right information to the right level of expertise at the right time through workflow and carefully planned decision trees.

In summary, advantages of assigning a new Human Resources Analyst I position to technology include reduction in data entry and data entry errors where the data can integrate into systems without additional data entry steps. Other advantages are streamlined and uniform processes and a familiar online platform for supervisors, employees, retirees and applicants can use at their convenience. And most importantly, this helps distribute work and decisions to the right level of expertise and authority in the organization for solid decision-making, efficiency and effectiveness. To realize these objectives, staff recommends the addition of this position in the complement.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department: Department Priority #

Department Contact:

Agresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

FY21 costs	FY22 costs	FY23 costs
3,000		

Please describe any one-time vs. on-going costs including maintenance:

Professional Service

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1	Trainer	80,000	50,000	130,000	134,000	138,000
	<i>Total</i>	<i>80,000</i>	<i>50,000</i>	<i>130,000</i>	<i>134,000</i>	<i>138,000</i>

Other

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Description of New Need

Human Resources requests a new position of Trainer to provide citywide courses and materials on a range of topics. For starters, the position would take over basic employment law compliance training, some of which is currently outsourced. In addition, the trainer would provide supervisory, managerial and general leadership training. The objectives and goals of increasing this type of training include things of value to the tax payer such as tools to aid with efficiency and effectiveness of leaders, and thereby the efficiency and effectiveness of services as a whole; uniformity of practices; more frequent communication with leaders to address their questions and needs with quick resolution; improved engagement and morale; and finally decreased liability.

The Trainer would be responsible for evaluating the city's needs, developing a training plan and delivering the training. Included duties would be working with supervisors on developing performance improvement plans for under performing employees.

The past five years have brought major change to staffing at the city, and human resources has devoted a considerable percentage of their resources to hiring and promoting, leaving fewer resources for training. Yet, the training needs are substantial. To illustrate the results of these efforts, consider these statistics. Currently, 39% of the City employees have been with the organization less than five years. In fact, 18% of employees have been hired in the last year. The number of new hires is not the only challenge at the city. 60% of current city leaders have been in their position less than a year, often due to the retirement of a long tenured predecessor. That is a staggering number of leaders in brand new roles, overseeing a large number of new employees.

In short, the human resources staff continues to devote a great deal of resources to recruiting, but to ensure the success of these efforts and support the leaders at each tier in the organization, a Trainer position is recommended by staff.

FY21 New Needs Request Form - due via email to shemmerling@cityofsparks.us by 12/16/19

New Need brief description:

Requesting Department: Department
Priority #
---->

Department Contact:

Agresso Fund & Program Number: (if approved, budget will be placed
in this Program)

Check all that apply & fill in cost estimates:

New Equipment

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs including maintenance:

Professional Service

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1		To be completed by Finance				
2						
3						
4						
Total		0	0	0	0	0

Other

FY21 costs	FY22 costs	FY23 costs
50,000	7,560	7,938

Please describe any one-time vs. on-going costs:

Description of New Need

Public Meeting Management System

The goal is to promote a paperless legislative process from agenda creation through the meeting, using a single platform to manage the agenda, minutes, video, voting, and records related to all public meetings. The City's legislative process is scrutinized and the request for public records is continuing to grow, as is the time the Clerk's office dedicates to fulfilling the requests and creating public meeting documents.

A robust public meeting software system can automatically create an agenda packet, add numbers to ordinances and resolutions, number pages and identify placeholders; reordering items is a drag and drop feature; a single click can distribute and publish the agenda for constituents; can be utilized for Council meetings and all 15 boards and commissions. An agenda to go tool allows Council and board members to review packets from their phones or tablets, make notes and annotations so they can reference them during meetings; track attendance and voting and allows real time voting for members attending remotely; creates meeting minutes that can quickly be published to our website, eliminating the need to move between systems to with video and agendas; works with our website to provide easy search and review of agendas as well as live and on-demand meeting video.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department: Department
Priority #
---->

Department Contact:

Agresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment FY21 costs FY22 costs FY23 costs

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Please describe any one-time vs. on-going costs including maintenance:

Professional Service FY21 costs FY22 costs FY23 costs

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Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1		To be completed by Finance				
2						
3						
4						
<i>Total</i>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Other FY21 costs FY22 costs FY23 costs

13,000	13,650	14,333
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Please describe any one-time vs. on-going costs:

Description of New Need

Zendesk is a Customer Relationship Management program designed to make communication with customers streamlined while increasing staff productivity and customer satisfaction. Online chat functions with automated responses or real time chat. Track and report on all incoming and outgoing phone calls. Integrates directly with Springbrook, our sewer service billing software. Pre-populate account information based on telephone number. Creates tickets and workflow based on customer request and skill base of staff. Implementation of a CRM module will increase staff productivity and efficiency and reduce customer wait times.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department: Department Priority #

Department Contact:

Aggresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

FY21 costs	FY22 costs	FY23 costs
3,000		

Please describe any one-time vs. on-going costs including maintenance:

Professional Service

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1 Digital Media Specialist (new job title)	60,000	40,000	100,000	103,000	106,000
2 eliminate temp agency services			(27,000)	(27,000)	(27,000)
Total	60,000	40,000	73,000	76,000	79,000

Other

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Description of New Need

The communications department is looking for an employee to provide professional support to the Community Relations Manager through developing, writing and editing digital and electronic communications. The employee would be responsible for editing, maintaining and updating the city of Sparks digital media including the public-facing website, social media platforms and videos. The principal duties and responsibilities would be:

- Day-to-day maintenance of the City's website
- Coordination with city departments to integrate department web and messaging needs
- Writing and producing engaging content for the City's social media platforms including pictures and video production,
- Internal newsletter production
- Brand management and adherence to brand standards for all outgoing communication

FY21New Needs Request Form - email shemmerling@cityofsparks.us by 12/16/19

New Need brief description:

Requesting Department: Departmental Priority # ----> **4**
(1, 2, 3, etc.)

Department Contact:

Agresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

	FY21 costs	FY22 costs	FY23 costs
	8,000		

Please describe any one-time vs. on-going costs including maintenance:

Professional Service

	FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1	Emergency Comm. Dispatcher	58,000	40,000	98,000	102,000	105,000
2	Emergency Comm. Dispatcher	58,000	40,000	98,000	102,000	105,000
3						
<i>Total</i>		116,000	80,000	196,000	204,000	210,000

Other

	FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Description of New Need

The current staffing compliment for dispatchers/dispatch supervisors is 19 employees. Current shift minimums are set at 2 dispatchers for graveyard; 3 for day shift and 3 for swing shift. At these minimums, staffing only allows for 1 dispatcher for PD Main radio traffic, 1 dispatcher for Police support and if a third dispatcher is present, a dispatcher for all other necessary duties including answering emergency 911 lines, regular phone lines and Fire dispatch. Answering phones are secondary jobs for Police support dispatchers. On graveyard, all duties are shared by 2 dispatchers. On all shifts, a simple restroom break reduces staffing below minimum levels. If staff took contractually guaranteed breaks (2 15-minute breaks per 8 hour shift) staffing would be below minimum levels for 1.5 hours per shift. Further, staffing for Special Events for Police frequently requires a dedicated dispatcher.

In calendar year 2019, an estimated 45,000 911 calls and texts came into the dispatch center. The text conversations can be lengthy and take considerable amounts of time to determine what service is needed. Police calls for service have grown more violent, requiring more officers on many calls, thereby requiring more dispatch attention. This often forces incoming (regular line) phone calls to be placed on hold for long periods of time Staffing levels have not kept up with the demand of phone calls, radio traffic and ancillary duties such as keeping up the tow log and work required to keep up with mandatory NCIC entries and clearances. One urgent call for service can quickly overwhelm on-duty personnel. This places officers, firefighters, and the public at an increased risk.

FY21 New Needs Request Form - email shemmerling@cityofsparks.us by 12/16/19

New Need brief description:

Requesting Department: Departmental Priority # ----> **1**
(1, 2, 3, etc.)

Department Contact:

Agresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

	FY21 costs	FY 22 costs	FY 23 costs
<input checked="" type="checkbox"/> New Equipment	164,000	10,000	10,000

Please describe any one-time vs. on-going costs including maintenance:

Equipment for new officer to backfill position x 2: \$7,000
2 New patrol vehicles \$147,000 + replacement and M&R

	FY21 costs	FY22 costs	FY23 costs
<input checked="" type="checkbox"/> Professional Service	800	400	400

Please describe any one-time vs. on-going costs:

First year: Physicals 1 X \$400 and Psychological Testing 1 x \$400: Total: \$800
Following years: Physicals 1 x \$400: Total \$400

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1	Patrol Sergeant	98,000	72,000	170,000	181,000	188,000
2	Patrol Sergeant	98,000	72,000	170,000	181,000	188,000
Total		196,000	144,000	340,000	362,000	376,000

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> Other			

Please describe any one-time vs. on-going costs:

Description of New Need

The Police Department is requesting to create two (2) new sergeant positions, to be added to the patrol section. Currently the Police Department has 8 patrol sergeants. There are 6 patrol teams, which means that each team has one assigned sergeant, plus two relief sergeants. Those two relief sergeants are based on swing shift but fill in on other shifts when coverage is needed. Examples of when this is needed include when a sergeant must attend training for a collator assignment (SWAT, Horse Mounted Unit, etc.) or when leave is taken (sick, vacation or comp). Sergeants are responsible for supervising, guiding, and controlling and shaping their officers. Currently, the two graveyard teams have only one assigned supervisor, and that supervisor is a sergeant. Graveyard is typically where our newest officers are assigned and the same is true of our sergeants. There are two graveyard teams. One is currently staffed with 8 officers, and the other has 7. Most police management books will tell you that you should have no more than 5 employees per supervisor. Further, many critical calls for service occur on these shifts and require much supervision and direction. These types of calls are homicides, stabbings, barricaded subject situations and more, and are typically lengthy in terms of time. Should a second call of a serious nature occur, a supervisor is sometimes forced to make the choice between leaving the first critical call, or placing a junior officer in charge of the second. Having a second supervisor would provide the graveyard sergeants with a second supervisor for support and resourcing, which all other shifts have. Further, each sergeant must read, correct and approve the cases produced by the officers on their assigned patrol team. Finally, each sergeant in our patrol section has multiple collateral assignments which demand their attention. Adding two patrol sergeants will provide the proper amount of supervision on the graveyard shift, reduce the number of collateral assignments per sergeant, allowing each sergeant to be more effective.

FY21 New Needs Request Form - email shemmerling@cityofsparks.us by 12/16/19

New Need brief description: **Police Officer Position (1)--Police Officer Position to be placed in Support Services to facilitate the hiring of new personnel**

Requesting Department: **Police Department** Departmental Priority # ----> **2**
(1, 2, 3, etc.)

Department Contact: **Chief Pete Krall**

Agresso Fund & Program Number: **Police Officer: 1101; 091344** (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

	FY21 costs	FY22 costs	FY23 costs
	7,000	0	0

Please describe any one-time vs. on-going costs including maintenance:

One Time Uniform and Equipment Expenses: \$7,000 per officer

Professional Service

	FY21 costs	FY22 costs	FY23 costs
	24,000	400	400

Please describe any one-time vs. on-going costs:

First Year: Physicals 5 X \$400 and Psychological Testing 5 X \$400: Total \$4,000
 Following Years: Physicals 5 X \$400: Total \$2,000
 Polygraph School and associated expenses=- \$20,000

Personnel (Need City Manager pre-approval for submission to New Needs)

	Salary	Benefits	Total FY21	Total FY22	Total FY23
1 Police Officer with 10% special pay	70,000	59,000	129,000	135,000	141,000
Total	70,000	59,000	129,000	135,000	141,000

Other

	FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

This position is to be paid a 10% base pay increase by contract.

Description of New Need

The Police Department is requesting 1 new Police Officer position.

Our Support Services section is responsible for two main goals of the Police Department. Those goals are to facilitate the recruiting, background investigation work and hiring of new Police Department personnel, and two be the community outreach branch of the Police Department. Currently this section is staffed with three officers and one sergeant. Since August of 2018, they have hired 23 officers, 11 non-sworn personnel, conducted 106 background investigations, 75 polygraph examinations, developed and run the Regional Citizen's Academy, run 2 Sparks Citizen's Academies, conducted a community barbecue, 12 community events, and helped participate in 1 Community Policing Symposium and 1 immigration forum.

Additionally, each officer in the section has been working even more overtime to help cover patrol staffing shortages. Further, the officers in this section worked approximately 320 hours outside of their normal assigned duties, also to help cover patrol shortages. We further believe that this officer, if granted, should be polygraph trained as our current three examiners are heavily taxed with those exams.

The Police Department currently has 7 vacancies, and anticipates 5-6 retirements in the coming calendar year. In order to facilitate the timely hiring of new personnel in a highly competitive environment, a fourth officer is desperately needed in this section.

FY21 New Needs Request Form - email shemmerling@cityofsparks.us by 12/16/19

New Need brief description:

Requesting Department: Departmental Priority # ----> **3**
(1, 2, 3, etc.)

Department Contact:

Agresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

FY21 costs	FY22 costs	FY23 costs
26,200		

Please describe any one-time vs. on-going costs including maintenance:

2 Motor officers: One time uniform/equipment costs \$3,100 each. Total \$6,200
 2 Police Officers: One time uniform/equipment costs \$7,000 each Total \$14,000
 (2 new officers would need to be equipped for 2 patrol officer positions to backfill vacancies created by traffic officers)
 Technology Expense-- Year 1 only (computer, monitor, Microsoft Licensing, desk and other office needs - \$3,000 x 2 officers)

Professional Service

FY21 costs	FY22 costs	FY23 costs
1,600	800	800

Please describe any one-time vs. on-going costs:

First year: Physicals 2 x \$400 and Psychological testing 2 x \$400 Total \$1,600
 Following years: Physicals 2 x \$400: Total= \$800

Personnel (Need City Manager pre-approval for submission to New Needs)

Position Title	Salary	Benefits	Total FY18	Total FY19	Total FY20
1 Police Officer - Motor/Traffic	67,000	58,000	125,000	130,000	135,000
2 Police Officer - Motor/Traffic	67,000	58,000	125,000	130,000	135,000
3			0		
4			0		
Total	134,000	116,000	250,000	260,000	270,000

Other

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Description of New Need

The Police Department is requesting two additional Motorcycle Office Positions.

Traffic is always one of the top considerations of our community and Council members.

During the recession, the Police Department eliminated the Traffic section which consisted of 4 motorcycle officers and 1 accident investigator. Recently, due to staffing levels, we were forced to leave roll both motorcycle officers positions back into patrol to reduce overtime and attempt to meet minimum staffing levels. Traffic related continue to be one of the major complaints from our citizens. Four Motorcycle officers would give us much better coverage during high traffic times of day (morning rush and evening commute). As our population and geographic area continue to increase, so will the challenges these units are tasked with mitigating. We currently possess the necessary motorcycles needed to staff these positions.

Our motor units are also used for traffic enforcement of high accident locations. Additional motor officers would allow us to strategically accident reduction efforts in areas such as schools zones and high accident locations occur. Further, a priority for motor officers is to handle crash-related calls for service. This would allow us to free up general assignment patrol officers to respond to priority calls for service and reduce response times to those types of calls.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department:

 Department
Priority # 6
---->

Department Contact:

Agresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

	FY21 costs	FY22 costs	FY23 costs
<input checked="" type="checkbox"/> New Equipment	3,000		

Please describe any one-time vs. on-going costs including maintenance:

Technology Expense - YEAR 1 only (computer, monitor, Microsoft licensing, desk and other office needs - \$3,000 estimate)

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> Professional Service			

Please describe any one-time vs. on-going costs:

<input type="checkbox"/> Personnel (Need City Manager pre-approval for submission to New Needs)						
	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1	Police Office Assistant	54,000	39,000	93,000	96,000	99,000
	<i>Total</i>	<u>54,000</u>	<u>39,000</u>	<u>93,000</u>	<u>96,000</u>	<u>99,000</u>

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> Other			

Please describe any one-time vs. on-going costs:

Description of New Need

The Police Department is requesting one new Police Office Assistants (POA).

The POAs are responsible for providing 24-hour coverage of the Records section, staffing the ID Unit, and providing critical administrative support in the Detective Section. In the Records section, staff are required to process criminal cases, gather statistical information, answer a high volume of phone calls, and meet critical required deadlines to process arrest reports and disseminate that data to state and federal agencies, and process requests of warrant confirmation from outside agencies in less than 10 minutes. In the Detective section, staff perform more critical roles such as preparing arrest reports that must go to the District Attorney's office, organizing, tracking and disseminating cases to the proper detectives, correctly run criminal history and include it with case information, entering case dispositions into the computer system, and recording and coordinating subpoenas for detectives. In the ID Unit, recent changes in the law such as the Adam Walsh act have changed the circumstances in which a registered sex offender must update their information with the department. This has increased the workload of the unit by approximately 45%. Marsy's Law has also increased the number of public records requests that must be produced.

Due to currently staffing levels, staff sometimes works for several hours alone. This creates issues with processing of all of the above information. The addition of one Police Office Assistant would bring staffing levels to within one person of pre-recession levels.

FY21 New Needs Request Form - due via email to shemmerling@cityofsparks.us by 12/16/19

New Need brief description:

Requesting Department: Department Priority #

Department Contact: ----->

Agresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

	FY21 costs	FY22 costs	FY23 costs
	113,000	23,000	23,000

Please describe any one-time vs. on-going costs including maintenance:

FY21 one time cost- Computer workstations, 1 @ \$2,000; 1 @ \$4,000; 2 new detective vehicles @ \$42,000 (one time) + M&R \$11,500 x2 on going

Professional Service

	FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Salary	Benefits	Total FY21	Total FY22	Total FY23
1 Police Officer with Detective Special Pay	70,000	59,000	129,000	135,000	141,000
2 Police Officer with Detective Special Pay	70,000	59,000	129,000	135,000	141,000
3					
Total	140,000	118,000	258,000	270,000	282,000

Other

	FY21 costs	FY22 costs	FY23 costs
	7,000		

Please describe any one-time vs. on-going costs:

New patrol officer uniforms and gear to replace officers moving to detectives - one time - \$3,500 each times 2

Description of New Need

Sparks Police is partnered with Reno Police, Washoe County Sheriff and University Police Services in several long term investigative teams. These teams are being reorganized to improve upon each teams missions and create new teams needed to combat high profile cases such as human/sex trafficking while providing each team with one specific mission. The two (2) new detective positions would be added to the following regional teams: Human Trafficking/Regional Sex Offender Notification/Internet Crimes Against Children (ICAC) Unit - and the ATF Task Force on Gun Violence. The Human Trafficking subunit is a new unit being created by Reno, Sparks and Washoe and currently no personnel are assigned to the unit. Human trafficking is a national issue which requires a greater focus by local law enforcement in our community. The ICAC and ATF Task Force is currently staffed by a detective on a part time basis. This has caused case load in the detective unit to increase. Making each position full time will allow a greater deployment of resources to each unit to achieve the missions of the unit while returning detectives full-time to general assignment detectives to reduce case load.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department: Department:

Department Contact: Priority #:

Aggresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

FY21 costs	FY22 costs	FY23 costs
107,764	107,764	107,764

Please describe any one-time vs. on-going costs including maintenance:

Professional Service

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1						
2						
3						
4						
Total		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

To be completed by Finance

Other

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Description of New Need

The current radio system that the City of Sparks uses is known as the 800 MHz radio system, and it is managed by Washoe County as the Washoe County Regional Communications System. The current system is old, and needs to be replaced. The proposed system is called the P25 radio system, and would continue to be managed by Washoe County. Each partner agency is assessed a share of the infrastructure cost based on active radio count. The cost to the City of Sparks is approximately \$1.19 million (based on information from the 01/17/2020 Joint Operating Committee meeting). The City can pay in lump sum or in annual installments of \$102,206.11 over 15 years.

FY21 New Needs Request Form - email shemmerling@cityofsparks.us by 12/16/19

New Need brief description:

Requesting Department: Departmental Priority # ----> **5**
(1, 2, 3, etc.)

Department Contact:

Agresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

	FY21 costs	FY22 costs	FY23 costs
<input checked="" type="checkbox"/> New Equipment	153,000	10,000	10,000

Please describe any one-time vs. on-going costs including maintenance:

One Time Uniform and Equipment Expenses: \$7,000 per officer; 5 officers x \$7,000= \$35,000
 2 New patrol vehicles at \$108,000 (purchase, replacement and M&R)

	FY21 costs	FY22 costs	FY23 costs
<input checked="" type="checkbox"/> Professional Service	4,000	2,000	2,000

Please describe any one-time vs. on-going costs:

First Year: Physicals 5 X \$400 and Psychological Testing 5 X \$400: Total \$4,000
 Following Years: Physicals 5 X \$400: Total \$2,000

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1	Police Officer	64,000	57,000	121,000	127,000	131,000
2	Police Officer	64,000	57,000	121,000	127,000	131,000
3	Police Officer	64,000	57,000	121,000	127,000	131,000
4	Police Officer	64,000	57,000	121,000	127,000	131,000
5	Police Officer	64,000	57,000	121,000	127,000	131,000
	Total	320,000	285,000	605,000	635,000	655,000

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> Other			

Please describe any one-time vs. on-going costs:

Description of New Need

The Police Department is requesting 5 new Patrol Officer positions.

Currently, the estimated population of Sparks is 104,000 with more growth coming every day. Currently we are authorized 118 total sworn positions. That works out to a ratio of 1.13 officers per 1,000 in population. According to the FBI, the ratio in the West averages 2.2 per thousand. In the last two years, we have added more Special Events (Nugget Concert venue with up to 10 dates per year) and required more officers downtown to properly staff those events. Additionally, officers worked over 5,500 hours of overtime in 2018 and 7,300 hours of overtime in 2019 for the purposes of reaching patrol minimum staffing levels. Officers from the Detective section worked approximately 900 hours away from their primary duty assignment to help reduce the mandatory overtime in patrol. Officers from Support Services have worked 320 hours away from their primary duty assignment.

At least two areas in our city have experienced or will experience major growth in the next few years. Those areas are the downtown area east to the Marina, and the area of our city north of Los Altos Parkway. This does not include the recently annexed area northwest of Pyramid and Highland Ranch Parkway. Calls for service have increased from 70,000 in 2016 to over 80,000 thus far in 2019. As have calls for service have increased, we have also noted an increase in calls which require three or more officers due to the level of violence within the calls. We desperately need to increase our patrol officer totals so that we may continue to provide proper staffing and response times to critical incidents.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department: Department
Priority #
---->

Department Contact:

Aggresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

	FY21 costs	FY22 costs	FY23 costs
<input checked="" type="checkbox"/> New Equipment	5,304	5,304	5,304

Please describe any one-time vs. on-going costs including maintenance:

Annual license renewal cost is per user (34) @ \$13 each per month= 34 x 13 x 12= \$5304

	FY21 costs	FY22 costs	FY23 costs
<input checked="" type="checkbox"/> Professional Service	3,000		

Please describe any one-time vs. on-going costs:

First year cost includes a required site visit for implementation and training = \$3,000

Personnel (Need City Manager pre-approval for submission to New Needs)

	Salary	Benefits	Total FY21	Total FY22	Total FY23
1 <input style="width: 250px;" type="text"/>	To be completed by Finance				
2 <input style="width: 250px;" type="text"/>					
3 <input style="width: 250px;" type="text"/>					
4 <input style="width: 250px;" type="text"/>					
Total	0	0	0	0	0

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> Other			

Please describe any one-time vs. on-going costs:

Description of New Need

The Police Department is requesting to purchase a scheduling software program. This program could potentially reduce the hours required to create, post and manage schedules. This initial purchase would be implemented in the Records and Dispatch sections of the Department. If successful, it could potentially be expanded to Patrol and Detectives. Under the structure of the system, each person who needs access to the system would need a license. The reason that there is a request for 34 users is that each employee needs a license to that they could request time off, manage the schedule, etc.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department: Department Priority #

Department Contact:

Agresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs including maintenance:

Professional Service

FY21 costs	FY22 costs	FY23 costs
17,709	14,046	15,384

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1		To be completed by Finance				
2						
3						
4						
Total		0	0	0	0	0

Other

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Description of New Need

The Police Department is requesting a third-party quality assurance program for Dispatch. This program has been instituted by current Dispatch manager Lisa Rose-Brown, however, it is highly consumptive of Dispatch supervisor time. Since our supervisors are working supervisors, it is difficult for them to be consistent in reviewing random calls taken by their subordinates.

This program would allow for a third-party to randomly listen to 3 calls per month per dispatcher (supervisors included) to help ensure they are following protocol and being thorough. Also, since the review is provided by a third-party, potential biases of supervisors are removed from the scoring process.

Further, the site visit includes review and, if needed, construction of policies and procedures for Dispatch for both Police and Fire calls for service. Standards sought would be in compliance with APCO (Association of Public Safety Communications Officials) /NENA (National Emergency Number Association) Standards for Quality Assurance.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description: Hire a EMS Battalion Chief/Division Chief. Our current position has out grown the responsibility of a captain.

Requesting Department: Fire

Department Contact: Jim Reid

Agresso Fund & Program Number: Emergency Medical. 101425 (if approved, budget will be placed in this Program)

Department Priority #	1
---->	

Check all that apply & fill in cost estimates:

	FY21 costs	FY22 costs	FY23 costs
<input checked="" type="checkbox"/> New Equipment	104,400	10,000	10,000

Please describe any one-time vs. on-going costs including maintenance:

1 time cost. Department vehicle, radios, light/sirens- @\$75,000. one time. standard computer @\$2,000.00, phone @\$400.00, PPE and equipment for replacement FF/medic @\$17,000. On-going- yearly maintenance to garage for vehicle.
(Stacie adding \$10K to each year for M&R and cost recovery)

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> Professional Service			

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1	Fire Battalion Chief	120,000	82,000	202,000	212,000	212,000
2				0		
3				0		
4				0		
	Total	120,000	82,000	202,000	212,000	212,000

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> Other			

Please describe any one-time vs. on-going costs:

Description of New Need

An EMS Chief would be a internal promotion for the current position of training captain. This would be an additional position for the fire department. So we would have two dedicated suppression training captains. A dedicated person is needed to take care of the ever increasing workload for our EMS related certificates and training. Our current training captain does a dual role of suppression and EMS duties. When compared among the other agencies in the area, Sparks is the only one who has a captain taking on these responsibilities. All other agencies have the EMS lead as a Chief level position. Working with the HAY Study in mind and working with in the contract of the Chief Officers, the job could be a 40hr battalion chief or a special assignment as a EMS Division Chief.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description: Hire three (3) new firefighter/paramedics to prepare for the opening of St. 6

Requesting Department: Fire

Department Contact: Jim Reid

Aggresso Fund & Program Number: Emergency Services 100401 (if approved, budget will be placed in this Program)

Department Priority #	2
---->	

Check all that apply & fill in cost estimates:

	FY21 costs	FY22 costs	FY23 costs
<input checked="" type="checkbox"/> New Equipment	54,999		

Please describe any one-time vs. on-going costs including maintenance:

The estimated cost of \$55,000 includes the cost to outfit each of the 3 firefighter/paramedics with their own structural and wildland firefighting PPE, radios, SCBA regulator, EMS gear and misc. equipment (\$18,333 per FF/PM). No other equipment costs are anticipated.

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> Professional Service			

Please describe any one-time vs. on-going costs:

N/A

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1	Firefighter Paramedic	73,000	63,000	136,000	145,000	151,000
2	Firefighter Paramedic	73,000	63,000	136,000	145,000	151,000
3	Firefighter Paramedic	73,000	63,000	136,000	145,000	151,000
4				0		
Total		219,000	189,000	408,000	435,000	453,000

	FY21 costs	FY22 costs	FY23 costs
<input checked="" type="checkbox"/> Other	9,500		

Please describe any one-time vs. on-going costs:

This is the 1 time cost of putting three (3) new employees through a three week orientation program to familiarize them with the operational procedures of the department.

Description of New Need

The hiring of these three (3) additional firefighters would be in anticipation of opening Fire Station 6. Until #6 is opened, the extra firefighters would be an added benefit to the department with additional personnel on the fire engines so we could inch closer to the NFPA 1710 standards of on-scene personnel (single family-14. strip malls- 27. high rise- 42).

In FY20 we started the process of gradually hiring personnel for #6. This is the second year of that process. Our increased hiring requirements have drastically reduced the number of applicants we have applying for the firefighter/paramedic position.

FY21 New Needs Request Form - due via email to shemmerling@cityofsparks.us by 12/16/19

New Need brief description:

Requesting Department: Department Priority #

Department Contact: ----->

Aggresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

FY21 costs	FY22 costs	FY23 costs
52,038	9,538	9,538

Please describe any one-time vs. on-going costs including maintenance:

One-time cost for a replacement vehicle (1*\$40K: \$35K for vehicle + \$5K for a ADA accommodation + \$2,500 for graphics and lights package); \$7,246 in annual cost recovery and \$2,292 annual M&R.

Professional Service

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1						
2						
3						
4						
	<i>Total</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

To be completed by Finance

Other

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Description of New Need

The vehicle (# 1243) to be replaced was re-purposed from the Police department and, as advised by the City's garage, is past its functional life. The requested vehicle is a Dodge Durango with an ADA accommodation.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Hire consultant to clean up and rehab 20+ year old maintenance tracking software

Requesting Department:

Community Services/Public Works

Department
Priority #

1

Department Contact:

Ron Korman

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Aggresso Fund & Program Number:

1640 (130585-20%), 1630 (130575-20%), 1650 (130595-20%), 1401 (99-1401-20%), 1101 (130525 Fac Mtc-5% & 130520 Parks-5% & 130515 Streets-5% &

(if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

	FY21 costs	FY22 costs	FY23 costs
<input checked="" type="checkbox"/> New Equipment	7,120	3,120	3,120

Please describe any one-time vs. on-going costs including maintenance:

Four ipads and cellular contracts for those units

	FY21 costs	FY22 costs	FY23 costs
<input checked="" type="checkbox"/> Professional Service	65,000	25,000	25,000

Please describe any one-time vs. on-going costs:

This is a one time expense of \$40,000 for the service. the \$25,000 is the current annual user fee being charged to the City.

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1						
2						
3						
4						
Total		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

To be completed by Finance

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> Other			

Please describe any one-time vs. on-going costs:

Description of New Need

Public Works maintenance utilizes Maint Star software to track activities. This software was initially purchased 20+ years ago by the RTC to compare maintenance activities between Reno, Sparks, and Washoe County. That program has since terminated and Public Works has been using and modifying the program to suit our needs. Earlier this year we asked the Maint Star Representative to stop by and have a look at our system and give us recommendations to improve the usefulness and accuracy of the program. This expenditure will clean up old data, purge the system, upgrade the software, and allow us to utilize mobile features including the work order system.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department: Department Priority # **1(R)**

Department Contact: ----->

Agresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

FY21 costs	FY22 costs	FY23 costs
138,811	24,811	24,811

Please describe any one-time vs. on-going costs including maintenance:

1-Utility vehicle Purchase price \$55,000, Annual cost recovery \$7,750, Annual M&R \$3,672
 1- One ton dump truck Purchase price \$59,000, Annual cost recovery \$9,717, Annual M&R \$3,672

Professional Service

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1	Laborer	44,000	36,000	80,000	83,000	86,000
2	Laborer	44,000	36,000	80,000	83,000	86,000
3	Laborer	44,000	36,000	80,000	83,000	86,000
4	Reduce FY21 temp request			(240,000)	(240,000)	(240,000)
Total		132,000	108,000	0	9,000	18,000

Other

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Description of New Need

We are requesting these laborers to provide basic Parks related maintenance for example: weed spraying, trimming, pruning, and beautification of park areas. The use of contract labor has been unreliable both in providing good staff, but also with the training required and retention.

We feel that by utilizing an entry position to the City, we will be able to attract better help to maintain the expanding Parks infrastructure. The proposed budget for Professional Services Temp (contract labor) for FY21 is \$482,987 in Parks Maintenance (130520). Three laborers calculated at the fully loaded starting rate of \$80,000 is equal to \$240,000. The Department is proposing to decrease the Professional Services Temp (contract labor) budget request to cover the hiring of three full time laborers. This would leave \$242,987 in subprogram 130520-100 and account 603244 to hire seasonal temporary employees. Staff believes that the full time laborers will more than make up for the loss in the number of contracted service hours with more production, less training and retraining, less time sprint recruiting and interviewing, and more pride of workmanship with a full time labor position.

Program	Program	Account	FY15 Actuals	FY16 Actuals	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 budget	FY21 Tentative Budget
130520	Parks Maintenance	Professional Services-Temp Agency Labor	233,253	343,267	349,874	328,590	312,301	407,000	482,987

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

One laborer position for Facility Maintenance

Requesting Department:

Ron Korman/Mark Andersen

Department

Priority #

1

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Department Contact:

Community Services

Aggresso Fund & Program Number:

1101, 130525

(if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

	FY21 costs	FY22 costs	FY23 costs
<input checked="" type="checkbox"/> New Equipment	66,422	11,422	11,422

Please describe any one-time vs. on-going costs including maintenance:

1-Utility vehicle Purchase price \$55,000, Annual cost recovery \$7750, Annual M&R \$3672

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> Professional Service			

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1	Laborer	44,000	36,000	80,000	83,000	86,000
2						
3						
4						
	<i>Total</i>	<u>44,000</u>	<u>36,000</u>	<u>80,000</u>	<u>83,000</u>	<u>86,000</u>

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> Other			

Please describe any one-time vs. on-going costs:

Description of New Need

This laborer position for Facilities will be utilized to perform primarily unskilled tasks such as unclogging toilets, changing light bulbs, some janitorial duties such as spills or clean-up from water leaks.
I anticipate that this position could be utilized to assist our Facility Maintenance workers on many jobs where an extra set of hands are needed.
Having a person in this position will allow our skilled personnel additional time to properly devote the time required to perform repairs and maintenance that arise on a day to day basis.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department: Department Priority # **3**

Department Contact: ----->

Agresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

FY21 costs	FY22 costs	FY23 costs
72,389	13,389	13,389

Please describe any one-time vs. on-going costs including maintenance:

Professional Service

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1						
2						
3						
4						
Total		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

To be completed by Finance

Other

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Description of New Need

This request is for the purchase of a one ton dump truck to be used in our Parks Section. This will improve efficiency by allowing more staff to take out dump trucks on a daily basis. Our small dumps, which do not require a commercial drivers licence are crucial due to most of our contracted staff not being able to drive commercial vehicles. These vehicles also fit into smaller spaces and do less damage to our parks and walking paths. This vehicle would be an addition to our fleet and is not a replacement.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department: Department
Priority #
----> **3**

Department Contact:

Agresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

	FY21 costs	FY22 costs	FY23 costs
10,422	2,422	2,422	

Please describe any one-time vs. on-going costs including maintenance:

Boom sprayer Purchase price \$8,000, Annual cost recovery \$1318, Annual M&R \$1104

Professional Service

	FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Salary	Benefits	Total FY21	Total FY22	Total FY23
1	To be completed by Finance				
2					
3					
4					
Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Other

	FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Description of New Need

This request it to purchase a boom sprayer/chemical applicator. This piece of equipment will allow staff to apply chemical over a large area in less time. This improves efficiency over current application practices which are mostly done by hand over small areas using a backpack sprayer..

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Feasibility Analysis for Possible East Industrial Area - Phase 2

Requesting Department:

Community Services

Department

Priority #

---->

Department Contact:

John Martini/Armando Ornelas

Aggresso Fund & Program Number:

Fund 1101, Program Number 130200 50%; 1630 Program 130600 25%; and 1640 Program 130620 25%

will be placed in this Program)

Check all that apply & fill in cost estimates:

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> New Equipment			

Please describe any one-time vs. on-going costs including maintenance:

	FY21 costs	FY22 costs	FY23 costs
<input checked="" type="checkbox"/> Professional Service	300,000		

Please describe any one-time vs. on-going costs:

Cost for FY 21 only \$150k in fund 1101, \$75k in 1630 and \$75K in 1640.

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1						
2						
3						
4						
Total		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

To be completed by Finance

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> Other			

Please describe any one-time vs. on-going costs:

Description of New Need

Need approximately \$300,000 in funding to develop and analyze a conceptual plan for creation of an industrial area for large-scale users in the area east of the Pah Rah mountain range. Phase 1 of this study was funded and contracted in FY20 and includes the preparation of a conceptual land plan. Phase 2 (this funding request) will include civil engineering studies for the provision of transportation and utility infrastructure to serve this area and fiscal analysis to project revenues from, and costs to, the City and other public agencies for the provision of services, particularly law enforcement, emergency medical services and fire protection.

Phase 2 - Funding request: \$150,000 General Fund and \$75,000 Sewer Fund and \$75,000 Storm Drain Fund.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department: Department Priority #

Department Contact: ----->

Agresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment FY21 costs FY22 costs FY23 costs

	2,000		
--	-------	--	--

Please describe any one-time vs. on-going costs including maintenance:

As of 11/8/19, IT is checking on the existing computer at GERP office to see if it is in the refresh.

Professional Service FY21 costs FY22 costs FY23 costs

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Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1	Recreation Specialist I	50,000	38,000	88,000	93,000	101,000
2	reduce temp costs			(37,000)	(37,000)	(37,000)
3				0		
4				0		
Total		50,000	38,000	51,000	56,000	64,000

Other FY21 costs FY22 costs FY23 costs

--	--	--	--

Please describe any one-time vs. on-going costs:

Description of New Need

This position is necessary to manage the increasing volume of activities at Golden Eagle Regional Park and Shadow Mountain Sports Complex. Under the supervision of the Recreation Manager, this position will manage the entire adult sports program, the tournament/facility scheduling as well as general field and site maintenance. A large amount of this work has (and continues) to be performed by a temporary, 3/4 time position since Golden Eagle Regional Park opened in 2008. The 3/4 time position will not be replaced if this new need is approved. The cost of the 3/4 position was \$37,000 in FY19. Therefore, the cost for FY21 would be the FTE salary/benefits of \$88,000 less \$37,000 = \$51,000 for FY21.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department: Department Priority #

Department Contact: ----->

Agresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment FY21 costs FY22 costs FY23 costs

Please describe any one-time vs. on-going costs including maintenance:

Professional Service FY21 costs FY22 costs FY23 costs

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1	Recreation Specialist I	50,000	38,000	88,000	93,000	101,000
2	reduce temp costs			(7,860)	(7,860)	(7,860)
3				0		
4				0		
Total		50,000	38,000	80,140	85,140	93,140

Other FY21 costs FY22 costs FY23 costs

Please describe any one-time vs. on-going costs:

Description of New Need

Under the supervision of the Special Event Supervisor, the Recreation Specialist I/II will assist in the administration, overall calendar/on-site management of events, and the new Arts and Culture Program. Most of this work is currently performed by one FT position with minimal to no backup during the busy event season. This position may also assist or take over in the production of the Turkey Trot, Mayor's Cup, and/or Hometowne Christmas events, thereby allowing staff in other divisions to focus on their duties providing better work balance.

If this position is approved, it would be in line to promote to the Special Event Supervisor in the Park and Recreation Department's succession plan. This position is also recommended in the Arts Overlay Plan for Victorian Square. This position would be located in a fully furnished office at the Parks and Recreation Department currently utilized by temporary staff. The temporary position will not be filled. This position, which experiences high turnover, cost \$2,683 in FY19. YTD in FY21, the temporary position cost is at \$5,177 (1/16/20) and \$12,000 is the FY20 budgeted amount. The estimated offset would be \$88,000 less \$7,860 = \$80,140.

FY21 New Needs Request Form - due via email to shemmerling@cityofsparks.us by 12/16/19

New Need brief description: Hire a consultant to a fiscal analysis for the Golden Eagle Regional Park

Requesting Department: Parks and Recreation Department Priority # **4**

Department Contact: Tracy Domingues ---->

Agresso Fund & Program Number: Fund 1221, Program TBD (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment FY21 costs FY22 costs FY23 costs

Please describe any one-time vs. on-going costs including maintenance:

Professional Service FY21 costs FY22 costs FY23 costs

Please describe any one-time vs. on-going costs:
100,000

One time cost

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1						
2						
<i>Total</i>		0	0	0	0	0

To be completed by Finance

Other FY21 costs FY22 costs FY23 costs

Please describe any one-time vs. on-going costs:

Description of New Need

The purpose of this new need is to retain a consultant to conduct a fiscal analysis for Golden Eagle Regional Park. The goal of the study will be to quantify the economic impact of the park on the Truckee Meadows and to analyze current and future costs to operate and maintain the facility and to provide recommendations for setting user rates for cost recovery.

Fiscal Year 2019 Revenues derived from programming at Golden Eagle Park (Funds 1402 & 1221) were:

Field Rentals	\$ 23,001 (1402 & 1221)
Tournament play	\$ 167,766 (1402 & 1221)
Restaurant Lease	\$ 99,996 (1402)
Sponsorship/advertising	\$ 22,447 (1402)
Lights	\$ 46,905 (1402)
Interest	\$ 60,282 (1402)
Recreation Program Fees	\$ 225,800 (1221-Adult Softball league play)
Total Revenue	\$ 585,915

Fiscal Year 2019 expenses for operations, maintenance and Capital Improvements (Funds 1402, 1221 and 1101) were:

Operations and Maintenance	\$ 1,736,743 (Funds 1402, 1221 and 1101)
Capital Improvements	\$ 1,223,687 (CIP - Turf Replacement and maintenance)
Total Expenses	\$ 2,960,430

FY 19 Cost Recovery = 19.8% (revenue/expenses)

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department:

 Department
Priority # **1 (R)**
---->

Department Contact:

Aggresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs including maintenance:

Professional Service

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1						
2						
3						
4						
Total		0	0	0	0	0

To be completed by Finance

Other

FY21 costs	FY22 costs	FY23 costs
100,000		

Please describe any one-time vs. on-going costs:

Description of New Need

Due to funding decisions/constraints in the last couple of years, the traffic calming program has a backlog of resident submitted concerns and requests. Currently there are 13 petitions awaiting action. This new need would help catch up on traffic calming studies awaiting action. It will also provide funding should any of those studies show the need for new infrastructure to help reduce speeds and all roadway users safety. The range for a consultant to conduct traffic calming studies cost between \$5,000 to \$10,000. Mitigation measures may include: striping and signage (in-house), radar speed signs (\$10K-\$30K), Rectangular Rapid Flashing Beacons (\$20K-\$200K), and speed humps (\$10K-\$15K).

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department:

Department Contact:

Aggresso Fund & Program Number: (if approved, budget will be placed in this Program)

Department Priority #	1 (R)
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Check all that apply & fill in cost estimates:

	FY21 costs	FY22 costs	FY23 costs
<input checked="" type="checkbox"/> New Equipment	66,422	11,422	11,422

Please describe any one-time vs. on-going costs including maintenance:

1-Utility vehicle Purchase price \$55,000, Annual cost recovery \$7,750, Annual M&R \$3,672

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> Professional Service			

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1	Laborer	44,000	36,000	80,000	83,000	86,000
2	Laborer	44,000	36,000	80,000	83,000	86,000
3	Laborer	44,000	36,000	80,000	83,000	86,000
4						
	Total	132,000	108,000	240,000	249,000	258,000

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> Other			

Please describe any one-time vs. on-going costs:

Description of New Need

These laborer positions for Streets maintenance will be utilized to assist in performing tasks such as paving, crack sealing, sidewalk repair, pot hole repair, and guardrail repair and maintenance. Currently contract labor is used for these tasks, but we are finding that they are unreliable and we are constantly training a new person. Adding full time staff will allow the Street section to keep full time staff on planned/scheduled tasks and utilize the contracted staff in a fill in role. These positions are in addition to the current staff and not replacing the professional services contract labor budget. By keeping this budget in place, contract laborers will be supplemental to the full time staff not crucial to complete essential functions.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department: Department Priority # **3**

Department Contact: ----->

Aggresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

FY21 costs	FY22 costs	FY23 costs
66,422	11,422	11,422

Please describe any one-time vs. on-going costs including maintenance:

Professional Service

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1	Traffic Maintenance Worker	58,000	40,000	98,000	102,000	106,000
2				0		
3				0		
4				0		
<i>Total</i>		<u>58,000</u>	<u>40,000</u>	<u>98,000</u>	<u>102,000</u>	<u>106,000</u>

Other

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Description of New Need

This request is for the addition of one Traffic Maintenance Worker. With the growth in the City our current staff is unable to keep up with the MUTCD requirements related to signs, and road markings. We have been trading labor back and forth with other maintenance areas as necessary to complete the work to this point but that is no longer a viable option. New regulations regarding sign retroreflectivity and additional road markings require additional staff to keep up.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department: Department Priority #

Department Contact: ----->

Aggresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

FY21 costs	FY22 costs	FY23 costs
6,000		

Please describe any one-time vs. on-going costs including maintenance:

One time purchase of office equipment
Desk, chair, cabinets, computer, Microsoft Office account, Adobe Professional, and misc. office supplies \$6000

Professional Service

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1	Office Assistant	47,000	37,000	84,000	87,000	90,000
2				0		
3				0		
4				0		
	Total	47,000	37,000	84,000	87,000	90,000

Other

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Description of New Need

Currently, the Public Works Yard has one Administrative Secretary to process all the paper work for 65 employees. We use a contract laborer to fill in as possible, but this has proven unreliable. Maintstar is our work tracking software and information in the system needs to be constantly updated to produce accurate job costing. This position would be tasked with entering the daily work reports as well as keeping the system information accurate and current.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department:

 Department
Priority #
---->

X (R)

Department Contact:

Aggresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs including maintenance:

Professional Service

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1	Utilities Maintenance Worker II	47,000	37,000	84,000	87,000	97,000
2	Utilities Maintenance Worker II	47,000	37,000	84,000	87,000	97,000
3	Utilities Maintenance Worker II	47,000	37,000	84,000	87,000	97,000
4				0		
Total		141,000	111,000	252,000	261,000	291,000

Other

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Description of New Need

This request is for additional staff to enhance the sewer assessment program by creating an additional assessment team. TV Assessment of the underground utilities allows the City to have an accurate look at the underground infrastructure and with the growth in the City our current assessment staff have been spending the majority of their time on new construction. Additional personnel were not included in the 2018 utility rate study operation and maintenance personnel needs. This new need will be tracked and included in 2022 utility rate study.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department:

 Department
Priority #
---->

X (R)

Department Contact:

Agresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

FY21 costs	FY22 costs	FY23 costs
30,000		

Please describe any one-time vs. on-going costs including maintenance:

Professional Service

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1						
2						
3						
4						
Total		0	0	0	0	0

To be completed by Finance

Other

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Description of New Need

This request is for a sewer line rapid assessment tool. This tool uses sound waves to quickly determine if a sewer line is in need of cleaning. The use of this tool reduces the time and expense of assessing the sewer infrastructure.

Cleaning the pipe is expensive and causes additional wear to the sewer pipe, especially if the cleaning is not required. This tool does not give us data on pipe condition, but does let us know if the pipe is partially blocked. An additional Sewer rapid assessment tool was not included in the 2018 utility rate study operation and maintenance capital equipment needs. This new need will be tracked and included in 2022 utility rate study.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department: Department Priority # **X (R)**
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Department Contact:

Agresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

	FY21 costs	FY22 costs	FY23 costs
	53,538	9,538	9,538

Please describe any one-time vs. on-going costs including maintenance:

Professional Service

	FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1		To be completed by Finance				
2						
3						
4						
<i>Total</i>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Other

	FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Description of New Need

This request is for a van for the deployment of the rapid assessment tool. Staff has requested that the City purchase a van that will be capable of storing all of the equipment needed to deploy the rapid assessment tool and to keep the equipment locked up when not in use. There are efficiencies in having a vehicle outfitted and ready without having to gather or find the equipment needed for the day's work. A new Van to house the Sewer rapid assessment tool was not included in the 2018 utility rate study operation and maintenance capital equipment needs. This new need will be tracked and included in 2022 utility rate study.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department:

 Department
Priority #
---->

X (R)

Department Contact:

Aggresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

	FY21 costs	FY22 costs	FY23 costs
<input checked="" type="checkbox"/> New Equipment	72,389	13,389	13,389

Please describe any one-time vs. on-going costs including maintenance:

First year cost includes \$59,000 for the vehicle, \$9,717 for the annual cost recovery, and \$19,944 for M&R

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> Professional Service			

Please describe any one-time vs. on-going costs:

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> Personnel (Need City Manager pre-approval for submission to New Needs)			

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1		To be completed by Finance				
2						
3						
4						
<i>Total</i>		0	0	0	0	0

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> Other			

Please describe any one-time vs. on-going costs:

Description of New Need

The Sewer O&M section has requested a one ton dump truck to be dedicated for construction projects. This will allow them to outfit this vehicle with the equipment needed for this type of work to reduce the time for gathering equipment and getting to the jobsite. This purchase will go with another new need "man hole cutter." This vehicle is an addition to the fleet, not a replacement. A one ton truck was not included in the 2018 utility rate study operation and maintenance capital equipment needs. This new need will be tracked and included in 2022 utility rate study.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department:

 Department
Priority #
---->

X (R)

Department Contact:

Agresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

	FY21 costs	FY22 costs	FY23 costs
<input checked="" type="checkbox"/> New Equipment	40,000		

Please describe any one-time vs. on-going costs including maintenance:

This is a one time expense for an attachment for a skid steer

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> Professional Service			

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1		To be completed by Finance				
2						
3						
4						
<i>Total</i>		0	0	0	0	0

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> Other			

Please describe any one-time vs. on-going costs:

Description of New Need

This request is for the purchase of a tool that hooks to a skid steer and is used to cut the asphalt around a manhole. This tool is used to reduce the time it takes to raise the manhole after road resurfacing. This job is traditionally done with jack hammers and a little experienced guesswork to reset the correct height of the new lid. This tool simplifies, speeds up, and improves the accuracy of the process. A manhole cutter was not included in the 2018 utility rate study operation and maintenance capital equipment needs. This new need will be tracked and included in 2022 utility rate study.

FY21 New Needs Request Form - due via email to shemmerling@cityofsparks.us by 12/16/19

New Need brief description:

Requesting Department:

 Department
Priority # **1** [®]
---->

Department Contact:

Aggresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> New Equipment			

Please describe any one-time vs. on-going costs including maintenance:

	FY21 costs	FY22 costs	FY23 costs
<input checked="" type="checkbox"/> Professional Service	35,000	7,500	7,500

Please describe any one-time vs. on-going costs:

This will require a one time set-up and installation charge with an annual recurring user fee.

<input type="checkbox"/> Personnel (Need City Manager pre-approval for submission to New Needs)	FY21 costs	FY22 costs	FY23 costs
--	------------	------------	------------

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1		To be completed by Finance				
2						
3						
4						
Total		0	0	0	0	0

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> Other			

Please describe any one-time vs. on-going costs:

Description of New Need

This new need is to hire a software company to take our City maps and create route maps that will optimize sweeper routing. Creation of an optimized sweeper routing program will identify the number of lane miles the existing fleet of sweepers can service per working day, will establish optimized sweeper routes and will increase the level of service. Additionally, establishment of an optimized sweeper program will allow the City to post street sweeping days for each neighborhood to the City's website. This system utilizes GPS technology to track the sweeper paths and to create a "breadcrumb" trail for tracking purposes. Funding for professional services was included in the operations and maintenance cost assumptions in the 2018 Utility Rate Study.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department:
Department
Priority #
---->
X(R)

Department Contact:

Aggresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

FY21 costs	FY22 costs	FY23 costs
369,354	69,354	69,354

Please describe any one-time vs. on-going costs including maintenance:

This is a one time expense of \$300,000 and \$49,410 annual cost recovery and \$19,944 estimated M&R

Professional Service

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1		To be completed by Finance				
2						
3						
4						
	<i>Total</i>	0	0	0	0	0

Other

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Description of New Need

This request is for the purchase of an additional sweeper for the City fleet. With growth, the number of lane miles needing sweeping increases every year as new neighborhood streets, collector and arterial roadways are dedicated to the City. A new sweeper was not included in the 2018 utility rate study operation and maintenance capital equipment needs. This new need will be tracked and included in 2022 utility rate study.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department:
Department
Priority #
---->
X(R)

Department Contact:

Aggresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs including maintenance:

Professional Service

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1	Utilities Maintenance Worker II	47,000	37,000	84,000	87,000	97,000
2	Utilities Maintenance Worker II	47,000	37,000	84,000	87,000	97,000
3						
4						
Total		94,000	74,000	168,000	174,000	194,000

Other

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Description of New Need

In order to have a successful scheduled sweeping program in the City of Sparks we will need two additional Maintenance Workers that are permanently assigned as sweeper operators. This will allow us to provide the training and expertise to keep the program on schedule with a minimum of damage and wear on the machines. Also, having a dedicated staff operating these machines will bring a sense of accountability to the position. The Utilities Maintenance Work II positions were not included in the 2018 utility rate study operation and maintenance person needs. This new need will be tracked and included in 2022 utility rate study.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department: Department Priority # **2**

Department Contact: ----->

Aggresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

FY21 costs	FY22 costs	FY23 costs
89,637	14,637	14,637

Please describe any one-time vs. on-going costs including maintenance:

Professional Service

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1		To be completed by Finance				
2						
3						
4						
<i>Total</i>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Other

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Description of New Need

This request it to purchase a John Deere 5100E tractor. Staff will use this equipment in the maintenance of large areas such as mowing brush, seeding, and applying chemical in our open ditches and on the river. This tractor is designed to use large attachments and cover large areas. Our current equipment is not capable of heavy agricultural work and therefore we are shortening the life of the equipment and causing premature failures in their systems.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department: Department Priority # **1 (R)**

Department Contact: ----->

Agresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

	FY21 costs	FY22 costs	FY23 costs
	66,172	11,172	11,172

Please describe any one-time vs. on-going costs including maintenance:

Professional Service

	FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1	Utilities Maintenance Worker II	47,000	37,000	84,000	87,000	97,000
2						
3						
4						
<i>Total</i>		<u>47,000</u>	<u>37,000</u>	<u>84,000</u>	<u>87,000</u>	<u>97,000</u>

Other

	FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Description of New Need

This request is for one additional Effluent Maintenance Worker I/II and a utility bed truck. The effluent system has been in the ground for many years. When the system first came on line the treatment plant supplied staff to maintain the pump stations. Since that time Public Works has taken over maintenance of the entire system. The system is starting to show its age and requires more time to keep running. The one current maintenance worker assigned to the effluent system is not able to keep up with the required maintenance and repairs. This position was included in the 2018 Utility Rate Study.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department: Department Priority # **1(R)**

Department Contact: ----->

Agresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs including maintenance:

Professional Service

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1	Equipment Mechanic I	52,000	38,000	90,000	94,000	103,000
2						
3						
4						
	<i>Total</i>	52,000	38,000	90,000	94,000	103,000

Other

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Description of New Need

The City's fleet is 577 pieces of equipment maintained by 6 Equipment Mechanics. The ratio of equipment to mechanic is out of balance. The staff is struggling to keep up with the work flow and vehicle turn around times are getting longer. There are various calculations to assign the number technicians to the size of a fleet. Government Fleet magazine, which links industry professionals to research, guidelines and standards, published an article called, "How to calculate Technician-to-Vehicle Ratios." I have attached the link to the article for reference, but using their ratio of 55 to 60:1, the City should employ between 9 and 11 technicians. The additional mechanic will reduce staff burnout, lessen vehicle down time, and potentially extend the service life of vehicles.

<https://www.government-fleet.com/146908/how-to-calculate-technician-to-vehicle-ratios>

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description: Maintenance Garage Parts Vehicle and Public Works Travel Vehicle

Requesting Department: Community Services

Department Contact: Ron Korman/Mark Andersen

Aggresso Fund & Program Number: Fund 1702 Program 130542 (if approved, budget will be placed in this Program)

Department Priority # 2
 ---->

Check all that apply & fill in cost estimates:

	FY21 costs	FY22 costs	FY23 costs
<input checked="" type="checkbox"/> New Equipment	55,435	10,435	10,435

Please describe any one-time vs. on-going costs including maintenance:

Purchase price \$45,000
 Annual cost recovery \$7411, Annual M&R \$3024

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> Professional Service			

Please describe any one-time vs. on-going costs:

<input type="checkbox"/> Personnel (Need City Manager pre-approval for submission to New Needs)						
	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1		To be completed by Finance				
2						
3						
4						
<i>Total</i>		0	0	0	0	0

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> Other			

Please describe any one-time vs. on-going costs:

Description of New Need

The Garage is using a retired Dodge Durango that was salvaged from our Police department after the flood and using it to run parts. The vehicle was driven into flood water and retired from PD due to the smell and unreliability after the water intrusion. It worked well for a parts truck, but has reached the end of its useful life. There is not any replacement value which is why it is listed as a new need. The new vehicle will be used for shop errands and by Public Works staff to travel to trainings outside the area.

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department:
Department
Priority #
---->

Department Contact:

Aggresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

	FY21 costs	FY22 costs	FY23 costs
<input checked="" type="checkbox"/> New Equipment	<input style="width: 80px; height: 30px;" type="text" value="3,200"/>	<input style="width: 80px; height: 30px;" type="text"/>	<input style="width: 80px; height: 30px;" type="text"/>
Please describe any one-time vs. on-going costs including maintenance:			
4 large screen monitors - (1 engineer, 3 planners)			

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> Professional Service	<input style="width: 80px; height: 30px;" type="text" value="85,516"/>	<input style="width: 80px; height: 30px;" type="text" value="30,560"/>	<input style="width: 80px; height: 30px;" type="text" value="36,685"/>
Please describe any one-time vs. on-going costs:			
Initial implementation estimated at \$59,620.00 . FY21 usage fees are estimated to be \$25,895.82 and assumes 40% of plan review will be done electronically. FY22 and FY23 usage based costs are estimated based on current building permit activity trends and assumes year over year increases in electronic plan review of 20%.			

	FY21 costs	FY22 costs	FY23 costs																					
<input type="checkbox"/> Personnel (Need City Manager pre-approval for submission to New Needs)																								
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 15%; text-align: center;">Salary</th> <th style="width: 15%; text-align: center;">Benefits</th> <th style="width: 15%; text-align: center;">Total FY21</th> <th style="width: 15%; text-align: center;">Total FY22</th> <th style="width: 15%; text-align: center;">Total FY23</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid black;">1</td> <td colspan="5" rowspan="4" style="text-align: center; vertical-align: middle; font-size: 24px;">To be completed by Finance</td> </tr> <tr> <td style="border: 1px solid black;">2</td> </tr> <tr> <td style="border: 1px solid black;">3</td> </tr> <tr> <td style="border: 1px solid black;">4</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: center;"><u>0</u></td> <td style="text-align: center;"><u>0</u></td> <td style="text-align: center;"><u>0</u></td> <td style="text-align: center;"><u>0</u></td> <td style="text-align: center;"><u>0</u></td> </tr> </tbody> </table>		Salary	Benefits	Total FY21	Total FY22	Total FY23	1	To be completed by Finance					2	3	4	Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>			
	Salary	Benefits	Total FY21	Total FY22	Total FY23																			
1	To be completed by Finance																							
2																								
3																								
4																								
Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>																			

	FY21 costs	FY22 costs	FY23 costs
<input type="checkbox"/> Other	<input style="width: 80px; height: 30px;" type="text"/>	<input style="width: 80px; height: 30px;" type="text"/>	<input style="width: 80px; height: 30px;" type="text"/>
Please describe any one-time vs. on-going costs:			

Description of New Need

After reviewing several electronic plan review software programs, development review staff (building, planning, and engineering) recommend the ePermitHub software as the option that would best serve the needs of both staff reviewers and customers. This software is a plug-in to the Accela software currently used for permitting and has the most seamless user experience for plan reviewers, permit staff and the public. Along with the standard markup, stamping and measuring tools, ePermitHub includes automatic sheet versioning, file validation, validation of professional stamps, interactive issue resolution, reporting, and instructional videos for the public. In the view of City staff, the ePermitHub experience is very user-friendly. Plan review comments are emailed and include links that are easily accessible on Accela Citizen Access (ACA).

FY21 New Needs Request Form - due via email to *shemmerling@cityofsparks.us* by 12/16/19

New Need brief description:

Requesting Department: Department Priority #

Department Contact: ----->

Agresso Fund & Program Number: (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

FY21 costs	FY22 costs	FY23 costs
97,580	12,580	12,580

Please describe any one-time vs. on-going costs including maintenance:

Professional Service

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Personnel (Need City Manager pre-approval for submission to New Needs)

	Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23
1		To be completed by Finance				
2						
3						
4						
Total		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Other

FY21 costs	FY22 costs	FY23 costs

Please describe any one-time vs. on-going costs:

Description of New Need

The GradeAll is needed to address the increasing need for forklift services at TMWRF. Of particular need is the lifting of the 1-ton Ostara product super sacks into and out of the three bay high racking system. The vertical lift is near the limit of the current forklift and the machine is unstable. The wider wheel base and the telescoping forks will make the movement of these bags much safer. In addition to the Ostara product, the Gradeall would be able to lift supersacks of sand for the denite reactor as well as chemical totes and dumpsters throughout the facility.

APPENDIX A

Capital Improvement Plan Process



CAPITAL IMPROVEMENT PLAN PROCESS

The City's infrastructure is the foundation of our economy, supporting the basic needs of business and industry and providing for the quality of life of our local residents. One of the City's primary responsibilities is to ensure the maintenance of and investment into the City's portfolio of assets through capital improvement projects which attracts business, provides jobs, and maintains the City's ability to support our business community and provide for our residents.

The Capital Improvement Plan (CIP) outlines the City's plan for achieving the goals, objectives, and service delivery levels desired by the Mayor and City Council. The purpose of this plan is to forecast and match projected revenues and major capital needs over a five (5)-year period. Capital planning is an important management tool that strengthens the linkages between community infrastructure needs and the financial capacity of the City. It allows for the systematic evaluation of projects assuring the greatest needs are being addressed. The City's CIP is made up of sixteen funds that are each unique in their revenue streams and terms of use based upon federal, state, or local statutes.

The City of Sparks takes a long-term view of the community and its needs. Larger capital improvement projects take years to plan and complete, including financing. Still being affected by the recent recession experienced in Northern Nevada, the primary focus of the Capital Improvement Plan has been to preserve the existing infrastructure.

Nevada Revised Statute (NRS) 354.59801 requires that each local government have on file, a copy of its plan for capital improvements. NRS 354.5945 further requires a five-year capital improvement plan be submitted to the:

- Department of Taxation
- Debt Management Commission of Washoe County
- Director of the Legislative Counsel Bureau

In addition, NRS 354.5945 requires that copies be available for public record and inspection at:

- The Sparks City Clerk
- The Washoe County Clerk

The Community Services Department partners with Financial Services to ensure the appropriations for funding the CIP are correct. Then Community Services Department schedules meetings with all the various Departments City wide. In these meetings the following is reviewed:

- We review the 2 to 5 year projects to determine:
 - If the project is still relevant
 - If the project's scope needs updating
 - If additional funding is needed
- Request for new projects are submitted using:
 - Project Title
 - Brief Project Description
 - Engineer's Estimate to cost with related expenses such as consultants, permitting, etc.
 - Desired completion timeframe

Recommendations are then developed based on fund availability and restrictions, risk analysis, citizen concerns, and Council priorities.

CAPITAL IMPROVEMENT PLAN PROCESS CONTINUED

A presentation of the draft CIP Document is reviewed annually at a Council Workshop. Council provides input for any revisions to staff's recommendations. The recommendations from this workshop are then used to prepare the final CIP document.

FY21 CIP Budget Summary

Below is a summary of the FY21 CIP by fund:

FUND NAME	FY 21 CIP BUDGET
Transportation	3,329,792
Capital Projects	1,042,300
Ad Valorem Capital Projects	500,000
Parks & Recreation Projects	1,771,000
Park District 1	900,000
Park District 2	210,000
Park District 3	350,000
Victorian Room Tax	2,242,080
Community Development Block Gra	226,802
Municipal Court	70,000
Street Cut	650,000
Sanitary Sewer	7,113,216
Storm Drain / River Flood	5,050,000
Effluent	105,000
Motor Vehicles	3,390,850
Redevelopment Area 1	1,000,000
Redevelopment Area 2	-
Impact Fee Service Area #1	830,000
Total	28,781,040

Capital Improvement Plan Executive Summary



CITY OF SPARKS

Executive Summary of FY21 CIP Projects

Project #	Project Description	Total Budget 2020-2021
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ROAD FUND (1401): Transportation Systems Street Projects

PAVEMENT MANAGEMENT PROGRAM

Planned Capital Improvements

21-0500	Street Improvements - Corrective and Rehab	\$ 1,600,000.00
21-0501	Sidewalk Rehabilitation	\$ 450,000.00
21-0502	Alley, Parking Lot and Pathway - Rehab	\$ 200,000.00

Annual Recurring Capital Projects and Maintenance/Materials

21-0590	Street and Alley Surfaces - Preventative (see "2018 Prev" map)	\$ 400,000.00
21-0591	Annual Pavement Management Program Support:	\$ 100,000.00
21-0592	Annual Street Surface Maintenance and Materials for:	\$ 293,336.00

TRAFFIC PROGRAM

21-0693	Traffic Signs and Paint	\$ 136,456.00
21-0690	Traffic Safety	\$ 50,000.00
21-0691	Electrical System Upgrades	\$ 50,000.00
21-0692	MUTCD Sign Compliance Requirements Program	\$ 50,000.00

TOTAL ROAD FUND 1401 PROJECTS \$ 3,329,792.00

CAPITAL PROJECTS FUND (1404): City Facilities Projects

CITY FACILITIES & EQUIPMENT

Planned Capital Improvements

21-1001	Police Dept. - SWAT Equipment	\$ 75,000.00
21-1002	Police Dept. - HVAC System Boiler/Chiller Replacement Project - Design	\$ 100,000.00
21-1003	Police Dept. - Maintenance Garage Roof Improvements	\$ 80,000.00
21-1004	Fire Station #2 - Restroom Remodel	\$ 150,000.00

Annual Recurring Capital Projects and Maintenance/Materials

080730	IT Hardware Replacement Plan	\$ 117,300.00
080731	IT Major Systems Replacement Plan	\$ 285,000.00
21-1090	Annual City-wide Facility Improvements	\$ 100,000.00
21-1091	City Lighting Energy Retrofits	\$ 25,000.00
21-1092	Annual Maintenance Contract for Photovoltaic Systems	\$ 15,000.00
21-1093	City Facilities ADA Mitigation Improvements	\$ 20,000.00
21-1094	Annual City-wide Elevator Retrofit and Upgrades	\$ 55,000.00
21-1095	Annual City-wide Door Replacement Project	\$ 20,000.00

TOTAL CAPITAL PROJECTS-CITY FACILITIES \$ 1,042,300.00

CITY OF SPARKS

Executive Summary of FY21 CIP Projects

Project #	Project Description	Total Budget 2020-2021
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CAPITAL FACILITIES FUND (1405): Capital Facilities Projects

CAPITAL FACILITIES PROJECTS

Planned Capital Improvements

21-1501	City-wide Re-Keying/Security Improvements	\$	100,000.00
21-1502	Fire Station #3 - Carpet Replacement	\$	40,000.00
21-1503	Maintenance Admin - Restroom Remodel - Design	\$	20,000.00
21-1504	Maintenance Garage - Lean-to Building	\$	90,000.00
21-1505	Deer Pool - Boiler and Water Heater Replacement	\$	200,000.00
21-1506	Police Dept.- Records Area Remodel	\$	50,000.00
TOTAL CAPITAL FACILITIES PROJECTS			\$ 500,000.00

PARKS and RECREATION PROJECTS (1402): Capital Improvements

PARKS AND RECREATION PROJECTS

Planned Capital Improvements

21-1600	Marina Wall Rehab South	\$	400,000.00
21-1601	Marina North Beach Access Road Repair	\$	50,000.00
21-1602	Marina Pet Memorial	\$	60,000.00

Annual Recurring Capital Projects and Maintenance/Supplies

21-1690	Bike Path Rehabilitation	\$	100,000.00
21-1692	Nursery Re-Stock	\$	7,000.00
21-1693	Sports Fields Grass Turf Replacement	\$	20,000.00
21-1694	Marina Park Landscape, Path Modifications, and Upgrades	\$	37,000.00
21-1695	Annual Park Facilities Improvements	\$	62,000.00

Sub-Total Parks and Recreation Capital Projects \$ 736,000.00

GOLDEN EAGLE REGIONAL PARK PROJECTS

Planned Capital Improvements

21-1700	Synthetic Turf Replacement - Field 9	\$	875,000.00
21-1701	GERP - Turf Replacement Protective Structure	\$	30,000.00
21-1702	GERP - Field 9 Maintenance Access Road	\$	20,000.00

Annual Recurring Capital Projects and Maintenance/Supplies

21-1790	Annual GERP Site and Facilities Improvements	\$	30,000.00
21-1791	Annual Turf Maintenance Contract	\$	80,000.00

Sub-Total Golden Eagle Regional Park Projects \$ 1,035,000.00

TOTAL PARKS & REC CAPITAL & GERP PROJECTS \$ 1,771,000.00

CITY OF SPARKS

Executive Summary of FY21 CIP Projects

Project #	Project Description	Total Budget 2020-2021
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PARK CONSTRUCTION TAX DIST #1 (1406): Park District #1 Capital Projects

PARK DISTRICT #1 PROJECTS

21-1800	Oppio Tennis Court Surface Replacement	\$	250,000.00
21-1801	Deer Park Shade Structure Replacement	\$	250,000.00
21-1802	Deer Park Play Structure Replacement	\$	350,000.00
21-1890	Annual Park District 1 Improvements	\$	50,000.00

TOTAL PARK CONSTRUCTION TAX DIST #1 PROJECTS \$ 900,000.00

PARK CONSTRUCTION TAX DIST #2 (1407): Park District #2 Capital Projects

PARK DISTRICT #2 PROJECTS

21-1900	Pah Rah Dog Park	\$	110,000.00
21-1990	Annual Park District 2 Improvements	\$	100,000.00

TOTAL PARK CONSTRUCTION TAX DIST #2 PROJECTS \$ 210,000.00

PARK CONSTRUCTION TAX DIST #3 (1408): Park District #3 Capital Projects

PARK DISTRICT #3 PROJECTS

21-2091	Bodega Park Playground Replacement	\$	300,000.00
21-2090	Annual Park District 3 Improvements	\$	50,000.00

TOTAL PARK CONSTRUCTION TAX DIST #3 PROJECTS \$ 350,000.00

VICTORIAN SQUARE ROOM TAX (1415): Victorian Square Room Tax Projects

VICTORIAN SQUARE ROOM TAX PROJECTS

Planned Capital Improvements

21-2100	Victorian Square Infrastructure Improvement Project Section 4	\$	800,000.00
21-2101	Phase 2 Barricade Project	\$	900,000.00
21-2102	Design of Nugget Events Center	\$	100,000.00
20-2101	Victorian Square Cinema Re-opening Contribution	\$	100,000.00
20-2102	Victorian Square Nugget Events Center Contribution	\$	142,080.00
21-2103	Victorian Square Arts and Culture Project	\$	150,000.00

Annual Recurring Capital Projects and Maintenance/Supplies

21-2190	Victorian Square Development Contribution	\$	50,000.00
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TOTAL VICTORIAN SQUARE ROOM TAX PROJECTS \$ 2,242,080.00

CITY OF SPARKS

Executive Summary of FY21 CIP Projects

Project #	Project Description	Total Budget 2020-2021
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COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) (1203): Capital Projects

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECTS

21-2290	Pedestrian and Street Improvements	\$ 226,802.00
TOTAL CDBG PROJECTS		\$ 226,802.00

MUNICIPAL COURT ADMINISTRATIVE ASSESSMENT FUND (1208):

MUNICIPAL COURT ADMIN ASSESSMENT PROJECTS

Planned Capital Improvements

21-2300	Parking Enclosure Fence Replacement	\$ 50,000.00
Annual Recurring Capital Projects and Maintenance/Supplies		
21-2390	Annual Municipal Court Facility Improvements	\$ 20,000.00
TOTAL MUNICIPAL COURT PROJECTS		\$ 70,000.00

STREET CUT FUND (1224):

STREET CUT PROJECTS

21-2490	Street Cut Repair Contract (Annual)	\$ 650,000.00
TOTAL STREET CUT PROJECTS		\$ 650,000.00

CITY OF SPARKS

Executive Summary of FY21 CIP Projects

Project #	Project Description	Total Budget 2020-2021
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SPARKS UTILITIES (1600's): Sanitary Sewer, Storm Drain, and Effluent Projects

SANITARY SEWER PROJECTS (Fund 1631) - Expansion/Rehabilitation of Sewer Infrastructure Systems

TMWRF Projects

21-6580	TMWRF Clarifier Basin Concrete and Steel Rehab	\$	180,064.00
21-6581	TMWRF Nitrification Tower Rehab and Improvements	\$	219,590.00
21-6582	TMWRF RAS System II & III	\$	627,400.00
18-6585	TMWRF Heat Loop Improvements	\$	156,850.00
21-6583	TMWRF Aeration/Post-Air/Spent Backwash Tanks Rehab	\$	156,850.00
21-6584	TMWRF 120V Lighting Panels Replacement	\$	94,110.00
14-6600K	TMWRF Plant Wide - HVAC Rehabilitation	\$	156,850.00
20-6586	TMWRF Digester Cover #4- Interior Coating & Insulation	\$	470,550.00
20-6587	TMWRF Plant Wide Roof Evaluation/Rehab	\$	94,110.00
20-6588	TMWRF Effluent Reuse Pump Station Rehab	\$	745,665.00
20-6589	TMWRF NVEnergy Natural Gas Line	\$	551,171.00
20-6590	TMWRF AC Paving Ph 1 - Admin to Dewatering	\$	134,264.00
21-6586	TMWRF Digester Cover #5 Foam Coating	\$	250,960.00
21-6587	TMWRF Gravity Thickener 1 & 2 Evaluation	\$	112,932.00
21-6588	TMWRF Media Storage Facility	\$	156,850.00
Sub-Total TMWRF Projects			\$ 4,108,216.00

SEWER INFRASTRUCTURE PROJECTS (Fund 1631)

21-6590	Sanitary Sewer Manhole Rehab.	\$	225,000.00
21-6591	Sewer Model Outlook Population Update	\$	40,000.00
21-6592	Sanitary Sewer Upgrade Project - Prater Way and McCarran Blvd	\$	1,450,000.00
21-6593	SCADA System Upgrade	\$	90,000.00
21-6594	Annual Sewer System Rehab	\$	1,000,000.00
21-6595	Annual Sewer System Street Improvement Coordination	\$	100,000.00

SEWER OPERATIONAL EFFICIENCY PROJECTS (Fund 1630)

21-6597	Annual Contingency for Emergencies	\$	100,000.00
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Sub-Total Fund 1630 & 1631 Projects \$ 7,113,216.00

STORM DRAIN PROJECTS & EQUIPMENT (Fund 1641)

Expansion / Rehabilitation of Storm Drain Infrastructure Systems

21-6602	Marina Canal Pump Recirculation System Rehab.	\$	90,000.00
21-6603	Marina Lake Level Control Pipeline	\$	450,000.00
21-6604	SCADA System Upgrade	\$	30,000.00
21-6605	Prater/Vista Storm Drain Pump Station	\$	2,200,000.00
	Glendale Ave and Dermody Way Storm Drain Rehab Project		
21-6690	Annual Storm Drain Street Improvement Coordination	\$	500,000.00
21-6691	Annual Storm Drain System Dam, Ditch, Flood and Drainage Structures	\$	200,000.00
21-6692	Annual Curb, Gutter, and Sidewalk Projects	\$	750,000.00

CITY OF SPARKS

Executive Summary of FY21 CIP Projects

Project #	Project Description	Total Budget 2020-2021
Storm Drains Operational Efficiency Projects (Fund 1640)		
21-6693	FEMA CRS/CAV	\$ 50,000.00
21-6694	North Truckee Drain Annual Cleaning	\$ 150,000.00
21-6695	Storm Drain Outreach Maintenance Program	\$ 15,000.00
21-6696	Annual Contingency for Emergencies	\$ 100,000.00
RIVER FLOOD Projects (Fund 1641)		
21-6600	North Truckee Drain Lillard Box - Eng and ROW	\$ 350,000.00
21-6601	North Truckee Ditch Rehab Project	\$ 165,000.00
Sub-Total Fund 1640 & 1641 Projects		\$ 5,050,000.00
EFFLUENT REUSE PROJECTS (Fund 1651) - Expansion/ Rehabilitation of Effluent Reuse Infrastructure Systems		
21-6700	SCADA System Upgrade	\$ 30,000.00
Effluent Reuse Operational Efficiency Projects (Fund 1650)		
21-6790	Effluent Metered Site Upgrades	\$ 25,000.00
21-6791	Annual Contingency for Emergencies	\$ 50,000.00
Sub-Total Fund 1650 & 1651 Projects		\$ 105,000.00
TOTAL SEWER IMPROVEMENT FUNDS		\$ 12,268,216.00
MOTOR VEHICLE FUND (1702):		
CITY VEHICLE AND EQUIPMENT REPLACEMENTS		
21-7500A	Vehicle and Equipment Replacement Plan - current year	\$ 1,985,850.00
21-7501	Maintenance Garage - Remove In Ground Lifts	\$ 55,000.00
21-7502	Maintenance Garage - Upgrade Lube System	\$ 40,000.00
21-7503	Maintenance Garage - Replace Garage Lighting With LED's	\$ 75,000.00
100902	Fire Apparatus Replacement Plan - 1702	\$ 1,200,000.00
100903	Fire Capital Equipment Replacement Plan - 1702	\$ 35,000.00
TOTAL MOTOR VEHICLE RELATED PROJECTS		\$ 3,390,850.00

CITY OF SPARKS

Executive Summary of FY21 CIP Projects

Project #	Project Description	Total Budget 2020-2021
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REDEVELOPMENT AREA 1 (3401)

PLANNED CAPITAL IMPROVEMENTS

21-3401	Avenue of the Oaks Straightening Project - Construction	\$ 1,000,000.00
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TOTAL REDEVELOPMENT AREA 1 PROJECTS	\$ 1,000,000.00
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REDEVELOPMENT AREA 2 (3401)

PLANNED CAPITAL IMPROVEMENTS

No Projects Identified		\$ -
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TOTAL REDEVELOPMENT AREA 2 PROJECTS	\$ -
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IMPACT FEE SERVICE AREA #1 (1210)

IFSA 1 (Public Facilities)

080731	Fire Station #6 Design	\$ 200,000.00
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IFSA 1 (Parks)

130235	IFSA #1 Trail Design	\$ 30,000.00
130237	IFSA #1 Trail Construction	\$ 150,000.00
130224	GERP Little League Parking Lot Contribution	\$ 300,000.00
130223	Transportaion Alternative Grant Match for Regional Trail	\$ 100,000.00

IFSA 1 (Flood)

130252	Reach 9 Design Review	\$ 50,000.00
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TOTAL IMPACT FEE SERVICE AREA #1 PROJECTS	\$ 830,000.00
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Five Year Capital Improvement Plan FY21-FY25



City of Sparks

Five Year Capital Improvement Plan 2020/21- 2024/25

	FY21	FY22	FY23	FY24	FY25
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ROAD FUND (1401): Transportation Systems, Road Improvements and related road maintenance projects

Capital Resources

Funding Available from Prior Year	\$164,571	\$252,336	\$415,180	\$19,740	\$340,785
Fuel Tax Revenues	\$2,872,510	\$2,958,685	\$3,017,858	\$3,078,216	\$3,139,780
TMWA MUA Revenue	\$748,119	\$763,081	\$778,343	\$793,910	\$809,788
Electric and Gas Franchise Fees	\$2,147,264	\$2,190,209	\$2,234,013	\$2,278,694	\$2,324,268
Miscellaneous. Revenue/Expenses	\$20,000	\$25,000	\$25,000	\$25,000	\$25,000
Developer Contribution for Windsurfer Drive Improvements	\$0				
Less Road Maintenance Personnel	(\$2,370,335)	(\$2,441,445)	(\$2,514,689)	(\$2,590,129)	(\$2,667,833)
Total Available For Road Projects	\$3,582,128	\$3,747,866	\$3,955,707	\$3,605,430	\$3,971,787

PAVEMENT MANAGEMENT PROGRAM

project #	Description				
	Street Improvement & Equipment - Corrective / Rehabilitation				
21-0500	Street Improvements - Corrective and Rehab	\$ 1,600,000	\$ 1,565,000	\$ 2,155,000	\$ 1,470,000
21-0501	Sidewalk Rehabilitation	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000
21-0502	Alley, Parking Lot and Pathway - Rehab	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
	Annual Recurring Capital Projects and Maintenance / Materials				
21-0590	Street and Alley Surfaces - Preventative (see "2018 Prev" map)	\$ 400,000	\$ 425,000	\$ 425,000	\$ 425,000
21-0591	Annual Pavement Management Program Support: Design/Geotechnical Support	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
	RTC- Fuel TAX Supported Roadway Projects and NDOT Enhancement Supported Projects				
	Real Property / Right of Way Services				
21-0592	Annual Street Surface Maintenance and Materials for: Crack Seal and Road Surfacing	\$ 293,336	\$ 302,136	\$ 311,200	\$ 320,536

Sub-total Pavement Program **\$ 3,043,336** \$ 3,042,136 \$ 3,641,200 \$ 2,965,536 \$ 3,780,152

City of Sparks

Five Year Capital Improvement Plan 2020/21- 2024/25

		FY21	FY22	FY23	FY24	FY25
TRAFFIC PROGRAM						
Annual Recurring Capital Projects and Maintenance/Supplies						
project #	Description					
21-0693	Traffic Signs and Paint	\$ 136,456	\$ 140,550	\$ 144,766	\$ 149,109	\$ 153,582
	Line Laser for Traffic Paint and Signs					
	Traffic Paint Materials					
	Street Signs					
21-0690	Traffic Safety	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	Safe Route To School Plan Updates					
	City-wide Signal Coordination/Capacity Improvements					
	Traffic Calming Enhancements					
21-0691	Electrical System Upgrades	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	Traffic Signal Detection Upgrades					
	Traffic Signal Conflict Monitor Replacement Projects					
	Traffic Computer Maintenance and Upgrades					
	Traffic Signal LED Replacement Program					
	Contracting Services - Street Sign and Traffic Signal Electrical					
21-0692	MUTCD Sign Compliance Requirements Program	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	FY19 Budgeted Projects					
Sub-total Traffic Program		\$ 286,456	\$ 290,550	\$ 294,766	\$ 299,109	\$ 303,582
TOTAL ROAD FUND 1401 PROJECTS		\$ 3,329,792	\$ 3,332,686	\$ 3,935,966	\$ 3,264,645	\$ 4,083,735

City of Sparks

Five Year Capital Improvement Plan 2020/21- 2024/25

	FY21	FY22	FY23	FY24	FY25
CAPITAL PROJECTS FUND (1404): Acquisition and construction of fixed assets and rehabilitation of capital facilities.					
1404A - Capital Resources City Facilities and Equipment					
Funding Available from Prior Year	\$ 444,742	\$ 764,742	\$ 1,509,242	\$ 403,452	\$ 778,133
General Fund Transfer for Public Works Projects	\$ 900,000	\$ 1,957,000	\$ 2,015,710	\$ 2,076,181	\$ 2,138,467
Unspent Bond Proceeds Dedicated to Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Revenue/Expenses	\$ 60,000	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500
Total Available For Capital Projects	\$ 1,404,742	\$ 2,730,242	\$ 3,533,452	\$ 2,488,133	\$ 2,925,100

CITY FACILITIES & EQUIPMENT

project #	Description				
21-1001	Police Dept. - SWAT Equipment	\$ 75,000			
21-1002	Police Dept. - HVAC System Boiler/Chiller Replacement Project - Design	\$ 100,000			
21-1003	Police Dept. - Maintenance Garage Roof Improvements	\$ 80,000			
21-1004	Fire Station #2 - Restroom Remodel	\$ 150,000			
	Mechanized Sidewalk Snow Removal Equipment		\$ 156,000		
	Alf Sorensen - Boiler Replacement Project		\$ 350,000		
	Fire Station #4 - Garage Door Replacement		\$ 40,000		
	Fire Station #1 - Additional Turnout Washer and Dryer System		\$ 40,000		
	Fire Station #1 - 1st Floor and Basement Carpet Replacement		\$ 45,000		
	Fire Station #2 - Internet Radio Upgrades		\$ 110,000		
	City Hall - Southeast ADA Ramp Improvements - Design		\$ 20,000		
	Maintenance Yard West Vehicle Storage Building Enclosure - Design		\$ 80,000		
	Maintenance Vehicle Storage Heater Replacement		\$ 40,000		
	City Hall - New Storm Drain Pump Station		\$ 30,000		
	Fire Station #1 - 3rd Floor Carpet Replacement		\$ 30,000		

City of Sparks

Five Year Capital Improvement Plan 2020/21- 2024/25

	FY21	FY22	FY23	FY24	FY25
Richards Way North Bathroom ADA Upgrades			\$ 115,000		
Police Dept. - HVAC System Boiler/Chiller Replacement Project - Construction			\$ 1,800,000		
City Hall Legislative Bldg Chair Replacement			\$ 75,000		
City Hall - West Parking Lot Rehabilitation			\$ 250,000		
City Hall - Southeast ADA Ramp Improvements - Construction			\$ 100,000		
Maintenance Garage Admin Office HVAC Upgrades			\$ 200,000		
Maintenance Garage - West Side Parking Lot Rehabilitation			\$ 250,000		
Police Dept. - Maintenance Garage Heater Replacement			\$ 60,000		
Maintenance Yard West Vehicle Storage Building Enclosure - Construction				\$ 800,000	
Police Dept.- Enclose Atrium for Additional Office Space - Design				\$ 100,000	
Fire Station #1 - 3rd Floor Women's Restroom Remodel				\$ 80,000	
Fire Station #1 - Heat Pump/Boiler Replacement and Chiller Installation - Design				\$ 300,000	
Fire Station #1 - East Side Concrete Apron Replacement				\$ 75,000	
City Hall - Legislative Building HVAC Replacement				\$ 75,000	
Police Dept.- Enclose Atrium for Additional Office Space - Construction					\$ 1,000,000
Fire Station #1 - Heat Pump/Boiler Replacement and Chiller Installation - Construction					\$ 3,000,000
Fire Station #1 - Generator Replacement					\$ 300,000
Police Dept.- Parking Lot Paving Project Unimproved Area					\$ 250,000

Sub-Total City Facilities Equip \$ **405,000** \$ 941,000 \$ 2,850,000 \$ 1,430,000 \$ 4,550,000

City of Sparks

Five Year Capital Improvement Plan 2020/21- 2024/25

		FY21	FY22	FY23	FY24	FY25
Annual Recurring Capital Projects and Maintenance/Supplies						
project #	Description					
21-1090	Annual City-wide Facility Improvements	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
21-1091	City Lighting Energy Retrofits	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
21-1092	Annual Maintenance Contract for Photovoltaic Systems	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
21-1093	City Facilities ADA Mitigation Improvements	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
21-1094	Annual City-wide Elevator Retrofit and Upgrades	\$ 55,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
21-1095	Annual City-wide Door Replacement Project	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Sub-Total Annual Recurring		\$ 235,000	\$ 280,000	\$ 280,000	\$ 280,000	\$ 280,000
TOTAL 1404A - CAPITAL PROJECTS		\$ 640,000	\$ 1,221,000	\$ 3,130,000	\$ 1,710,000	\$ 4,830,000

1404B - Capital Resources - IT Sustainability Plan #1 - Hardware (Tech Refresh)					
Funding Available from Prior Year	\$112,620	\$67,620	\$135,400	\$180,820	\$161,760
General Fund transfer - Marijuana Licensing Fees are the designated resource in FY20	\$72,300	\$300,460	\$145,420	\$80,940	\$100,000
Total Available For Capital Projects	\$184,920	\$368,080	\$280,820	\$261,760	\$261,760

Annual Recurring Capital Projects and Maintenance/Supplies						
project #	Description					
080730	IT Hardware Replacement Plan	\$ 117,300	\$ 232,680	\$ 100,000	\$ 100,000	\$ 100,000
TOTAL 1404B - CAPITAL PROJECTS - IT Sustainability Plan #1		\$ 117,300	\$ 232,680	\$ 100,000	\$ 100,000	\$ 100,000

City of Sparks

Five Year Capital Improvement Plan 2020/21- 2024/25

	FY21	FY22	FY23	FY24	FY25
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1404C - Capital Resources - IT Sustainability Plan #2 - Software (Major Systems)

Funding Available from Prior Year	\$99,118	\$47,118	\$27,118	\$78,118	\$288,118
General Fund transfer - Marijuana Licensing Fees are the designated resource in FY20	\$233,000	\$215,000	\$186,000	\$600,000	\$1,440,000
Total Available For Capital Projects	\$332,118	\$262,118	\$213,118	\$678,118	\$1,728,118

Annual Recurring Capital Projects and Maintenance/Supplies

080731 IT Major Systems Replacement Plan	\$ 285,000	\$ 235,000	\$ 135,000	\$ 390,000	\$ 1,440,000
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1404C - TOTAL CAPITAL PROJECTS - IT Sustainability Plan #2	\$ 285,000	\$ 235,000	\$ 135,000	\$ 390,000	\$ 1,440,000
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TOTAL CAPITAL PROJECTS FUND 1404 (INCLUDING PART A,B, AND C)	\$ 1,042,300	\$ 1,688,680	\$ 3,365,000	\$ 2,200,000	\$ 6,370,000
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CAPITAL FACILITIES FUND (1405): Acquisition of land, improvements to land, purchase of major equipment, renovations to government facilities and repayment of short term financing for these activities.

Capital Resources

Funding Available from Prior Year	305,161.60	\$42,462	\$29,308	\$116,791	\$79,003
Ad Valorem Taxes designated for Capital Projects per NRS 354.59815 and 354.598155	\$227,300	\$231,846	\$236,483	\$241,213	\$246,037
Miscellaneous Revenue/Expenses	\$10,000	\$10,000	\$1,000	\$1,000	\$1,000
Total Available For Capital Projects	\$542,462	\$284,308	\$266,791	\$359,003	\$326,040

City of Sparks

Five Year Capital Improvement Plan 2020/21- 2024/25

		FY21	FY22	FY23	FY24	FY25
CAPITAL FACILITIES PROJECTS						
Project #	Description					
21-1501	City-wide Re-Keying/Security Improvements	\$ 100,000	\$ 100,000			
21-1502	Fire Station #3 - Carpet Replacement	\$ 40,000				
21-1503	Maintenance Admin - Restroom Remodel - Design	\$ 20,000				
21-1504	Maintenance Garage - Lean-to Building	\$ 90,000				
21-1505	Deer Park Pool - Boiler and Water Heater Replacement	\$ 200,000				
21-1506	Police Dept.- Records Area Remodel	\$ 50,000				
	Fire Station #1 Lift Station Replacement		\$ 50,000			
	Maintenance Admin - Restroom Remodel - Construction		\$ 90,000			
	Fire Station #3 - Remodel Shower Stalls		\$ 15,000			
	Maintenance Yard Bull Pen Ventilation Improvement Project			\$ 150,000		
	Maintenance Garage Electrical Upgrade Project				\$ 200,000	
	Fire Station #1 - Ceiling Fan/Ventilation for Apparatus Bays				\$ 80,000	
	Shadow Mountain Barn Replacement Project					\$ 100,000
TOTAL CAPITAL FACILITIES PROJECT FUND 1405		\$ 500,000	\$ 255,000	\$ 150,000	\$ 280,000	\$ 100,000

PARKS AND RECREATION PROJECTS (1402): Park Improvement Projects, including Sparks Marina.						
Capital Resources						
	Funding Available from Prior Year	\$159,398	\$80,528	\$165,595	\$284,652	\$652,750
	Electric and Gas Franchise Fees	\$1,073,632	\$1,095,105	\$1,117,007	\$1,139,347	\$1,162,134
	Miscellaneous Revenue/Expenses	\$4,000	\$4,080	\$4,162	\$4,245	\$4,330
	Less Park and Recreation Personnel	(\$420,502)	(\$433,118)	(\$446,111)	(\$459,494)	(\$473,279)
	Total Available For Capital Projects	\$816,528	\$746,595	\$840,652	\$968,750	\$1,345,934

City of Sparks

Five Year Capital Improvement Plan 2020/21- 2024/25

		FY21	FY22	FY23	FY24	FY25
PARKS AND RECREATION PROJECTS						
Project #	Description					
21-1600	Marina Wall Rehab South	\$ 400,000				
21-1601	Marina North Beach Access Road Repair	\$ 50,000				
21-1602	Marina Pet Memorial	\$ 60,000				
	Marina Drainage and Sitting Steps at Volleyball Courts		\$ 260,000			
	Alf Carpet Replacement		\$ 25,000			
	LDJ Lighting Panel Replacement		\$ 15,000			
	LDJ Interior Paint and Wainscoting		\$ 30,000			
	Recreation Gym Interior Paint		\$ 25,000			
	Pah Rah Park Additional Parking			\$ 300,000		
	Richards Way Gym Floor Repair/Replacement				\$ 60,000	
	Rock Park Additional Parking					\$ 500,000
Sub-Total Parks and Rec		\$ 510,000	\$ 355,000	\$ 300,000	\$ 60,000	\$ 500,000
Annual Recurring Capital Projects and Maintenance/Supplies						
21-1690	Bike Path Rehabilitation	\$ 100,000	\$ 100,000	\$ 120,000	\$ 120,000	\$ 120,000
21-1692	Nursery Re-Stock	\$ 7,000	\$ 7,000	\$ 10,000	\$ 10,000	\$ 10,000
21-1693	Sports Fields Grass Turf Replacement	\$ 20,000	\$ 20,000	\$ 21,000	\$ 21,000	\$ 22,000
21-1694	Marina Park Landscape, Path Modifications, and Upgrades	\$ 37,000	\$ 37,000	\$ 40,000	\$ 40,000	\$ 40,000
21-1695	Annual Park Facilities Improvements	\$ 62,000	\$ 62,000	\$ 65,000	\$ 65,000	\$ 65,000
Sub-Total Annual Recurring		\$ 226,000	\$ 226,000	\$ 256,000	\$ 256,000	\$ 257,000
TOTAL CAPITAL PROJECTS PARKS AND RECREATION		\$ 736,000	\$ 581,000	\$ 556,000	\$ 316,000	\$ 757,000

City of Sparks

Five Year Capital Improvement Plan 2020/21- 2024/25

	FY21	FY22	FY23	FY24	FY25
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Capital Resources - Golden Eagle Regional Park (GERP)

Funding Available from Prior Year	\$1,635,169	\$1,696,009	\$2,167,519	\$1,713,168	\$1,677,930
Electric and Gas Franchise Fees	\$0	\$0	\$0	\$0	\$0
General Fund Transfer - Marijuana Licensing Fees are the designated resource in FY20	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000
GERP Facility Rentals, Sponsorship, Advertising, and Lighting Revenue	\$189,700	\$189,700	\$189,700	\$189,700	\$189,700
GERP Concession Franchise Fees	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Miscellaneous Revenue	\$34,000	\$505	\$505	\$505	\$505
Less Golden Eagle Regional Park Operations	(\$27,859)	(\$28,695)	(\$29,556)	(\$30,443)	(\$31,356)
Total Available For Capital Projects	\$2,731,009	\$2,757,519	\$3,228,168	\$2,772,930	\$2,736,779

GOLDEN EAGLE REGIONAL PARK PROJECTS

Project #	Description					
21-1700	Synthetic Turf Replacement - Field 9	\$ 875,000				
21-1701	GERP - Turf Replacement Protective Structure	\$ 30,000				
21-1702	GERP - Field 9 Maintenance Access Road	\$ 20,000				
	Synthetic Turf Replacement - Field 5, and 6 (Infields)		\$ 480,000			
	Synthetic Turf Replacement - Field 10, 13, 14 (Outfields)			\$ 1,400,000		
	Synthetic Turf Replacement - Field 5 and 6 (Outfields)				\$ 980,000	
	Synthetic Turf Replacement - Field 11, 12, and 15 (Outfields)					\$ 1,500,000
	GERP - Main Building Stair Replacement					\$ 50,000
	GERP Backstop Padding Replacement					\$ 25,000
	Sub-Total GERP Projects	\$ 925,000	\$ 480,000	\$ 1,400,000	\$ 980,000	\$ 1,575,000
	Annual Recurring Capital Projects and Maintenance/Supplies					
21-1790	Annual GERP Site and Facilities Improvements	\$ 30,000	\$ 30,000	\$ 35,000	\$ 35,000	\$ 35,000
21-1791	Annual Turf Maintenance Contract	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000

City of Sparks

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	FY21	FY22	FY23	FY24	FY25
Sub-Total Annual Recurring GERP	\$ 110,000	\$ 110,000	\$ 115,000	\$ 115,000	\$ 115,000
TOTAL CAPITAL PROJECTS - GERP	\$ 1,035,000	\$ 590,000	\$ 1,515,000	\$ 1,095,000	\$ 1,690,000
TOTAL PARKS AND REC PROJECTS FUND 1402	\$ 1,771,000	\$ 1,171,000	\$ 2,071,000	\$ 1,411,000	\$ 2,447,000

PARK CONSTRUCTION TAX DIST #1 (1406): Construction of new park facilities located in Park District #1.

Capital Resources					
Funding Available from Prior Year	\$869,717	\$129,717	\$183,277	\$209,277	\$235,277
Budgeted Residential Park Construction Tax	\$132,000	\$75,000	\$75,000	\$75,000	\$75,000
Miscellaneous Revenue/Expenses	\$28,000	\$28,560	\$1,000	\$1,000	\$1,000
Total Available For Neighborhood Parks	\$1,029,717	\$233,277	\$259,277	\$285,277	\$311,277

PARK DISTRICT #1 PROJECTS

Project #	Description	FY21	FY22	FY23	FY24	FY25
21-1800	Oppio Tennis Court Surface Replacement	\$ 250,000				
21-1801	Deer Park Shade Structure Replacement	\$ 250,000				
21-1802	Deer Park Play Structure Replacement	\$ 350,000				
	Burgess Park Play Structure Replacement					\$ 285,000
	Sub-Total	\$ 850,000	\$ -	\$ -	\$ -	\$ 285,000
21-1890	Annual Recurring Capital Projects and Maintenance/Supplies Annual Park District 1 Improvements	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	TOTAL CAPITAL PROJECTS - PARK DISTRICT #1	\$ 900,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 620,000

City of Sparks

Five Year Capital Improvement Plan 2020/21- 2024/25

	FY21	FY22	FY23	FY24	FY25
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PARK CONSTRUCTION TAX DIST #2 (1407): Construction of new park facilities located in Park District #2.

Capital Resources

Funding Available from Prior Year	\$419,870	\$648,870	\$384,270	\$104,115	\$173,960
Budgeted Residential Park Construction Tax	\$419,000	\$165,000	\$165,000	\$165,000	\$165,000
Miscellaneous Revenue/Expenses	\$20,000	\$20,400	\$4,845	\$4,845	\$4,845
Total Available For Neighborhood Parks	\$858,870	\$834,270	\$554,115	\$273,960	\$343,805

PARK DISTRICT #2 PROJECTS

Project #	Description				
21-1900	Pah Rah Dog Park	\$ 110,000			
	Canyon Hills Play Structure Replacement		\$ 350,000		
	Wood Trail Play Structure Replacement			\$ 350,000	
	Vista View Play Structure Replacement				\$ 500,000
	Sage Play Structure Replacement				\$ 400,000
	Annual Recurring Capital Projects and Maintenance/Supplies				
21-1990	Annual Park District 2 Improvements	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
TOTAL CAPITAL PROJECTS - PARK DISTRICT #2		\$ 210,000	\$ 450,000	\$ 450,000	\$ 1,000,000

City of Sparks

Five Year Capital Improvement Plan 2020/21- 2024/25

	FY21	FY22	FY23	FY24	FY25
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PARK CONSTRUCTION TAX DIST #3 (1408): Construction of new park facilities located in Park District #3.

Capital Resources					
Funding Available from Prior Year	\$671,326	\$851,326	\$1,332,046	\$1,791,046	\$2,250,046
Budgeted Residential Park Construction Tax	\$494,000	\$494,000	\$494,000	\$494,000	\$494,000
Miscellaneous Revenue/Expenses	\$36,000	\$36,720	\$15,000	\$15,000	\$15,000
Total Available For Neighborhood Parks	\$1,201,326	\$1,382,046	\$1,841,046	\$2,300,046	\$2,759,046

PARK DISTRICT #3 PROJECTS

Project #	Description					
21-2091	Bodega Park Playground Replacement	\$ 300,000				
21-2090	Annual Recurring Capital Projects and Maintenance/Supplies Annual Park District 3 Improvements	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
TOTAL CAPITAL PROJECTS - PARK DISTRICT #3		\$ 350,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000

City of Sparks

Five Year Capital Improvement Plan 2020/21- 2024/25

	FY21	FY22	FY23	FY24	FY25
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VICTORIAN SQUARE ROOM TAX (1415): Capital projects and land acquisitions in the Victorian Square.

Capital Resources					
Funding Available from Prior Year	\$4,622,707	\$3,772,627	\$3,731,547	\$3,740,467	\$4,141,467
Anticipated Victorian Square Room Tax Revenues	\$1,316,000	\$975,000	\$1,025,000	\$1,075,000	\$1,125,000
Miscellaneous Revenue/Expenses	\$76,000	\$76,000	\$76,000	\$76,000	\$76,000
Total Available For Room Tax Projects	\$6,014,707	\$4,823,627	\$4,832,547	\$4,891,467	\$5,342,467

VICTORIAN SQUARE ROOM TAX PROJECTS

Project #	Description					
21-2100	Victorian Square Infrastructure Improvement Project Section 4	\$ 800,000				
	Victorian Square Infrastructure Improvement Project Section 3		\$ 800,000			
	Victorian Square Infrastructure Improvement Project Section 5			\$ 800,000		
	Victorian Square Infrastructure Improvement Project Section 6 and 7				\$ 600,000	
21-2101	Phase 2 Barricade Project	\$ 900,000				
21-2102	Design of Nugget Events Center	\$ 100,000				
20-2101	Victorian Square Cinema Re-opening Contribution	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
20-2102	Victorian Square Nugget Events Center Contribution	\$ 142,080	\$ 142,080	\$ 142,080		
21-2103	Victorian Square Arts and Culture Project	\$ 150,000				
	Sub-Total Victorian Square Projects	\$ 2,192,080	\$ 1,042,080	\$ 1,042,080	\$ 700,000	\$ -
	Annual Recurring Capital Projects and Maintenance/Supplies					
21-2190	Victorian Square Development Contribution	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	Sub-Total Annual Recurring	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
TOTAL VICTORIAN SQUARE ROOM TAX PROJECTS		\$ 2,242,080	\$ 1,092,080	\$ 1,092,080	\$ 750,000	\$ 50,000

City of Sparks

Five Year Capital Improvement Plan 2020/21- 2024/25

	FY21	FY22	FY23	FY24	FY25
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COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) (1203): Projects that benefit low and moderate income people; help to prevent or eliminate slum and blight; or meet an urgent need such as a natural disaster.

Capital Resources					
Funding Available from Prior Year	\$0	\$0	\$0	\$0	\$0
Grant Award	\$226,802	\$225,000	\$225,000	\$225,000	\$225,000
Total Available For CDBG Projects	\$226,802	\$225,000	\$225,000	\$225,000	\$225,000

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECTS

Project #	Description	FY21	FY22	FY23	FY24	FY25
21-2290	Pedestrian and Street Improvements - Current Five Year Plan is Bound by D Street North to Oddie Blvd and from Rock Blvd East to 12th Street (see "2021 CDBG Pedestrian and Street Improvement" Map)	\$ 226,802	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000
TOTAL CDBG CAPITAL PROJECTS		\$ 226,802	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000

City of Sparks

Five Year Capital Improvement Plan 2020/21- 2024/25

	FY21	FY22	FY23	FY24	FY25
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MUNICIPAL COURT ADMINISTRATIVE ASSESSMENT FUND (1208): Projects that enhance or support municipal court facilities and operations.

Capital Resources					
Funding Available from Prior Year	\$33,328	\$328	\$35,328	\$30,328	\$15,328
Admin Assessment Fees per NRS 176.0611	\$37,000	\$55,000	\$55,000	\$55,000	\$55,000
Total Available For Muni Court Projects	\$70,328	\$55,328	\$90,328	\$85,328	\$70,328

MUNICIPAL COURT ADMIN ASSESSMENT PROJECTS

Project #	Description					
21-2300	Parking Enclosure Fence Replacement	\$ 50,000				
	Security Furniture Replacement			\$ 40,000		
	Exterior Window Bullet Resistant Film				\$ 50,000	
	Security Remodel				\$ 250,000	
	Sub-Total Muni Court Projects	\$ 50,000	\$ -	\$ 40,000	\$ 50,000	\$ 250,000
Annual Recurring Capital Projects and Maintenance/Supplies						
21-2390	Annual Municipal Court Facility Improvements	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	
	Sub-Total Annual Recurring	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	
TOTAL MUNI COURT CAPITAL PROJECTS		\$ 70,000	\$ 20,000	\$ 60,000	\$ 70,000	\$ 270,000

City of Sparks

Five Year Capital Improvement Plan 2020/21- 2024/25

	FY21	FY22	FY23	FY24	FY25
STREET CUT (1224): Street repairs as a result of street cuts from local vendors.					
Capital Resources					
Funding Available from Prior Year	\$556,855	\$178,163	\$203,990	\$234,408	\$255,589
Street Cut Permits	\$320,000	\$326,400	\$332,928	\$339,587	\$346,378
Miscellaneous Revenue/Expenses	\$14,000	\$14,000	\$14,000	\$100	\$100
Less Street Cut personnel and operational costs	(\$62,692)	(\$64,573)	(\$66,510)	(\$68,505)	(\$70,561)
Total Available For Street Cut Projects	\$828,163	\$453,990	\$484,408	\$505,589	\$531,507

STREET CUT PROJECTS

Project #	Description				
21-2490	Street Cut Repair Contract (Annual)	\$ 650,000	\$ 250,000	\$ 250,000	\$ 250,000
TOTAL STREET CUT PROJECTS		\$ 650,000	\$ 250,000	\$ 250,000	\$ 250,000

SPARKS UTILITIES (1600's): Sanitary sewer, storm drain, and effluent projects					
Capital Resources					
Capital Funding Available from Prior Year	\$26,209,120	\$30,106,331	\$26,478,780	\$18,873,505	\$16,226,082
Connection Fees	\$10,581,057	\$3,900,000	\$3,900,000	\$3,900,000	\$3,900,000
Sun Valley TMWRF capital contributions	\$1,010,024	\$1,228,467	\$2,723,142	\$2,005,449	\$402,914
Miscellaneous Revenue	\$928,900	\$300,000	\$300,000	\$300,000	\$300,000
System Reinvestment Transfer from Operating	\$6,640,000	\$6,773,000	\$6,908,000	\$7,046,000	\$7,187,000
Operational Efficiency Projects paid for out of Operating Funds	\$ 1,598,616	\$490,000	\$490,000	\$490,000	\$490,000
Sparks share of TMWRF staff capital (capital budget in fund 5605)	(\$528,610)	(\$539,000)	(\$550,000)	(\$561,000)	(\$572,000)
Debt Service	(\$4,064,561)	(\$3,855,660)	(\$3,438,247)	(\$3,174,587)	(\$2,267,366)
Total Resources Available for Utilities Projects	\$42,374,547	\$38,403,138	\$36,811,676	\$28,879,367	\$25,666,631

City of Sparks

Five Year Capital Improvement Plan 2020/21- 2024/25

	FY21	FY22	FY23	FY24	FY25
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SANITARY SEWER PROJECTS (Fund 1631) - Expansion/Rehabilitation of Sewer Infrastructure Systems

TMWRF Projects

Project #	Description					
21-6580	TMWRF Clarifier Basin Concrete and Steel Rehab	\$ 180,064	\$ 185,397	\$ 191,043	\$ 196,690	\$ 202,650
21-6581	TMWRF Nitrification Tower Rehab and Improvements	\$ 219,590	\$ 1,647,866		\$ 1,724,095	
21-6582	TMWRF RAS System II & III	\$ 627,400				
18-6585	TMWRF Heat Loop Improvements	\$ 156,850	\$ 1,254,800	\$ 1,254,800		
21-6583	TMWRF Aeration/Post-Air/Spent Backwash Tanks Rehab	\$ 156,850		\$ 198,886		\$ 188,220
21-6584	TMWRF 120V Lighting Panels Replacement	\$ 94,110	\$ 94,110			\$ 94,110
14-6600K	TMWRF Plant Wide - HVAC Rehabilitation	\$ 156,850		\$ 156,850		\$ 156,850
20-6586	TMWRF Digester Cover #4- Interior Coating & Insulation	\$ 470,550				
20-6587	TMWRF Plant Wide Roof Evaluation/Rehab	\$ 94,110				
20-6588	TMWRF Effluent Reuse Pump Station Rehab	\$ 745,665				
20-6589	TMWRF NVEnergy Natural Gas Line	\$ 551,171				
20-6590	TMWRF AC Paving Ph 1 - Admin to Dewatering	\$ 134,264				
21-6586	TMWRF Digester Cover #5 Foam Coating	\$ 250,960				
21-6587	TMWRF Gravity Thickener 1 & 2 Evaluation	\$ 112,932				
21-6588	TMWRF Media Storage Facility	\$ 156,850				

City of Sparks

Five Year Capital Improvement Plan 2020/21- 2024/25

	FY21	FY22	FY23	FY24	FY25
TMWRF Nitrogen Removal System Design		\$ 1,129,320			
TMWRF Filter Bldg By-Pass to Facilitate Valve Replacement		\$ 156,850			
TMWRF Nitrogen Removal System Construction			\$ 9,411,000		
TMWRF Structural Concrete Evaluation Phase 2 (nitrification influent/effluent wet wells)			\$ 78,425		
TMWRF Internal Drainage Infrastructure - Evaluation/Rehab			\$ 31,370		\$ 313,700
TMWRF Gas Conditioning Bio-Tower 2			\$ 338,796		
TMWRF Clarifier Addition System 3 Primary and Secondary			\$ 3,137,000		
TMWRF System 3 - Aeration Tank & 2 Clarifiers				\$ 7,842,500	
TMWRF Motor Control Centers Rehab					\$ 47,055
TMWRF Blower Building Air Intake					\$ 78,425
TMWRF 2 2.5mW Generators - Phase 1 - Design					\$ 235,275
TMWRF Digester 5 Evaluation & Design					\$ 219,590
TMWRF Centrifuge Addition Design					\$ 156,850
TMWRF Centrate Sidestream Treatment Phase 1 - Design					\$ 313,700
TMWRF TWAS System Rehab - Design					\$ 219,590
Sub-Total TMWRF Projects	\$ 4,108,216	\$ 4,468,343	\$ 14,798,170	\$ 9,763,285	\$ 2,226,015

City of Sparks

Five Year Capital Improvement Plan 2020/21- 2024/25

		FY21	FY22	FY23	FY24	FY25
Sewer Infrastructure Projects						
21-6590	Sanitary Sewer Manhole Rehab.	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000
21-6591	Sewer Model Outlook Population Update	\$ 40,000		\$ 100,000		
21-6592	Sanitary Sewer Upgrade Project - Prater Way and McCarran Blvd	\$ 1,450,000				
21-6593	SCADA System Upgrade	\$ 90,000				
	Sanitary Sewer Upgrade Projects - Quail, Boise, and Greenbrae Dr		\$ 888,235			
	Sanitary Sewer Upgrade Projects - Springland, Lida, and Montezuma		\$ 1,027,780			
	Rate Study			\$ 75,000		
	C Street and Prater Alley Sewer Rehabilitation Project					\$ 1,600,000
21-6594	Annual Sewer System Rehab	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
21-6595	Annual Sewer System Street Improvement Coordination	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	*Annual Road Ahead					
	*RTC Road Ahead					
Sub-Total Sewer Infrastructure Projects		\$ 2,905,000	\$ 7,659,358	\$ 16,248,170	\$ 11,038,285	\$ 5,101,015
SEWER OPERATIONAL EFFICIENCY PROJECTS (Fund 1630)						
21-6597	Annual Contingency for Emergencies	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Sub-Total Sewer Operational Efficiency Projects		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
TOTAL SANITARY SEWER PROJECTS		\$ 7,113,216	\$ 7,759,358	\$ 16,348,170	\$ 11,138,285	\$ 5,201,015

City of Sparks

Five Year Capital Improvement Plan 2020/21- 2024/25

	FY21	FY22	FY23	FY24	FY25
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STORM DRAIN PROJECTS & EQUIPMENT (Fund 1641)

Expansion / Rehabilitation of Storm Drain Infrastructure Systems

Project #	Description					
	North Truckee Drain Lillard Box - Construction		\$ 2,650,000			
21-6602	Marina Canal Pump Recirculation System Rehab.	\$ 90,000				
21-6603	Marina Lake Level Control Pipeline	\$ 450,000				
21-6604	SCADA System Upgrade	\$ 30,000				
21-6605	Prater/Vista Storm Drain Pump Station	\$ 2,200,000				
	Rate Study			\$ 75,000		
	Glendale Ave and Dermody Way Storm Drain Rehab Project					\$ 5,100,000
21-6690	Annual Storm Drain Street Improvement Coordination	\$ 500,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000
	*Annual Road Ahead Projects					
	*RTC Road Ahead Projects					
21-6691	Annual Storm Drain System Dam, Ditch, Flood and Drainage Structures	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
	*Annual SD System and Ditch Rehab					
	*Annual Dam/Flood Structure/City-wide Flood Rehab Construction					
21-6692	Annual Curb, Gutter, and Sidewalk Projects	\$ 750,000	\$ 650,000	\$ 650,000	\$ 650,000	\$ 650,000
Sub-total Storm Drain Infrastructure Projects		\$ 4,220,000	\$ 3,775,000	\$ 1,200,000	\$ 1,125,000	\$ 6,225,000

City of Sparks

Five Year Capital Improvement Plan 2020/21- 2024/25

		FY21	FY22	FY23	FY24	FY25
Storm Drains Operational Efficiency Projects (Fund 1640)						
21-6693	FEMA CRS/CAV	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
21-6694	North Truckee Drain Annual Cleaning	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
21-6695	Storm Drain Outreach Maintenance Program	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
21-6696	Annual Contingency for Emergencies	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Sub-total Storm Drain Efficiency Projects		\$ 315,000	\$ 315,000	\$ 315,000	\$ 315,000	\$ 315,000
TOTAL STORM DRAIN PROJECTS		\$ 4,535,000	\$ 4,090,000	\$ 1,515,000	\$ 1,440,000	\$ 6,540,000
EFFLUENT REUSE PROJECTS (Fund 1651) - Expansion/ Rehabilitation of Effluent Reuse Infrastructure Systems						
21-6700	SCADA System Upgrade	\$ 30,000				
Sub-total Effluent Infrastructure Projects		\$30,000	\$0	\$0	\$0	\$0
Effluent Reuse Operational Efficiency Projects (Fund 1650)						
21-6790	Effluent Metered Site Upgrades	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
21-6791	Annual Contingency for Emergencies	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Sub-total		\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
TOTAL EFFLUENT REUSE PROJECTS		\$ 105,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000

City of Sparks

Five Year Capital Improvement Plan 2020/21- 2024/25

	FY21	FY22	FY23	FY24	FY25
Capital Resources- River Flood					
Funding Available from Prior Year	\$19,204,391	\$10,673,462	\$14,325,159	\$17,977,407	\$21,733,223
River Flood User Fees	\$3,254,075	\$3,351,697	\$3,452,248	\$3,555,816	\$3,662,490
River Flood Connection Fees	\$256,646	\$100,000	\$100,000	\$100,000	\$100,000
Miscellaneous Revenue	\$399,600	\$200,000	\$100,000	\$100,000	\$100,000
Debt Service (Paid off in FY21)	(\$11,926,250)	\$0	\$0	\$0	\$0
Total Available for RIVER FLOOD Capital Projects	\$11,188,462	\$14,325,159	\$17,977,407	\$21,733,223	\$25,595,713

RIVER FLOOD PROJECTS

Project #	Description				
21-6600	North Truckee Drain Lillard Box - Eng and ROW	\$ 350,000			
21-6601	North Truckee Ditch Rehab Project	\$ 165,000			

TOTAL RIVER FLOOD PROJECTS	\$ 515,000	\$ -	\$ -	\$ -	\$ -
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TOTAL UTILITIES PROJECTS	\$ 12,268,216	\$ 11,924,358	\$ 17,938,170	\$ 12,653,285	\$ 11,816,015
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City of Sparks

Five Year Capital Improvement Plan 2020/21- 2024/25

	FY21	FY22	FY23	FY24	FY25
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MOTOR VEHICLE FUND (1702): Vehicle replacement and capital improvements to the vehicle maintenance facility.

Capital Resources					
Funding Available from Prior Year	\$4,116,134	\$2,660,256	\$3,503,085	\$4,400,667	\$5,355,738
Vehicle Rent and Replacement Cost Contributions from other Funds	\$3,933,575	\$4,130,254	\$4,336,766	\$4,553,605	\$4,781,285
Fuel Reimbursement from other Funds	\$557,063	\$575,000	\$575,000	\$575,000	\$575,000
Miscellaneous Revenue	\$100,000	\$107,000	\$107,000	\$107,000	\$107,000
Less transfer to General Fund	(\$1,000,000)	\$0	\$0	\$0	\$0
Less Motor Vehicle Fund personnel and services and supplies	(\$2,890,666)	(\$3,035,199)	(\$3,186,959)	(\$3,346,307)	(\$3,513,622)
Total Available For Vehicle Replacement and Capital Projects	\$4,816,106	\$4,437,311	\$5,334,893	\$6,289,964	\$7,305,401

CITY VEHICLE AND EQUIPMENT REPLACEMENTS

Project #	Description					
21-7500A	Vehicle and Equipment Replacement Plan - current year	\$ 1,985,850	\$ 934,226	\$ 934,226	\$ 934,226	\$ -
21-7501	Maintenance Garage - Remove In Ground Lifts	\$ 55,000				
21-7502	Maintenance Garage - Upgrade Lube System	\$ 40,000				
21-7503	Maintenance Garage - Replace Garage Lighting With LED's	\$ 75,000				
Sub-Total Motor Vehicle Related Projects		\$ 2,155,850	\$ 934,226	\$ 934,226	\$ 934,226	\$ -

City of Sparks

Five Year Capital Improvement Plan 2020/21- 2024/25

	FY21	FY22	FY23	FY24	FY25
Capital Resources - Fire Apparatus Replacement Plan					
Funding Available from Prior Year	\$1,297,467	\$912,467	\$1,214,960	\$1,304,275	\$1,225,423
Vehicle Cost Recovery from General Fund for Fire apparatus	\$750,000	\$739,993	\$734,054	\$710,297	\$710,297
Vehicle Rent from General Fund Fire Dept for Capital Equipment Plan	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Charges for Services-Mutual Aid	\$0	\$100,000	\$100,000	\$100,000	\$100,000
Total Available For Fire Apparatus and Capital Equip Replacement	\$2,147,467	\$1,852,460	\$2,149,014	\$2,214,572	\$2,135,720

Fire Apparatus and Capital Equipment Replacement Plan

Project #	Description					
100902	Fire Apparatus Replacement Plan - 1702	\$ 1,200,000	\$ 550,000	\$ 844,739	\$ 949,149	\$ 1,006,098
100903	Fire Capital Equipment Replacement Plan - 1702	\$ 35,000	\$ 87,500	\$ -	\$ 40,000	\$ 500,000
	Sub-Total Fire Apparatus and Capital Equip Replacement Plan	\$ 1,235,000	\$ 637,500	\$ 844,739	\$ 989,149	\$ 1,506,098
	TOTAL VEHICLE AND CAPITAL EQUIPMENT REPLACEMENT FUND 1702	\$ 3,390,850	\$ 1,571,726	\$ 1,778,965	\$ 1,923,375	\$ 1,506,098

City of Sparks

Five Year Capital Improvement Plan 2020/21- 2024/25

	FY21	FY22	FY23	FY24	FY25
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REDEVELOPMENT AREA 1 (3401): Projects in the downtown area funded by property taxes.

Capital Resources

Funding Available from Prior Year	\$170,006	\$286,859	\$1,539,518	\$0	\$0
Property Taxes (Real & Personal)	\$1,540,000	\$3,925,017	\$3,951,000	\$0	\$0
Other Revenues & Operating Expenses	(\$124,867)	(\$174,000)	(\$179,000)		
Transfer Out for Debt Service on CTAX Bonds 2011 and 2014	(\$298,280)	(\$298,358)	(\$1,137,094)	\$0	\$0
Total Available For Redevelopment Area 1 Projects	\$1,286,859	\$3,739,518	\$4,174,424	\$0	\$0

Planned Capital Improvements

Project #	Description				
21-3401	Avenue of the Oaks Straightening Project - Construction	\$ 1,000,000	\$ 100,000		
	Phase 3 Barricade Project		\$ 700,000		
	Construction of Nugget Events Center		\$ 500,000		
	Victorian Amphitheater Phase 2		\$ 200,000		
	Contributions to CDBG Pedestrian Improvements Within RDA 1		\$ 700,000	\$ 350,000	
	Roadway and Related Infrastructure Repairs			\$ 2,674,424	
	Plaza Reconstruction			\$ 1,150,000	
Sub-total	\$ 1,000,000	\$ 2,200,000	\$ 4,174,424		
TOTAL REDEVELOPMENT AREA 1 PROJECTS		\$ 1,000,000	\$ 2,200,000	\$ 4,174,424	\$ - \$ -

City of Sparks

Five Year Capital Improvement Plan 2020/21- 2024/25

	FY21	FY22	FY23	FY24	FY25
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REDEVELOPMENT AREA 2 (3601): Projects in the Marina, Oddie Boulevard and Conductor Heights areas funded by property taxes

Capital Resources					
Funding Available from Prior Year	\$5,028,175	\$7,920,476	\$10,896,545	\$13,958,897	\$17,110,119
Property Taxes (Real & Personal)	\$2,909,472	\$2,996,756	\$3,086,659	\$3,179,258	\$3,274,636
Other Revenues & Operating Expenses	(\$17,171)	(\$20,687)	(\$24,307)	(\$28,036)	(\$31,878)
Total Available For Redevelopment Area 2 Projects	\$7,920,476	\$10,896,545	\$13,958,897	\$17,110,119	\$20,352,877

Planned Capital Improvements					
Project #	Description				
	No Projects Identified				
Sub-total		\$ -	\$ -	\$ -	\$ -

TOTAL REDEVELOPMENT AREA 2 PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -
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City of Sparks

Five Year Capital Improvement Plan 2020/21- 2024/25

		FY21	FY22	FY23	FY24	FY25
Impact Fee Service Area #1 (1210): Construction of sanitary sewers, flood control, parks, and public facilities funded by fees collected from development in IFSA #1.						
IFSA 1 (Public Facilities)						
	Funding Available from Prior Year	\$ 556,375	\$ 569,115	\$ 779,115	\$ 989,115	\$ 1,199,115
	CIP Funding from IFSA 1	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
	Interest Earned	\$ 12,740	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
	Total Available IFSA 1 Projects	\$ 769,115	\$ 779,115	\$ 989,115	\$ 1,199,115	\$ 1,409,115
080731	Fire Station #6 Design	\$ 200,000				
	Subtotal IFSA 1 (Public Facilities)	\$ 200,000	\$ -	\$ -	\$ -	\$ -
IFSA 1 (Parks)						
	Funding Available from Prior Year	\$ 1,777,764	\$ 1,429,764	\$ 1,644,764	\$ 1,859,764	\$ 2,074,764
	CIP Funding from IFSA 1	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
	Interest Earned	\$ 32,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
	Total Available IFSA 1 Projects	\$ 2,009,764	\$ 1,644,764	\$ 1,859,764	\$ 2,074,764	\$ 2,289,764
	130235 IFSA #1 Trail Design	\$ 30,000				
	130237 IFSA #1 Trail Construction	\$ 150,000				
	130224 GERP Little League Parking Lot Contribution	\$ 300,000				
	130223 Transportaion Alternative Grant Match for Regional Trail	\$ 100,000				
	Subtotal IFSA 1 (Parks)	\$ 580,000	\$ -	\$ -	\$ -	\$ -
IFSA 1 (Flood)						
	Funding Available from Prior Year	\$ 31,626	\$ 52,226	\$ 252,826	\$ 453,426	\$ 654,026
	CIP Funding from IFSA 1	\$ 70,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
	Interest Earned	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600
	Total Available IFSA 1 Projects	\$ 102,226	\$ 252,826	\$ 453,426	\$ 654,026	\$ 854,626
	130252 Reach 9 Design Review	\$ 50,000				
	Subtotal IFSA 1 (Flood)	\$ 50,000	\$ -	\$ -	\$ -	\$ -
	TOTAL IFSA 1 & 2 PROJECTS	\$ 830,000	\$ -	\$ -	\$ -	\$ -

TMWRF FY2021 Five-Year Capital Improvement Program Summary
Replacement and Rehabilitation of TMWRF Infrastructure Systems
For Consideration February 5, 2020

Process: Description of Activity	FY21	FY22	FY23	FY24	FY25	5 YR Total
Clarifier Basin Concrete and Steel Rehabilitation (One per year)***	\$574,000	\$591,000	\$609,000	\$627,000	\$646,000	\$3,047,000
Nitrification Tower Rehabilitation & Improvements: Structural Evaluation, Design & Construction: Includes media replacement, wall rehab, distribution arms rehab, grates, ventilation, individual instrumentation ***	\$700,000	\$5,253,000		\$5,496,000		\$11,449,000
RAS System II & III***	\$2,000,000					\$2,000,000
Heat Loop System Improvements***	\$500,000	\$4,000,000	\$4,000,000			\$8,500,000
Motor Control Centers (MCC) Rehabilitation					\$150,000	\$150,000
Aeration / Post-Air / Spent Backwash Tanks Rehabilitation***	\$500,000		\$634,000		\$600,000	\$1,734,000
120V Lighting Panels Evaluation (FY18) & Replacement	\$300,000	\$300,000			\$300,000	\$900,000
Plant Wide - HVAC Rehabilitation	\$500,000		\$500,000		\$500,000	\$1,500,000
Digester Cover #4 Repair - Interior Coating & Insulation***	\$1,500,000					\$1,500,000
Roof Evaluation/Rehabilitation (Plant-Wide)	\$300,000					\$300,000
Effluent Reuse Pump Station Rehabilitation	\$2,377,000					\$2,377,000
NVEnergy Natural Gas Line	\$1,757,000					\$1,757,000
AC Paving Ph 1 - Admin to Dewatering	\$428,000					\$428,000
Digester Cover #5 Foam Coating***	\$800,000					\$800,000
Gravity Thickener Evaluation***	\$360,000					\$360,000
Media Storage Facility***	\$500,000					\$500,000
Enhanced Nitrogen Removal System Design***		\$3,600,000				\$3,600,000
Filter Building By-Pass to Facilitate Valve Replacement***		\$500,000				\$500,000
Enhanced Nitrogen Removal System Construction***			\$30,000,000			\$30,000,000
Gas Conditioning Bio-tower 2			\$1,080,000			\$1,080,000
Structural Concrete Evaluation Phase 2 (nitrification influent/effluent wet wells)			\$250,000			\$250,000
Internal drainage infrastructure - evaluation / rehab			\$100,000		\$1,000,000	\$1,100,000
Clarifier Addition System 3 Primary & Secondary***			\$10,000,000			\$10,000,000
Blower Building Air Intake					\$250,000	\$250,000
System 3 - Aeration Tank & 2 Clarifiers***				\$25,000,000		\$25,000,000
2-2.5mW Generators - Phase 1 - Design					\$750,000	\$750,000
Digester 5 Evaluation & Design***					\$700,000	\$700,000
Centrifuge Addition Design					\$500,000	\$500,000
Centrate Sidestream Treatment Phase 1 - Design***					\$1,000,000	\$1,000,000
TWAS System Rehabilitation - Design***					\$700,000	\$700,000
Total (not including previous FY CIPs)	\$13,096,000	\$14,244,000	\$47,173,000	\$31,123,000	\$7,096,000	\$112,732,000
FY20 Approved =	\$8,307,000	\$10,011,000	\$11,469,000	\$31,959,000		
Reno Portion (68.63%)	\$8,987,785	\$9,775,657	\$32,374,830	\$21,359,715	\$4,869,985	\$77,367,972
Sparks Portion (31.37%)	\$4,108,215	\$4,468,343	\$14,798,170	\$9,763,285	\$2,226,015	\$35,364,028
Estimated Previously Approved Funds to be Spent Before 7/1/2018 =	\$3,268,729					
Estimated Encumbered Funds to Carryover on 7/1/2018 =	\$3,620,722					
Estimated Non-Encumbered Funds to Carryover on 7/1/2018 =	\$10,621,279					
Estimated Non-Encumbered Funds to be Spent Before 7/1/2018	\$300,000					
*** Project is highly influenced by Facility Plan						

CITY OF SPARKS

Project Descriptions for FY21 CIP Projects

Project #	Project Title	Project Description
Road Fund (1401)		
21-0500	Street Improvements - Corrective and Rehab	Current and future annual roadway maintenance projects within the right of way, including curb and gutter replacement, pavement patching, slurry seal, accessibility issues, micro-surfacing and crack filling. These projects, which are prioritized by the Pavement Management Program, are broken into six segments and use resources primarily from fuel taxes, and electric and gas franchise fees. A map of the selected streets that will be reconstructed in FY21 is included in this book.
21-0501	Sidewalk Rehabilitation	
21-0502	Alley, Parking Lot and Pathway - Rehab	
21-0590	Street and Alley Surfaces - Preventative (see "2020 Prev" map)	
21-0591	Annual Pavement Management Program Support:	<p>This funding now combines these three previously independent projects that directly support the pavement management program into one funding source:</p> <ol style="list-style-type: none"> 1. Design/Geotechnical Support. 2. RTC Fuel Tax supported Roadway Project and NDOT Enhancement Supported Projects 3. Real Property/Right of Way Services <p>These three functional areas typically overlap in the work flow process for the City's Street Improvement Projects or with combined RTC and NDOT projects. Funding will be continued for use in consultant support of Design/Geotechnical analysis of the roadway project along with support for Real Property/ROW issues. Additionally these funds are established to support the City's contributions necessary with RTC and/or NDOT enhancements projects within the City of Sparks.</p>
21-0592	Annual Street Surface Maintenance and Materials	<p>This funding now combines two previously independent maintenance materials projects that directly support the pavement management program maintenance program:</p> <ol style="list-style-type: none"> 1. Crack Seal Materials 2. Road Surfacing Materials <p>These funds are intended to be used as a part of the street preventative program and support the annual crack sealing and deep patching performed by City of Sparks crews prior to the contracted slurry seal program</p>
21-0693	Traffic Signs and Paint	<p>This funding now combines two previously independent maintenance materials projects that directly support the flow of traffic with the striping and signage of City streets:</p> <ol style="list-style-type: none"> 1. Traffic Paint Materials 2. Street Signs <p>These funds are intended to be used as a part of the street maintenance program restriping roadways and new striping based on traffic patterns, along with installing new or replacement of roadway signage.</p>

CITY OF SPARKS

Project Descriptions for FY21 CIP Projects

Project #	Project Title	Project Description
21-0690	Traffic Safety	<p>This funding now combines three previously independent projects into one source of funding for traffic safety improvements:</p> <ol style="list-style-type: none"> 1. Safe Routes to Schools 2. City-wide Signal Coordination/Capacity Improvements 3. Traffic Calming Enhancements <p>These funds are intended to be used as a part of studies, reviews, and/or infrastructure and equipment that improve overall traffic safety in the City of Sparks. The City regularly works with WCSD on improvements for safe routes to schools, doing traffic counts and controller upgrades for signals, and studies in areas of growth that may require traffic calming improvements</p>
21-0691	Electrical System Upgrades	<p>This funding now combines five previously independent projects into one source of funding for traffic signal electrical upgrades:</p> <ol style="list-style-type: none"> 1. Traffic Signal Detection Upgrades 2. Traffic Signal Conflict Monitor Replacement Projects 3. Traffic Signal Computer Maintenance and Upgrades 4. Traffic Signal LED Replacement Program 5. Contracting Services-Traffic Signal Electrical <p>These funds are intended to be used as a part of installation, replacement, and/or upgrade of electrical system components of the traffic signal systems.</p>
21-0692	MUTCD Sign Compliance Requirements Program	<p>The Federal Highway Administration (FHWA) established 23 CFR Part 655 of the Federal Register on January 22, 2008. This document establishes national traffic sign retro reflectivity standards and implementation time frames. Signage that fall below the standard must be replaced based on an on-going sign assessment and sign management program. These new standards will be included in the 2009 Manual on Uniform Traffic Control Devices (MUTCD). Staff has four years to implement the standard. This program will replace substandard signage beginning in the fifth year.</p>

CITY OF SPARKS

Project Descriptions for FY21 CIP Projects

Project #	Project Title	Project Description
Capital Projects Fund (1404)		
21-1001	Police Dept. - SWAT Equipment	This is for the replacement of Police Department SWAT team bullet proof jackets and rifles.
21-1002	Police Dept. - HVAC System Boiler/Chiller Replacement Project - Design	The Boiler and Chiller at the police department is aging and maintenance costs have started to increase. The facility HVAC system has reached the end of its useful life. This is for the design of the project.
21-1003	Police Dept. - Maintenance Garage Roof Improvements	This project will provide much needed roof improvements to the rain gutter system on the Police Department Maintenance Building. The existing roof gutters are located over the walls causing leaks inside the building. The new gutters will be relocated outside of the walls to alleviate the problem.
21-1004	Fire Station #2 - Restroom Remodel	This project will provide a much needed addition of a restroom adjacent to the existing captain's dorm restroom. The project will enclose the existing patio area in order to accommodate the additional restroom.
080730	Capital Projects - City Facilities - IT Sustainability Plan (City's Wildly Important Goal - WIG) - HARDWARE	The IT Sustainability WIG helps ensure City IT equipment, staff and systems are maintained and updated on a planned schedule so that City staff can provide the most efficient services to the citizens. The IT Sustainability WIG will allow IT staff to use the right technology to help all city departments innovate processes and procedures into the future.
080731	Capital Projects - City Facilities - IT Sustainability Plan (City's Wildly Important Goal - WIG) - SOFTWARE	The IT Sustainability Plan – Software WIG helps ensure that Major Systems Software have planned replacement cycles so that City staff can provide the most efficient services to the citizens. This plan will allow IT Staff to prepare in advance and plan for these major systems to be replaced or have major upgrades on a scheduled basis allowing all city departments to innovate processes and procedures into the future.
21-1090	Annual City-wide Facility Improvements	Funding will be specifically for projects at the City's various public facilities and based upon the following criteria: 1. Structural Integrity/Life Safety; 2. Mechanical/Electrical Operation; 3. Accessibility Issues/Grant Match Project; 4. Workability/Use of Space Critical to Operational Effectiveness-Remodel; 5. Comfort/Upgrade-Remodel. The projects will be developed by the Public Works Engineering and Facilities Maintenance staff prior to the beginning of each fiscal year based on known facilities issues.

CITY OF SPARKS

Project Descriptions for FY21 CIP Projects

Project #	Project Title	Project Description
21-1091	City Lighting Energy Retrofits	This project is for the retrofitting of existing interior and exterior inefficient maintenance prone lighting throughout the City. Staff will work with the various departments and maintenance to standardize applications, thus reducing required inventory and training required of differing lighting systems.
21-1092	Annual Maintenance Contract for Photovoltaic Systems	With close to 600 kW of photovoltaic systems installed throughout the City it is important to ensure they are running efficiently and effectively. If and when a system powers off unexpectedly it can cost the City thousands of dollars in savings, every month the system is down. An annual maintenance contract prevents downtime and improves efficiency while saving the City money by keeping the photovoltaic systems running year round. The City currently does not have the staffing to maintain the systems in house.
21-1093	City Facilities ADA Mitigation Improvements	Funding will allow modification responses to the advisory committee's recommendations on Americans With Disability Act (ADA) issues related to City facilities, rights-of-way, and public access.
21-1094	Annual City-wide Elevator Retrofit and Upgrades	This project is for the retrofit and code upgrades of elevators throughout the City. This is intended to bring the various aged elevators throughout the City up to current codes. Staff will work with the State Elevator Inspectors to insure all necessary compliance requirements are met.
21-1095	Annual City-wide Door Replacement Project	The existing doors at many locations throughout the City are deteriorating and not working correctly. This is an annual fund that maintenance will use to start replacing several doors a year to improve safety and efficiency of each facility. Maintenance personnel will also replace the door lock system with the updated key system as each door is replaced.
FY22	Alf Sorensen - Boiler Replacement Project	This project is for replacement of the existing boiler at Alf Sorensen. The boiler is aging and in need of replacement.
FY22	Alf Sorensen Carpet Replacement	This project is to replace the aging carpet at the Alf Sorensen Community Center lobby. The existing carpet is aging and showing signs of wear and tear.
FY22	City Hall - New Storm Drain Pump Station	This project will provide a much needed upgrade to the existing City Hall storm drain pump station that collects storm water at the base of the back ramp and pumps water up to the city storm drain system. This project will upgrade the pumps and electrical required to keep the pump system working properly.

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Project Descriptions for FY21 CIP Projects

Project #	Project Title	Project Description
FY22	City Hall Southeast ADA Ramp Improvements - Construction	The City Hall southeast ADA ramp will be reconfigured to meet current ADA standards and improve the accessibility to the community services wing and City Hall courtyard. This is for design of the project.
FY22	F.S. #1 - Additional Turnout Washer and Dryer System	Fire Station #1 is in need of an additional Washer and Dryer Turnout System to improve efficiency. This project will install the plumbing and electrical system required for the new system.
FY22	Fire Station #1 - 1st Floor and Basement Carpet Replacement	This project is to replace the aging carpet at Fire Station Headquarters on the first floor and basement. The existing carpet is aging and showing signs of wear and tear.
FY22	Fire Station #1 - 3rd Floor Carpet Replacement	This project is to replace the aging carpet at Fire Station #1 in the recreation room, kitchen, lobby, and computer office. The existing carpet is aging and showing signs of wear and tear.
FY22	Fire Station #1 - Additional Turnout Washer and Dryer System	This project will provide a much needed addition of a second turnout washer and dryer at Fire Station #1. There is currently only 1 washer and dryer for turnouts and with multiple shifts and companies an additional turnout washer and dryer is needed.
FY22	Fire Station 4 Garage Door Replacement	The existing garage doors at Fire Station 4 are aging and requiring more and more maintenance to the point that continuing to pay for maintenance out weighs the cost of replacement. This will insure the safe and efficient operation of the Fire Station 4 garage doors.
FY22	Maintenance Vehicle Storage Heater Replacement	The Maintenance Vehicle Storage Area heater is requiring substantially increased maintenance and is in need of replacement.
FY22	Maintenance Yard West Vehicle Storage Building Enclosure - Design	The maintenance yard is in need of additional temperature enclosed parking for maintenance vehicles that need to be stored out of the weather. Currently covered parking exists, but this project design will convert the covered parking to a temperature controlled enclosed building for the storage of the Public Works Maintenance vehicles and equipment. This if for design of the project.
FY22	Police Dept. - Maintenance Garage Heater Replacement	The PD Maintenance Garage heater is requiring more maintenance and is in need of replacement.
FY23	City Hall Legislative Bldg. Chair Replacement	This project will replace the existing stadium seating in the Legislative Building with new chairs. The existing chairs are reaching the end of their useful life.

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Project Descriptions for FY21 CIP Projects

Project #	Project Title	Project Description
FY23	City Hall Southeast ADA Ramp Improvements - Construction	The City Hall southeast ADA ramp will be reconfigured to meet current ADA standards and improve the accessibility to the community services wing and City Hall courtyard. This is for construction of the project.
FY23	City Hall West Parking Lot Rehabilitation	The City Hall west parking lot has been resurfaced and patched for many years. The parking lot pavement surface has reached conditions that a rehabilitation is the most cost effective option. This project will provide a much needed rehabilitation of the City Hall west parking lot and pedestrian improvements to the adjacent sidewalks.
FY23	Maintenance Garage Admin Office HVAC Upgrades	This will improve the ventilation of the Maintenance Garage Administration Offices by upgrading the HVAC system. The existing system is outdated and is requiring increased maintenance.
FY23	Police Department Boiler/Chiller Replacement - Construction	The Boiler and Chiller at the police department is aging and maintenance costs have started to increase. The facility HVAC system has reached the end of its useful life. This is for construction of the project.
FY23	Richards Way North Bathroom ADA Upgrades	The Richards Way Gym bathroom on the north side of the building is aging and does not meet ADA requirements. This project will upgrade the bathroom equipment and it will be constructed to meet current ADA Standards.
FY24	F.S. #1 - Heat Pump/Boiler Replacement and Chiller Installation - Design	The existing boiler and chiller at Fire Station #1 is aging with maintenance cost increasing to a point that this system needs to be replaced. This project will replace the existing system with a more energy efficient system that requires substantially less maintenance. This is for the design portion of this project.
FY24	Fire Station 1 - #3rd Floor Women's Restroom Remodel	This project will provide a much needed remodel upgrade to the Fire Station #1 3rd floor women's restroom, including bringing the restroom up to current ADA compliance.

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Project Descriptions for FY21 CIP Projects

Project #	Project Title	Project Description
FY24	Maintenance Yard West Vehicle Storage Building Enclosure - Construction	The maintenance yard is in need of additional temperature enclosed parking for maintenance vehicles that need to be stored out of the weather. Currently covered parking exists, but this construction project will convert the covered parking to a temperature controlled enclosed building for the storage of the Public Works Maintenance vehicles and equipment. This is for construction of the project.
FY24	PD - Enclose Atrium for Additional Office Space - Design	This is for the design of additional office space in the atrium of the Police Department Facility to allow for additional growth. The project will enclose the existing atrium and add additional square footage to the second floor of the building.
FY25	FS #1 - East Side concrete Apron Replacement	The concrete apron on the east side of Fire Station #1 is beginning to deteriorate and is in need of replacement.
FY25	F.S. #1 - Heat Pump/Boiler Replacement and Chiller Installation - Construction	The existing boiler and chiller at Fire Station #1 is aging with maintenance cost increasing to a point that this system needs to be replaced. This project will replace the existing system with a more energy efficient system that requires substantially less maintenance. This is for the construction portion of this project.
FY25	PD - Enclose Atrium for Additional Office Space - Construction	This is for the construction of additional office space in the atrium of the Police Department Facility to allow for additional growth. The project will enclose the existing atrium and add additional square footage to the second floor of the building.

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Project Descriptions for FY21 CIP Projects

Project #	Project Title	Project Description
Capital Facilities Fund (1405)		
21-1501	City-wide Re-Keying/Security Improvements	This project will improve the overall security of the City buildings through security upgrades and a new key and card access system.
21-1502	Fire Station #3 - Carpet Replacement	This project is to replace the aging carpet at Fire Station #3. The existing carpet is aging and showing signs of wear and tear. The existing carpet is going to be removed and concrete below is going to be prepped for a polished finish.
21-1503	Maintenance Admin - Restroom Remodel - Design	This project will provide a much needed restroom remodel to the Maintenance Yard Administrative Building, including upgrading the restroom to current ADA standards.
21-1504	Maintenance Garage - Lean-to Building	Project description was not available at the time this book was published
21-1505	Deer Pool - Boiler and Water Heater Replacement	This project will replace the boiler and hot water heater at Deer Park Pool. The existing system is aging, was not originally designed for a pool environment, and maintenance is becoming more costly.
21-1506	Police Dept.- Records Area Remodel	This project will remodel the Police Department Records Area to provide additional work spaces for administrative staff. The remodel will include installation of electrical and network modifications along with purchase and installation of new cubicle workstations and partitions.
FY22	Fire Station #1 Lift Station Replacement	This project will provide much needed replacement of the two pumps, lift station tank, piping, and controls for the basement lift station at Fire Station #1. The lift station services the two basement restrooms and is the only means to get sewage from the basement out of the building.
FY23	Maintenance Yard Bullpen Ventilation Improvements	This will improve the ventilation of the Maintenance Yard Bull-Pen Building by upgrading the HVAC system.
FY24	Maintenance Garage Electrical Upgrade Project	This project will provide much needed upgrades to the electrical system at the Maintenance Garage.

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Project Descriptions for FY21 CIP Projects

Project #	Project Title	Project Description
Parks and Recreation Project Fund (1402)		
21-1600	Marina Wall Rehab South	This includes the removal of an existing rockery wall on the south side of the Sparks Marina and replacing the wall with a new concrete block wall. The existing wall is deteriorating and in need of replacement.
21-1601	Marina North Beach Access Road Repair	The existing access road has deteriorated from erosion. This project will address erosion control and improve the maintenance access to the north beach.
21-1602	Marina Pet Memorial	This is for a new pet memorial installed at the Sparks Marina.
21-1692	Nursery Re-Stock	Nursery Restocking will be an annual Parks project allowing for the purchase and installation of plants, shrubs, flowers, and trees throughout the City's parks and parkways.
21-1693	Sports Fields Grass Turf Replacement	This project will be an Annually funded project to purchase and install grass turf throughout the City's parks and fields used for athletic.
21-1694	Marina Park Landscape, Path Modifications, and Upgrades	This multiple fiscal year project continues the refinement of the Marina Park by addressing landscape enhancement or corrections, path modifications and other upgrades for the citizens of Sparks. The first issue to address is repairing the Dog Park. At one point expanding the restroom and administration building will need to be looked at.
21-1695	Annual Park Facilities Improvements	Funding will be specifically for projects at the City's various park facilities. It will be used for unforeseen issues that arise throughout the year at these facilities and are beyond the City's staff ability to correct. Projects will be developed by the Community Services Engineering and Maintenance and Parks staff as facility issues arise.

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Project Descriptions for FY21 CIP Projects

Project #	Project Title	Project Description
21-1700	Synthetic Turf Replacement - Field 9	A replacement plan for turf replacement at Golden Eagle Regional Park has been in place for two years now and will continue into the unforeseeable future as the original turf wears out and is required to be replaced. This project will replace the turf on Field 9 which is showing the significant wear since it was placed in 2008.
21-1701	GERP- Turf Replacement Protective Structure	As each field at Golden Eagle Regional Park has the turf replaced a small percentage of the turf is required to be provided to the City from the contractor for future repairs. Currently this new turf is disorganized and sits in the sun and weather year round. This protective structure will allow the stored turf to be organized and protected from the elements.
21-1790	Annual GERP Site and Facilities Improvements	Funding will be specifically for projects at the Golden Eagle Regional Park site and facilities. The projects will be developed by the Community Services Engineering and Facilities Maintenance staff along with Parks and Recreation staff.
21-1791	Annual Turf Maintenance Contract	The turf at Golden Eagle Regional Park is a tremendous asset to the City of Sparks. The turf is aging and it is becoming more and more difficult to consistently maintain the large area of turf. It has become more apparent that a maintenance contract will extend the life of the turf while standardizing the turf maintenance.
FY22	Marina Drainage and Sitting Steps at Volleyball Courts	The landscaping adjacent to the volleyball courts on the northeast side of the Marina has suffered significant erosion from sand and water. This project will address the erosion while adding steps to sit at while enjoying the Marina and volleyball courts.

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Project Descriptions for FY21 CIP Projects

Project #	Project Title	Project Description
Park District 1 (1406)		
21-1800	Oppio Tennis Court Surface Replacement	The Oppio Tennis Court has reached the end of its useful life and is in need of replacement. This project is to replace the Tennis Court Surface with a brand new surface.
21-1801	Deer Park Shade Structure Replacement	The existing shade structure at Deer Park has reached the end of its useful life and is in need of replacement. This project will replace the existing structure with a new one.
21-1802	Deer Park Play Structure Replacement	The existing play structure at Deer Park has reached the end of its useful life and is in need of replacement. This project will replace the existing structure with a new one that will be safer and increase use at this park.
21-1890	Annual Park District 1 Improvements	This appropriation will allow for some flexibility if projects are identified during the year in Park District 1.
FY25	Burgess Park Play Structure Replacement	The existing play structure at Burgess Park is reaching the end of its useful life and is in need of replacement. This project will replace the existing structure with a new one that will be safer and increase use at this park.
Park District 2 (1407)		
21-1900	Pah Rah Dog Park	This includes the installation of a new dog park at Pah Rah Park.
21-1990	Annual Park District 2 Improvements	This appropriation will allow for some flexibility if projects are identified during the year in Park District 2.
Park District 3 (1408)		
21-2091	Bodega Park Playground Replacement	The existing play structure at Bodega Park has reached the end of its useful life and is in need of replacement. This project will replace the existing structure with a new one that will be safer and increase use at this park.
21-2090	Annual Park District 3 Improvements	This appropriation will allow for some flexibility if projects are identified during the year in Park District 3.

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Project Descriptions for FY21 CIP Projects

Project #	Project Title	Project Description
Victorian Square Room Tax Fund (1415)		
21-2100	Victorian Square Infrastructure Improvement Project Section 4	This project is a continuation of a project along Victorian Avenue to rehab the existing sidewalk, tree planters, pavers and miscellaneous items in need of replacement or improvement. The area was broken into several sections four years ago and Section 4 is the next section that will get infrastructure improvements. This is located from 15th Street to Victorian Plaza Circle on Victorian Avenue. This is an area where construction occurring downtown is complete and is the best location to complete in FY 21.
21-2101	Phase 2 Barricade Project 21-2102 Design of Nugget Events Center	Project description was not available at the time this book was published
21-2102	Design of Nugget Events Center	Project description was not available at the time this book was published
20-2101	Victorian Square Cinema Re-opening Contribution	Council approved financial incentive agreement between the City of Sparks and Syufy Enterprises to provide up to \$1.5M in Lodging Tax proceeds for renovation and re-opening of the Victorian Square cinema property. \$1M FY18 and \$100k FY19-FY23. Approved 2/27/17
20-2102	Victorian Square Nugget Events Center Contribution	Council approved financial incentive agreement between the City of Sparks and Marnell Gaming to provide up \$1.28M in the Lodging Tax proceeds upon the opening of the Nugget Events Center to the general public for a live performance or other special event; and provided the Project continues to be used for concerts and other special events open to the public. \$853,760 FY20 and \$142,080 per year for three years. Approved 1/28/19
21-2103	Victorian Square Arts and Culture Project	Project description was not available at the time this book was published

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Project Descriptions for FY21 CIP Projects

Project #	Project Title	Project Description
Community Development Block Grant (CDBG) Fund (1203)		
21-2290	Pedestrian and Street Improvements	Future enhancement projects that qualify for Community Development Block Grant monies will be re-assessed and submitted for approval as CDBG entitlement funds becomes available.
Municipal Court Administrative Assessment Fund (1208)		
21-2300	Parking Enclosure Fence Replacement	This project will provide a much needed replacement of the existing fence structure and involves making the fence more secure.
21-2390	Annual Municipal Court Facility Improvements	This appropriation will allow for some flexibility if projects are identified during the year at the Municipal Court facility.
FY23	Muni-Court Security Furniture Replacement	This project will provide a much needed replacement of the existing front lobby furniture and reconfigure the entry to provide a more efficient layout for the Marshals to perform their duties.
FY24	Muni-Court Exterior Window Bullet Resistant Film	This project will provide much needed addition of bullet resistant film to the windows of the building in order to better protect the people working inside.
Street Cut Fund (1224)		
21-2490	Street Cut Repair Contract (Annual)	This project is the City's annual street cut patch program . A bid for a single contractor is done to provide permanent repair of utility cuts in Sparks streets.

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Project Descriptions for FY21 CIP Projects

Project #	Project Title	Project Description
Sewer, Storm Drain and Effluent Funds (16XX)		
21-6580	TMWRF Clarifier Basin Concrete and Steel Rehab	Clarifier Basin Concrete and Steel Rehabilitation (One per year)
21-6581	TMWRF Nitrification Tower Rehab and Improvements	This project includes structural evaluation, Design and Construction: Includes media replacement, wall rehab, distribution arms rehab, grates, ventilation, individual instrumentation.
21-6582	TMWRF RAS System II & III	Project description was not available at the time this book was published
18-6585	TMWRF Heat Loop Improvements	Project description was not available at the time this book was published
21-6583	TMWRF Aeration/Post-Air/Spent Backwash Tanks Rehab	Project description was not available at the time this book was published
14-6600K	TMWRF 120V Lighting Panels Replacement	Project description was not available at the time this book was published
20-6586	TMWRF Digester Cover #4- Interior Coating & Insulation	Project description was not available at the time this book was published
20-6587	TMWRF Plant Wide Roof Evaluation/Rehab	Project description was not available at the time this book was published
20-6588	TMWRF Effluent Reuse Pump Station Rehab	Project description was not available at the time this book was published
20-6589	TMWRF NVEnergy Natural Gas Line	Project description was not available at the time this book was published
20-6590	TMWRF AC Paving Ph 1- Admin to Dewatering	Project description was not available at the time this book was published
21-6586	TMWRF Digester Cover #5 Foam Coating	Project description was not available at the time this book was published
21-6587	TMWRF Gravity Thickener 1 & 2 Evaluation	Project description was not available at the time this book was published

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Project Descriptions for FY21 CIP Projects

Project #	Project Title	Project Description
21-6590	Sanitary Sewer Manhole Rehab.	Project description was not available at the time this book was published
21-6591	Sewer Model Outlook Population Update	Project description was not available at the time this book was published
21-6592	Sanitary Sewer Upgrade Project - Prater Way and McCarran Blvd	A section of the proposed sanitary sewer infrastructure work was completed with the RTC E Prater Rehabilitation Project. This CIP will complete the sewer improvements along McCarran Blvd from Greenbrae Dr to Prater Way. This project will upsize approximately 1800 linear feet of 24" diameter sewer with 30" diameter sewer. The project is identified in the City of Sparks Sanitary Sewer Masterplan as a near term priority project.
21-6593	SCADA System Upgrade	This project will provide needed upgrades to the Supervisory Control and Data Acquisition (SCADA) system. The SCADA system allows for status viewing of the nine sanitary sewer lift stations, three storm drain lift stations, and three effluent booster pump stations. The system is in need of site upgrades to allow for remote control of the pump operations. The system is also in need of a software overhaul due to the existing software being outdated and unreliable. The new software package will allow for site access across mobile devices. It will allow for sms text, email, and voice calling alarms. It will provide historical trending and reporting capability for site optimization. It will provide for site control (i.e. starting/stopping pumps or changing set points remotely) which is not possible with the current system.
21-6594	Annual Sewer System Rehab	<p>Appropriations for this project will allow for sewer infrastructure rehabilitation and replacements as needed and/or identified as part of the utility assessment condition program. Coordination with selected Rehab/Recon Road Work Projects as scheduled for future years shall be considered.</p> <p>It is anticipated that one comprehensive Annual Sewer Rehabilitation Project will be developed to address the highest priority/risk lines as identified. There is a current list of defective sewer lines, primarily based on the results of the condition assessment program, being maintained for the development of future project areas.</p>
21-6595	Annual Sewer System Street Improvement Coordination	<p>These appropriations are for sanitary sewer infrastructure rehabilitations in support of annual Sparks Road Ahead Projects. This may include removal and replacement /lining/bursting of SS main/laterals, SSMH's, and SSMH Lids.</p> <p>Sanitary Sewer facility repair and replacement will be coordinated with roadways slated for preventative, rehabilitation, and replacement efforts by City of Sparks, RTC, and / or NDOT.</p>

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Project Descriptions for FY21 CIP Projects

Project #	Project Title	Project Description
21-6597	Annual Contingency for Emergencies - Sewer Projects	<p>These funds will be set aside each year to be available to address emergencies in our sanitary sewer system or contingencies that were not anticipated. The following examples of projects that might be approved for this funding source:</p> <ol style="list-style-type: none"> 1. Projects to correct an SSO or blockage that has occurred or is imminent. 2. Correct a line failure which has occurred or is imminent and poses a significant hazard. 3. Projects identified during/after an emergency operation such as flooding or other natural disaster. 4. Projects where grant money becomes available to cover part of the overall cost. 5. Projects that have the opportunity to enter into a cost sharing agreement with another agency. 6. Significant operational savings can be achieved immediately if the project/materials is completed or bought now. 7. An unplanned road/utility project is started where we want to completed work on under-ground utilities. 8. New projects of higher priority as deemed by the City Manager or City Council. 9. Water rights blocks become available at a favorable price. <p>Projects/Materials identified to use this funding will require approval by the Public Works Director and/or the City Council as necessary.</p>
21-6600	North Truckee Drain Lillard Box - Eng and ROW	Project description was not available at the time this book was published
21-6601	North Truckee Ditch Rehab Project	<p>The existing 48" reinforced concrete pipe section of the North Truckee Ditch in the New Covenant Church parking lot, adjacent to Pyramid Highway, is failing and requires rehabilitation. The pipe has daylighted through the parking lot in multiple sections and has large open voids. This project will replace the failing pipe and improve the local drainage connections to the pipe. Interlocal agreements with NDOT and the property owner are anticipated to improve the adjacent curb and gutter in NDOT's right of way and the parking lot surface within the property. The City's responsibility will be the pipe rehab and the pavement section removed for the pipe construction.</p>
21-6602	Marina Canal Pump Recirculation System Rehab.	<p>This project will rehab the existing marina canal recirculation system by upgrading the intake and discharge for the system. The original system included an undersized pump which did not adequately recirculate water in the marina canal. This project will upgrade the pump and SCADA telemetry to provide for proper recirculation and remote monitoring.</p>

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Project Descriptions for FY21 CIP Projects

Project #	Project Title	Project Description
21-6603	Marina Lake Level Control Pipeline	<p>This project will replace the existing 16" welded steel pipe used to control the marina lake level during storm events. The existing discharge pipeline leaks at the joints and is un-reliable. This project will also replace the emergency pumps on the southeast corner of the lake. These pumps are approximately 20 years old and are due for replacement. The pump station provides redundancy for the main pump station on the southwest corner of the marina. The pumps due for replacement also provide additional capacity when severe storm events raise the lake level uncharacteristically fast. The two pump stations and the 16" discharge line are used to control lake level. During winter months and when storm events are forecast, the lake is lowered to allow for stormwater storage which allows for pumping to be suspended during periods when the Truckee River level is high.</p>
21-6604	SCADA System Upgrade	SCADA System Upgrade for Storm Drains
21-6605	Prater/Vista Storm Drain Pump Station Glendale Ave and Dermody Way Storm Drain Rehab Project	<p>This project is for construction of a storm drain pump station at the Vista Drive / Prater Way intersection. The intersection has experienced significant flash flooding historically. The project is identified in the City of Sparks Stormwater Masterplan. It was originally scoped as a traditional gravity storm drain improvement project. During initial design, the modeling indicated that upsizing existing storm drain infrastructure and adding new infrastructure would not significantly alleviate the flood condition. A storm drain lift station was selected as the most cost effective alternative. This project is for the construction of the lift station and the necessary intersection improvements.</p>

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Project Descriptions for FY21 CIP Projects

Project #	Project Title	Project Description
21-6690	Annual Storm Drain Street Improvement Coordination	<p>These appropriations are for sanitary sewer infrastructure rehabilitations in support of annual Sparks Road Ahead Projects. This may include removal and replacement /lining/bursting of SS main/laterals, SSMH's, and SSMH Lids.</p> <p>Storm Drain facility repair and replacement will be coordinated with roadways slated for preventative, rehabilitation, and replacement efforts by City of Sparks, RTC, and / or NDOT.</p>
21-6691	Annual Storm Drain System Dam, Ditch, Flood and Drainage Structures	<p>These funds will be set aside each year to be available to address new construction or repairs beyond the typical maintenance for the City's dams, flood structures, or possible City-wide flood protection construction or rehabilitation projects. Projects/Materials identified to use this funding will require approval by the Public Works Director and/or the City Council as necessary.</p>
21-6692	Annual Curb, Gutter, and Sidewalk Projects	<p>Annual funding used to replace aged curb, gutter and drainage inlets throughout the City. Locations are based on priorities of pavement management team to coincide with planned roadway preventative maintenance/rehabilitations projects.</p>
21-6693	FEMA CRS/CAV	<p>This project is required to develop mitigation plans in response to the requirements of the City's FEMA CRS/CAV and maintain the City's rating with FEMA. This funding will also be used for issues that arise through FEMA FIRM mapping and actions to correct inconsistencies.</p>

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Project Descriptions for FY21 CIP Projects

Project #	Project Title	Project Description
21-6694	North Truckee Drain Annual Cleaning	Annual cleaning program for North Truckee Drain, approximately 3,000 linear feet per year. Generally located I-80 to Vintage Hills Parkway.
21-6695	Storm Drain Outreach Maintenance Program	Funding to provide outreach materials to affect and improve stormwater quality. Could include items such as fliers, hiring of temporary help for maintenance of dog-poop bag stations and informational signage.
21-6696	Annual Contingency for Emergencies	<p>These funds will be set aside each year to be available to address emergencies in our storm drain system or contingencies that were not anticipated. The following examples of projects that might be approved for this funding source:</p> <ol style="list-style-type: none"> 1. Projects to correct a blockage that has occurred or is imminent. 2. Correct a line failure which has occurred or is imminent and poses a significant hazard. 3. Projects identified during/after an emergency operation such as flooding or other natural disaster. 4. Projects where grant money becomes available to cover part of the overall cost. 5. Projects that have the opportunity to enter into a cost sharing agreement with another agency. 6. Significant operational savings can be achieved immediately if the project/materials is completed or bought now. 7. An unplanned road/utility project is started where we want to completed work on under-ground utilities. 8. New projects of higher priority as deemed by the City Manager or City Council. <p>Projects/Materials identified to use this funding will require approval by the Public Works Director and/or the City Council as necessary.</p>
21-6700	SCADA System Upgrade	SCADA System Upgrade for Effluent Reuse Projects
21-6790	Effluent Metered Site Upgrades	This project is an infrastructure upgrade to customer sites which cannot accommodate shutoff of system for nonpayment, breaks in the mains, etc., and will be phased over several years.

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Project Descriptions for FY21 CIP Projects

Project #	Project Title	Project Description
21-6791	Annual Contingency for Emergencies	<p>These funds will be set aside each year to be available to address emergencies in our effluent system or contingencies that were not anticipated. The following examples of projects that might be approved for this funding source:</p> <ol style="list-style-type: none"> 1. Emergency repairs to restore service to customers during irrigation season. 2. Correct a line failure which has occurred or is imminent and poses a significant hazard. 3. Projects identified during/after an emergency operation such as flooding or other natural disaster. 4. Projects where grant money becomes available to cover part of the overall cost. 5. Projects that have the opportunity to enter into a cost sharing agreement with another agency. 6. Significant operational savings can be achieved immediately if the project/materials is completed or bought now. 7. An unplanned road/utility project is started where we want to completed work on under-ground utilities. 8. New projects of higher priority as deemed by the City Manager or City Council. 9. Water rights blocks become available at a favorable rate. <p>Projects/Materials identified to use this funding will require approval by the Public Works Director and/or the City Council as necessary.</p>
FY22	Rate Study	<p>This rate study is planned to begin in FY23 and be completed, reviewed, and presented to CC for consideration in FY24. The current 5 year CIP initiated after the FY19 rate study will end in FY24. This rate study will review sewer and storm connection and user fees for residential and commercial classes. The commercial rate will be evaluated to include a strength of use multiplier.</p>
FY25	C Street and Prater Alley Sewer Rehabilitation Project	<p>Upsize sewer in alley between Prater Way and Victorian Ave to 12" diameter sewer line. Upsize C Street to 12" diameter sewer line from El Rancho Drive to 15th Street.</p>
FY25	Glendale Ave and Dermody Way Storm Drain Rehab Project	<p>This CIP project is identified as a high priority for the Glendale Ave area in the City of Sparks Stormwater Masterplan. Existing storm drain along Glendale Ave from S 15th St to Dermody Way south to the Truckee River will be upsized and new storm drain infrastructure will be constructed.</p>

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Project Descriptions for FY21 CIP Projects

Project #	Project Title	Project Description
Motor Vehicle Fund (1702)		
21-7500A	Vehicle and Equipment Replacement Plan - current year	Each year, the Fleet Management Group approves a list of vehicles needing replacement based on many factors such as age of the vehicle, mileage and maintenance history. A spreadsheet contained in this CIP document provides a complete listing of these vehicles. Funding is through depreciation, maintenance and repair rates charged to departments/programs that use Equipment Services.
21-7501	Maintenance Garage - Remove In Ground Lifts	Project description was not available at the time this book was published
21-7502	Maintenance Garage - Upgrade Lube System	Project description was not available at the time this book was published
21-7503	Maintenance Garage - Replace Garage Lighting With LED's	Project description was not available at the time this book was published
100902	Fire Apparatus Replacement Plan - 1702	The Fleet Manager, Fire Captain and Finance Department have implemented a plan to replace existing Fire Apparatus based on a proposed schedule that includes an outline of the funding sources for these replacements. The full spreadsheet is available upon request and a 5 year snapshot of the plan is included on the FY21 Vehicle Replacement List section.
100903	Fire Capital Equipment Replacement Plan - 1702	The Fleet Manager, Fire Captain and Finance Department have implemented a plan to replace existing Fire Capital Equipment based on a proposed schedule that includes an outline of the funding for this equipment. The full spreadsheet is available upon request.
IMPACT FEE SERVICE AREA #1 (1210)		
080731	Fire Station #6 Design	Project description was not available at the time this book was published
130235	IFSA #1 Trail Design	Project description was not available at the time this book was published
130237	IFSA #1 Trail Construction	Project description was not available at the time this book was published
130224	GERP Little League Parking Lot Contribution	Project description was not available at the time this book was published
130223	Transportation Alternative Grant Match for Regional Trail	Project description was not available at the time this book was published
130252	Reach 9 Design Review	Project description was not available at the time this book was published

CITY OF SPARKS REDEVELOPMENT AGENCY

Project Descriptions for FY21 CIP Projects

Project #	Project Title	Project Description
Redevelopment Area 1 (3401)		
21-3401	Avenue of the Oaks Straightening Project - Construction	Project description was not available at the time this book was published
Redevelopment Area 2 (3401)		
	Redevelopment Area 2 -No Projects Slated	Until resources are once again available no projects are planned.

FY21 Vehicle & Equipment Replacement Plan

Department	Vehicle #	Vehicle YR	Description/Make/Model	Original Purchase Price	Replacement Cost	Replacement Vehicle Type	Replace With
Police	223H	2010	CHEVY K9 p/u	25,708	73,500	SUV	TAHOE PPV 2WD
Police	2300	2011	Chevy Caprice Supr	50,732	73,500	SUV	TAHOE PPV 4WD
Police	2407	2014	Ram 1500 Supr	48,113	73,500	P/U	TAHOE PPV 4WD
Police	2301	2013	Chevy Caprice	66,266	73,500	SUV	TAHOE PPV 2WD
Police	2302	2013	Chevy Caprice	66,402	73,500	SUV	TAHOE PPV 4WD
Police	2205	2013	Chevy Caprice	66,016	73,500	SUV	TAHOE PPV 2WD
Police	292A	1994	BIG TEX FLAT BED	5,830	9,500	TRLR, 12,000# FLAT	BIG TEX
Police	2109	1999	JEEP Cherokee	26,343	42,000	SUV OR sedan	Something like a Chevy Impala
Police	204G	2008	Ford Taurus	21,846	42,000	SUV OR sedan	Something like a Chevy Impala
Police	274A	2007	Chevy Impala	22,903	42,000	SUV OR sedan	Something like a Chevy Impala
Police	220C	2007	Chevy Impala	17,325	42,000	SUV OR sedan	Something like a Chevy Impala
Police	Extra vehicle for future unanticipated loss				73,500	SUV	TAHOE PPV 2WD
Community Services	735C	1999	CRAFCO TARPOT	26,660	106,000	TRLR TARPOT	CRAFCO
Community Services	512C	1999	International Ten Wheel Dump	86,535	265,000	International Ten Wheel dump with plow and spreader	International Ten Wheel dump with plow and spreader

FY21 Vehicle & Equipment Replacement Plan

Department	Vehicle #	Vehicle YR	Description/Make/Model	Original Purchase Price	Replacement Cost	Replacement Vehicle Type	Replace With
Community Services	514C	1999	International Ten Wheel Dump	86,634	265,000	International Ten Wheel dump with plow and spreader	International Ten Wheel dump with plow and spreader
Community Services	438C	1997	Chevy P/U 1ton util	20,462	49,350	1ton Utility	Chevy 3500
Community Services	470A	2000	Ford 1ton Util	23,715	49,350	1ton Utility	Chevy 3500
Community Services	537A	1999	GMC 1ton dump	31,015	49,350	1ton dump	Chevy 3500
Community Services	760A	1986	Vermeer Stump grinder	15,004	75,000	self propelled	Vermeer
Community Services	608B	1986	air compressor trailer	10,400	30,000	air compressor trailer	ingersol- rand
Community Services	865A	1977	single axle trailer	unknown	2,500	1 axle trailer 3500lbs	big tex
Community Services	908A	2000	JD Gator	unknown	9,900	gator TX	John Deer
Community Services	911C	1984	JD Gator	6,300	20,000	gator w/cab	John Deer
Community Services	615904	2009	JD Gator	6,300	9,900	gator TX	John Deer
Community Services	732D	2010	Nissan/Elgin sweeper	235,448	310,000	Sweeper M4HSD	GLOBAL
Fire Department	316A	2002	Ford Explorer	31,702	52,500	SUV/Explorer	Ford

Total FY21 Vehicle & Equipment Replacement Costs \$ 1,985,850

FY21-FY25 Fire Apparatus Replacement Plan

Vehicle #		FY21	FY22	FY23	FY24	FY25
AERIAL UNIT #2 - PLATFORM- order in FY21. Delivery in FY22	374	1,200,000	200,000			
WATER TENDER	501		350,000			
PUMPER #6	31200			844,739		
PUMPER #7	31210				949,149	
PUMPER #8	396B					1,006,098
Total		\$ 1,200,000	\$ 550,000	\$ 844,739	\$ 949,149	\$ 1,006,098

FY21-FY25 Fire Equipment Replacement Plan

	FY21	FY22	FY23	FY24	FY25
Self Contained Breathing Apparatus					
Radios		50,000			500,000
Defibrillators	35,000	37,500		40,000	
Total	\$ 35,000	\$ 87,500	\$ -	\$ 40,000	\$ 500,000