

City Manager's FY17 Budget Recommendations



City of Sparks



Presented to:

City Council on 4/25/16

Redevelopment Agency on 4/25/16

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City Leadership and Policy Documents

City of Sparks Elected Officials



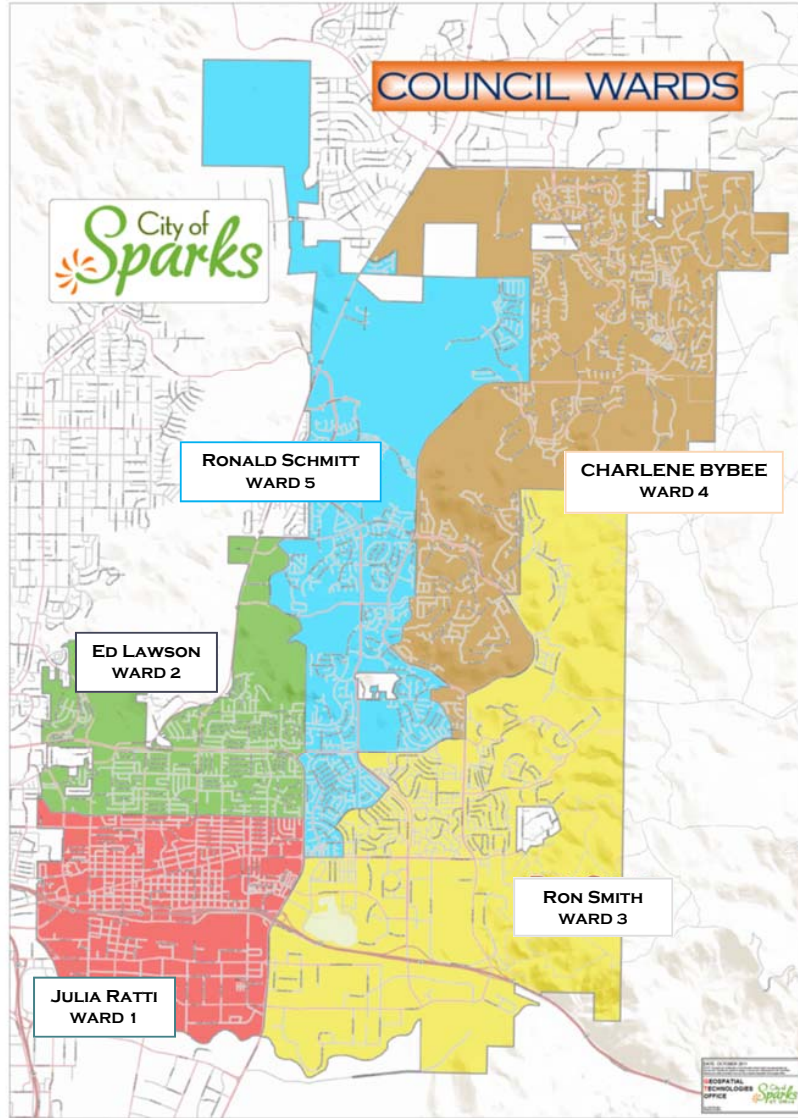
Geno Martini
Mayor



Julia Ratti
Ward 1



Ed Lawson
Ward 2



Ron Smith
Ward 3



Charlene Bybee
Ward 4



Ron Schmitt
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
<u>MAYOR, CITY COUNCIL , AND CITY ATTORNEY</u>		
Mayor	Geno Martini	11/2014—11/2018
Ward 1	Julia Ratti	11/2012—11/2016
Ward 2	Ed Lawson	11/2014—11/2018
Ward 3	Ron Smith	11/2012—11/2016
Ward 4	Charlene Bybee	11/2014—11/2018
Ward 5	Ron Schmitt	11/2012—11/2016
City Attorney	Chet Adams	11/2012—11/2016
<u>JUDICIAL</u>		
Department 1	Barbara McCarthy	11/2014—11/2020
Department 2	Jim Spoo	11/2012—11/2018
<u>STAFF LEADERSHIP</u>		
City Manager	Stephen W. Driscoll	Appointed
City Clerk	Teresa Gardner	Appointed
Assistant City Manager	Neil Krutz	Appointed
Community Services Director	John Martini	Appointed
Financial Services	Jeff Cronk	Appointed
Parks & Recreation	Tracy Domingues	Appointed
Fire Chief	Tom Garrison	Appointed
Police Chief	Brian Allen	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.



Mayor Geno Martini

Council members: Julia Ratti, Ward 1; Ed Lawson, Ward 2; Ron Smith, Ward 3; Charlene Bybee, Ward 4; Ron Schmitt, Ward 5
 City Attorney Chet Adams; Municipal Judges: Judge Barbara McCarthy; and Judge Jim Spoo;
 Steve Driscoll, City Manager; Neil Krutz, Assistant City Manager; John Martini, Community Services Director; Jeff Cronk, Financial Services Director; Tom Garrison, Fire Chief; Tracy Domingues, Parks & Recreation Director; and Brian Allen, Police Chief.

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 2016-2021 Objectives

The Vision and Mission are supported by six Goals: Fiscal Stability, Employee Relations, Infrastructure and Technology, Public Safety, Economic Development and Citizen Engagement.

1) Fiscal Stability: Maintain fiscal policies to ensure a prosperous, sustainable city.

Our FY16/21 Citywide Objectives:

- 1.1 Maintain positive cash balances, in accordance with the city's fiscal policies.
- 1.2 Achieve balanced spending within the General Fund, in accordance with the city's fiscal policies.
- 1.3 Establish a strategy to reduce the City's Other Post Employment Benefit (OPEB) and Heart/Lung/Cancer liabilities being implemented after FY16.
- 1.4 Formulate a comprehensive fee policy and pricing structure, moving towards a cost recovery model.

2) Employee Relations: Provide a successful and efficient work environment.

Our FY 16/21 Citywide Objectives:

- 2.1 Develop an effective process for performance feedback and career support by FY16.
- 2.2 Establish succession planning for key positions allowing for the safekeeping of institutional knowledge addressing information transfer, training and certification needs by FY17.
- 2.3 Develop an interactive information system to support an informal and participative employee population by FY16.

3) Infrastructure and Technology: Manage resources to keep pace with technology, infrastructure and sustainability needs.

Our FY 16/21 Citywide Objectives:

- 3.1 Complete an update of the city's Comprehensive Plan by FY16.
- 3.2 Identify long term wastewater nutrient removal technologies and plan for their implementation in the FY16-21 TMWRF CIP.
- 3.3 By the end of December 2015, determine and prioritize the technology needs, including funding requirements, to present to Council as part of the FY 17 CIP budget process.
- 3.4 Develop a process to prioritize and list assets to be inventoried and measured with a replacement schedule and asset value citywide by June 30, 2016
- 3.5 Maximize the utilization of major Parks and Recreation facilities by planning for citizen demand and smart development by FY21.

Define maximize utilization: Visitor days? Revenues vs expenses? What is smart development: waiting for statement from Tracy D.

4) Public Safety: Promote the safety of our residents, businesses and visitors.

Our FY 16/21 Citywide Objectives:

- 4.1 Continually assess the risks in the City in order to maintain service levels and reduce response times.
- 4.2 Improve safety through prevention activities.
- 4.3 Enhance city resources supporting response and prevention functions.
- 4.4 Support the Truckee River Flood Management Authority's efforts for flood damage reduction and complete the final phase of the North Truckee Drain Relocation Project by FY21.

5) Economic Development: Explore and promote opportunities for economic development and special events.

Our FY 16/21 Citywide Objectives:

- 5.1 Establish Smarter Regions strategic goals and objectives by September 1, 2015.
- 5.2 Plan and develop an events production and staging strategy based on future redevelopment within Victorian Square.
- 5.3 Create an asset preservation fund by FY17.
- 5.4 Promote an environment for the development of commercial and industrial areas by FY17.

6) Citizen Engagement: Encourage our stakeholders to interact with their city government and build strong alliances with other government entities.

Our FY 16/21 Citywide Objectives:

- 6.1 Identify current activity and engage 3 additional key citizen groups to provide input into the Strategic Plan development in partnership with the city by the end of FY16.
- 6.2 Identify and improve customer service standards for how we do business by end of FY16.
- 6.3 Expand citizen education and communication utilizing multiple platforms to include social media by the end of FY 17.

FY17 CITY OF SPARKS FISCAL POLICIES

The City of Sparks Fiscal Policies are as follows:

1 General Fund unrestricted ending Fund balance equal to 12.5% of expenditures

	Fiscal Targets		RESULTS	AMOUNT OVER/ (UNDER) Cash Flow Target	STATUS	AMOUNT OVER/ (UNDER) Budget Target	STATUS
	Cash Flow Target	Budget Target					
FY15 ACTUALS	12.5%	6.0%	11.8%	(\$381,124)	⚠	N/A	N/A
FY16 ESTIMATES	12.5%	6.0%	10.2%	(\$1,340,369)	⚠	N/A	N/A
FY17 BUDGET - Strategic Objective 1.1 (maintain positive cash balances)	12.5%	6.0%	6.0%	(\$4,035,714)	N/A	\$0	✅

Statutory/Compliance Targets		
Formal Adopted Policy to comply with GASB 54	Must provide corrective action plan to State if go below per NAC 354.650	Removed From Negotiations per NRS 354.6241
8.3%	4.0%	25.0%

Purpose of this Fiscal Policy

The purpose of this policy is to help maintain positive cash balances throughout each fiscal year (as stated in Strategic Goal 1.1).

Cash Flow Target

For fiscal health and to meet cash flow needs throughout the year, Financial Services recommends achieving a 12.5% ending fund balance at the end of each year. The purpose of this target is to maintain positive cash balances throughout each fiscal year (as stated in Strategic Goal 1.1).

Budget Target

In past discussions, Council has stated that the minimum budgeted ending fund balance should be no lower than 5% in order to avoid State intervention which begins with a budgeted ending fund balance of 4%. Council has provided direction to prepare a budget with an ending fund balance of 6% which provides for flexibility in spending throughout the year.

Statutory/Compliance Targets

There are several statutory/compliance targets that should also be mentioned:

- City of Sparks formally adopted policy of an 8.3% minimum ending fund balance - City Council adopted in 2011
- Per NAC 354.65, a budgeted ending fund balance of less than 4% requires a the local government 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 25.0% of expenditures

FY17 CITY OF SPARKS FISCAL POLICIES Continued...

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

	GOAL	BUDGET	Contingency Amount	STATUS
FY15 BUDGET	up to 3%	1.8%	1,000,000	✔
FY16 BUDGET	up to 3%	1.7%	1,000,000	✔
FY17 BUDGET - Strategic Objective 1.1 (maintain positive cash balances)	up to 3%	1.6%	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 usually of an emergency nature. Utilization of contingency budget requires the approval of City Council. The contingency budget is distinguished from the Stabilization Fund in that the Stabilization Fund is much more restrictive in nature as it 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 Vehicle Internal Service Fund will also be included in the budget matching the amount established as the contingency budget. This 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.

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

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

	GOAL	% RESULTS	Transfer Amount	STATUS
FY15 ACTUALS	2.5%	1.6%	\$ 902,000	✘
FY16 ESTIMATES	2.5% + full funding of IT hardware & software replacement plans = \$1,871,589	3.1%	\$ 1,871,589	✔
FY17 BUDGET - Strategic Objective 1.2 (balanced spending) & Strategic Goal 3 (managing infrastructure & Technology)	2.5% + full funding of IT hardware & software replacement plans = \$2,655,240	4.2%	\$ 2,655,240	✔

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 goal was increased in FY16 in an effort to revive our commitment to technology investment. The current goal is 2.5% of total revenues (\$1.6M) plus full funding of both the IT Hardware (\$404k) and IT Software (\$676k) Replacement Plans.

FY17 CITY OF SPARKS FISCAL POLICIES Continued...

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
FY15 ACTUALS	\$ 5,230,355	\$ 231,107	\$ -	✘
FY16 ESTIMATES	\$ 5,462,199	\$ 233,107	\$ -	✘
FY17 BUDGET - Strategic Objective 1.1 (maintain positive cash balances)	\$ 5,776,356	\$ 435,607	\$ 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 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 \$625,000 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. 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.

With General Fund revenues recovering, \$200k of business license revenue has been committed to the Stabilization Fund in the FY17 Budget.

FY17 CITY OF SPARKS FISCAL POLICIES Continued...

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

	GOAL	RESULTS	STATUS
FY15 ACTUALS	<=78%	76.7%	✔
FY16 ESTIMATES	<=78%	76.6%	✔
FY17 BUDGET - Strategic Objective 1.2 (balanced spending)	<=78%	77.7%	✔

Purpose of this Fiscal Policy

The purpose of this policy is to achieve a balanced, sustainable expenditure model.

Expanded Dashboard for historical comparison

TOTAL USES AS % OF TOTAL REVENUES BY EXPENSE CATEGORY	2 Year Historical Average	FY15 ACTUALS	FY16 ESTIMATES	FY17 BUDGET
PERSONNEL COSTS	77.4%	76.7%	76.6%	77.7%
SERVICES & SUPPLIES & CAP. OUTLAY	18.8%	19.0%	18.1%	19.3%
TRANSFERS-OUT	5.7%	2.8%	6.2%	6.5%
CONTINGENCY	0.0%	0.0%	0.0%	1.6%
TOTAL	101.9%	98.5%	100.9%	105.1%

TOTAL USES AS % OF TOTAL REVENUES BY DEPARTMENT	2 Year Historical Average	FY15 ACTUALS	FY16 ESTIMATES	FY17 BUDGET
POLICE	38.4%	38.9%	38.6%	39.3%
FIRE	27.2%	26.9%	25.5%	25.1%
TOTAL PUBLIC SAFETY	65.5%	65.8%	64.1%	64.4%
MANAGEMENT SERVICES	8.4%	8.0%	8.8%	11.6%
FINANCIAL SERVICES	4.5%	4.5%	4.9%	5.0%
LEGAL SERVICES	2.7%	2.5%	2.6%	2.6%
MAYOR & COUNCIL	0.9%	1.0%	1.1%	1.1%
TOTAL CENTRAL SERVICE DEPTS	16.5%	16.0%	17.3%	20.3%
COMMUNITY SERVICES	10.7%	10.7%	10.2%	10.6%
MUNICIPAL COURT	3.5%	3.3%	3.2%	3.4%
TRANSFERS-OUT	5.7%	2.8%	6.2%	6.5%
TOTAL	101.9%	98.6%	101.1%	105.3%

FY17 CITY OF SPARKS FISCAL POLICIES Continued...

6 Report the annual Other Post Employment Benefit (OPEB) and Workers Compensation liabilities and determine strategies to reduce these liabilities (Strategic Objective 1.3)

	NET OPEB OBLIGATION	Workers Comp - Heart, Lung, Cancer L/T Liability	FUNDING STATUS
FY09 ACTUALS	\$2,025,422	\$2,252,767	Pay-As-You-Go
FY10 ACTUALS	\$4,566,159	\$2,321,000	Pay-As-You-Go
FY11 ACTUALS	\$4,958,920	\$3,414,452	Pay-As-You-Go
FY12 ACTUALS	\$5,473,423	\$3,206,012	Pay-As-You-Go
FY13 ACTUALS	\$6,018,434	\$6,749,369	Pay-As-You-Go
FY14 ACTUALS	\$6,680,705	\$9,258,452	Pay-As-You-Go
FY15 ACTUALS	\$7,414,353	\$5,068,496	Pay-As-You-Go

Purpose of this Fiscal Policy

OPEB and Workers Comp Heart, Lung and Cancer (HLC) obligations have been identified by Financial Services as two of the greatest financial risks threatening the City's short and long-term fiscal sustainability.

Under the current Pay-As-You-Go funding model, the Net OPEB Obligation is expected to grow \$600,000 to \$700,000 per year. However, GASB 75, which will be implemented in FY18, will change how the City will report the OPEB liability.

Over the past couple of years, the workers compensation liability has grown dramatically. This is due to the increasing number of expected Heart/Lung/Cancer claims from Police and Fire personnel and the benefits that have been added recently by the Nevada Legislature.

The 2015 Legislative session, however, brought changes that actually reduced this liability. This change limited the amount of time that a retiree has to make a claim, resulting in a \$4.2M reduction to the long-term portion of the HLC liability in FY15.

Reserves:

There are currently no reserves in our Health Insurance fund designated to mitigate our future health care liability (OPEB).

As of June 30, 2015, The Workers Compensation Fund had cash reserves of \$5M. We had been seeing cash balance drop by about \$500k per year; however, FY15 saw a \$900k drop, and we expect that balance to decrease more dramatically as more heart and lung claims begin to be paid. Due to the potential large dollars associated with heart and lung claims, we are uncertain how long these reserves will last.

Alternate OPEB Funding Option:

Primarily due to the facts that 1) the healthcare industry is still very much in a state of flux; and 2) GASB75, which will be implemented by the City in FY18, will change the way the City's OPEB liability will be accounted for, City Council has decided to not 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 tool in subsequent years.

**FY17 City Manager
Budget Recommendations:
City Funds**

City Council Agenda Staff Report



CITY COUNCIL AGENDA STAFF REPORT

MEETING DATE: April 25, 2016

Title: Consideration, discussion, and possible approval of fiscal year 2016-2017 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: Stephen W. Driscoll, ICMA-CM, City Manager
Presenter: Jeff Cronk, CPA, Financial Services Director
Recommendation: That the City Council approve 1) the City Manager’s recommendations for the fiscal year 2016-2017 final budget; and 2) the proposed five year Capital Improvement Plan.
Financial Impact: Recommending the City’s budget for Fiscal Year 2016-2017.
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. Thus 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 2016-2017 budget and fiscal impacts for the City of Sparks.

BACKGROUND & ANALYSIS:

The City Manager and Financial Services Director are presenting the City Manager’s final budget recommendations for fiscal year 2016-2017 (FY ‘17). Today, the City Council is being asked to direct staff in preparing the City’s final budget document for submission to the State of Nevada. City staff will file the tentative budget for FY ‘17, and the City Council will hold a public hearing to receive public comment on the FY ‘17 tentative budget at its regularly scheduled Council meeting on May 23, 2016. Immediately following the public hearing on the FY ‘17 tentative budget, the City Manager and Financial Services Director will present the FY ‘17 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 which 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.

Attached to this agenda is the City Manager’s FY ‘17 Budget Recommendation Book as well as the proposed five-year Capital Improvements Plan (CIP). The City Manager’s Recommendation Book is a resource manual designed to present results and expectations that encapsulate the City Manager’s budget recommendations for the various Funds maintained by the City of Sparks and the Sparks Redevelopment Agency for FY ‘17. Today, the Financial Services Department Director will be presenting the material found in the City Manager’s Recommendations book, and is seeking approval of the recommendations as presented or alternate direction to prepare the City’s final budget for FY ‘17.

Today, the City Manager is seeking the following:

1. Approval of the FY '17 City Manager's final budget recommendations;
2. Approval of the proposed five-year Capital Improvements Plan (CIP)

Item #1 -- Information Regarding the City Manager's FY '17 Final Budget Recommendations:

- The City Manager's final budget recommendations have been prepared based upon direction received from City Council at the February 29, 2016 budget workshop. See the attached Budget Recommendations Book for more detailed information on the City Manager's final budget recommendations for FY '17.

Summary of the City Manager's final budget recommendations for FY '17 according to fiscal policy direction received on February 29, 2016:

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 6.0% of expenditures in FY '17
- 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 of 6.0% 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 FY '11 as part of the City's effort to comply with the accounting standards set by GASB Statement #54
- So, even though the budget shows 6.0%, achieving actual results of at least 8.3% remains as the formally adopted Council policy target

Policy #2: General Fund Contingency Budget

- The purpose of this policy is to provide budget authority and flexibility to address unexpected fiscal needs in FY '17
- The City Manager's final budget recommendations include a contingency budget of \$1.0M 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 is used
- So far, \$0 has been spent from the Contingency budget in the current FY '16, and there is no expectation that usage of the Contingency budget will be necessary in FY '16. However, \$1,000,000 remains within the Contingency budget for FY '16 should an unexpected need arise between now and the end of the current fiscal year

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

- The purpose of this policy is to help pay for infrastructure, facility, and technology needs as identified within the Capital Improvements Plan (CIP)
- The amount of resources to be transferred includes 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 of approximately \$2.7 million for FY '17 including \$1,575,000 for general CIP needs plus \$1,080,240 for technology needs

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 FY '17
- Keeping true to direction from Council during budget workshops in previous fiscal years, the expectation for this policy is that funding for the Stabilization Fund might commence once again beginning in FY '17. In previous years, City Council has stated the desire to wait for revenues to improve and fiscal stability to improve before making further financial commitments to the Fund. Following Council's lead, the City Manager is recommending that we stick to that previously stated plan and begin building resources within the Stabilization Fund beginning in FY '17
- The Stabilization Fund had a fund balance of \$231K at the end of FY '15, which should grow to approx. \$436K by the end of FY '17 should this recommendation be approved

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
- The City Manager's final FY '17 budget recommendations include personnel costs equal to 77.7% of total revenues

Policy #6: Determine Strategies for Reducing Liabilities Related to the City's Other Post-Employment Benefit (OPEB) and Workers Compensation (Public Safety Heart/Lung/Cancer Benefits).

- The purpose of this policy is to ensure the City is addressing long-term liabilities related to employee and retiree benefits
- At the end of FY '15, The City had approximately \$5.1 million of assets within the Workers Compensation Fund available to pay for claims. However, Workers Compensation Fund liabilities totaled \$6.1 million, resulting in a negative fund balance of about \$1.0 million. The liabilities will be paid over a long period of time, but considering that heart/lung/cancer claims often exceed \$2M+, it is unclear how long the \$5.1 million of assets will last. The heart/lung/cancer benefits for public safety

personnel are established by the Nevada Legislature, and action taken during the 2015 legislative session ended up decreasing the City's total long-term liability in FY '15 by about \$4M compared to FY '14

- Based on discussion and direction received at the February budget workshop, the City Manager is recommending that the City continues to fund its OPEB liability on a "pay-as-you-go" basis in FY '17 and not create an irrevocable trust fund for the purpose of funding the City's OPEB liability. During the February budget workshop, it was acknowledged that GASB statement #75, which will be implemented by the City in FY '18, will change the way this liability is presented on the City's balance sheet, and that the healthcare industry is still mired in a state of flux, leading to the recommendation that an irrevocable trust not be established at this time. However, an irrevocable trust may become the recommended course of action in subsequent years

Other FY '17 items that have already been presented or discussed at the February 29 budget workshop are presented here with updated estimates that are captured in the final budget recommendations and fiscal policies listed above:

General Fund Revenues:

- Property Taxes are trending higher by 7.5% in FY '16 compared to FY '15 which would be about \$650K higher than FY '16 budget. The increase is due primarily to stronger new growth and development which is exempt from the property tax caps
- However, FY '17 property tax growth is expected to be much lower at only 1.6% -- despite the fact that the City's assessed value is increasing by 7.1% in FY '17. This is due to the property tax cap formula resulting in only a 0.2% growth cap for existing residential and commercial properties in FY '17 (rather than caps of 3% for residential and 3.2% for other properties that were in place in FY '16). This will result in abated revenue of approximately \$4.5M in FY '17. Property tax caps are not applicable to new development
- CTAX revenues are trending about 8.7% higher in FY '16, with an increase of about 7.5% expected in FY '17
- License & Permit revenue is also trending higher by about 4.8% in FY '16, with an increase of about 2.8% expected in FY '17. FY '17 is expected to grow at a lower rate than FY '16 since \$200K of Business License Revenue will be committed to the Stabilization Fund (see discussion above regarding fiscal policy #4)
- Total G.F. revenues are trending higher by about 6.9% in FY '16, followed by an expected increase of 4.4% higher FY '17

Special Explanation of Property Tax Revenues for FY '17 (per a statement prepared by the Nevada Dept. of Taxation and published on their website):

- **General Property Tax Cap.** For all property except residential property, State law provides a formula that takes the greater of 1) twice the consumer price index ("CPI") percent change in the prior year; or 2) the rolling percentage average change of assessed value over a ten year period for each county. If the greater of these two

calculations is more than zero and less than 8%, the greater of these two calculations is the General Tax Cap for that county. The law provides a floor of zero so that if the CPI or average growth is negative, then the general abatement percentage cap cannot fall below zero. **For Washoe County, including the City of Sparks, the formula will result in a General Tax Cap of 0.2% for FY '17.**

- **Residential Tax Cap.** State law also provides that the residential property tax cap is 3%. However, if the General Tax Cap is less than 3%, then the Residential Tax Cap must be reduced to equal the General Tax Cap. **For Washoe County, including the City of Sparks, the Residential Tax Cap will equal the General Tax Cap of 0.2% for FY '17.**
- **Tax Applicability for fiscal year 2016-2017.** Applying the statutory tax cap rules to the current forecast year, in 2015, the annual average percentage change in the CPI published by the federal Bureau of Labor Statistics was unusually low at 0.1%. At the same time, the rolling percentage average change of assessed value for several counties over a ten-year period was lower due to the effects of many years during the recession when assessed values were dropping. Accordingly, the General Tax Cap for nine counties in the State is less than 3% and, therefore, the Residential Tax Cap will be reduced to the same level as the General Tax Cap in those nine counties. The result is flat or lower property tax revenue available to local governments and school districts for the 2016-2017 fiscal year.

General Fund Expenditures:

- Salaries & Wages are expected to increase 3.6% in FY '16 followed by 4.3% increase in FY '17. Savings from vacancies are included in FY '16 estimates, but most positions in the personnel complement are assumed to be filled for the entire year in the recommended FY '17 budget
- Benefits are expected to increase 12.6% in FY '16, followed by an expected 8.4% increase in FY '17. We are assuming a 0% increase in health insurance premiums for FY '17; however, costs to subsidize retiree premiums are increasing (which is a function of OPEB "pay-as-you-go")
- Services & Supplies expenditures are expected to increase 5.9% in FY '16, and budgeted to increase by another 5.7% in FY '17
- Total G.F. expenditures are expected to increase by 6.6%, in FY '16, and budgeted to increase by 6.9% in FY '17
- The City Manager's recommended New Needs book is presented today as Appendix B to the City Manager's recommendations book attached to this agenda item.
 - In total, \$605,556 of New Needs in the General Fund is being recommended by the City Manager to include 7.2 new full-time equivalent (FTE) positions into the FY '17 budget. New Needs recommended for other Funds total \$1,189,800, including 5.8 FTE's

FY '16 General Fund Transfers:

- \$1.0M transfer-in from the Motor Vehicle Fund to offset the contingency budget. This is only expected to be utilized if General Fund resources are insufficient to meet any contingency budget usage. This budget item is recommended solely for the purpose of providing 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*
- \$54K transfer-in from the Municipal Court Administrative Assessment Fund to pay for costs resulting from the Court's reorganization
- \$813K transfer-out to the Parks & Rec. Fund representing a subsidy of about 23% of expected expenditures in that Fund
- \$2.7M transfer-out to the Capital Projects Fund for infrastructure, facility, and technology needs as identified in the 5 year Capital Improvement Plan
- Transfer-out to the Debt Service Fund of \$694K for the City's 2007 CTAX bond debt service needs. Unspent bond proceeds were used to pay this debt service during FY '14, FY '15, and FY '16, but the debt service payments need to be added back into the General Fund in FY '16 as the bond proceeds have now been exhausted

General Fund Ending Fund Balance:

- A net decrease of \$569K is expected in FY '16, followed by a budgeted reduction of \$2.2M in FY '17
- FY '16 estimated fund balance is expected to be approximately \$5.9M, or 10.2% of estimated expenditures
- FY '17 budgeted fund balance is approximately \$3.7M, or 6.0% of budgeted expenditures

General Fund Subsidy of the Redevelopment Agency:

- Although subsidies were necessary in previous years for Redevelopment Area #2, subsidies are not expected for either Area #1 or Area #2 for FY '17, nor are subsidies expected for the foreseeable future

Note: Information on other Funds maintained by the City can be found in the City Manager's 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 attachment to the City Manager's FY '17 Final Budget Recommendations book
- No significant changes have been made to the CIP document that was presented to City Council at the February 29 budget workshop

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:

City Council could also choose alternatives other than the recommendations presented today, and direct staff to prepare a final budget and Capital Improvements Plan for fiscal year 2016-2017 accordingly.

RECOMMENDED MOTIONS:

Recommended Motion #1: “I move to approve the City Manager’s final budget recommendations for fiscal year 2016-2017”.

Recommended Motion #2: “I move to approve the proposed five-year Capital Improvements Plan for fiscal years 2016-2017 through 2020-2021”.

Financial Overview



City of Sparks

Financial Overview

City Manager's FY '17 Final Budget
Recommendations

April 25, 2016

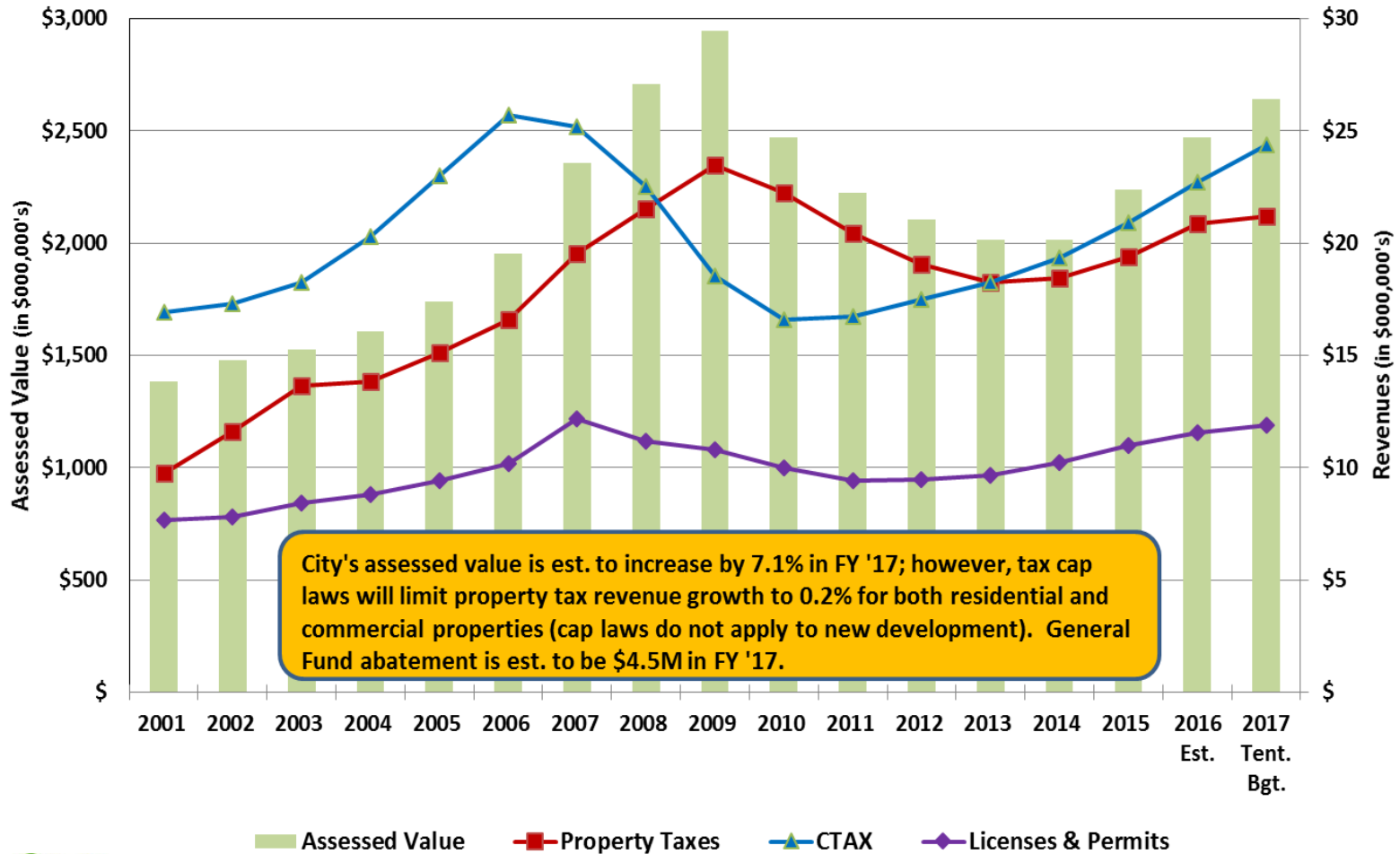
City of Sparks General Fund Overview
City Manager's Recommended FY '17 Budget (as presented on 4/11/2016)

	FY '14 Actuals	FY '15 Actuals	FY '16 Budget	FY '16 Estimates	FY '17 Budget
Resources (excluding beginning fund balance)					
Total Revenues	\$54,416	\$57,065	\$59,325	\$60,983	\$63,668
Transfer-In From Vehicle Fund (Assume No Usage, Budget Matches Contingency)	\$0	\$0	\$1,000	\$0	\$1,000
Transfers-In, Other	\$352	\$712	\$0	\$0	\$54
Total Resources	\$54,768	\$57,776	\$60,325	\$60,983	\$64,722
<i>% Change in Total Revenues (excl. transfers) =</i>	4.5%	4.9%	4.0%	6.9%	4.4%
<i>% Change in Total Resources =</i>	5.1%	5.5%	4.4%	5.5%	6.1%
Uses					
Total Expenditures	\$52,304	\$54,177	\$57,877	\$57,764	\$61,754
Total Transfers-Out	\$3,408	\$1,572	\$3,788	\$3,788	\$4,162
Contingency (FY16 Assume No Usage; Budget Matches Trans-In from Vehicle Fund)	\$0	\$445	\$1,000	\$0	\$1,000
Total Uses	\$55,711	\$56,194	\$62,665	\$61,551	\$66,917
<i>% Change in Total Expenditures (excl. transfers & contingency) =</i>	4.4%	3.6%	6.8%	6.6%	6.9%
<i>% Change in Total Uses =</i>	5.5%	0.9%	11.5%	9.5%	8.7%
Net Resources/(Uses)	(\$943)	\$1,582	(\$2,339)	(\$569)	(\$2,194)
Fund Balance					
Unrestricted Ending Fund Balance	\$4,864	\$6,447	\$3,446	\$5,878	\$3,684
Unrestricted Ending Fund Balance as a % of Exp's (Less Cap. Outlay)	9.3%	11.8%	6.0%	10.2%	6.0%
Unrestricted Ending Fund Balance Amount Over/(Short) of 8.3%	\$500	\$1,750	(\$1,250)	\$1,000	(\$1,350)

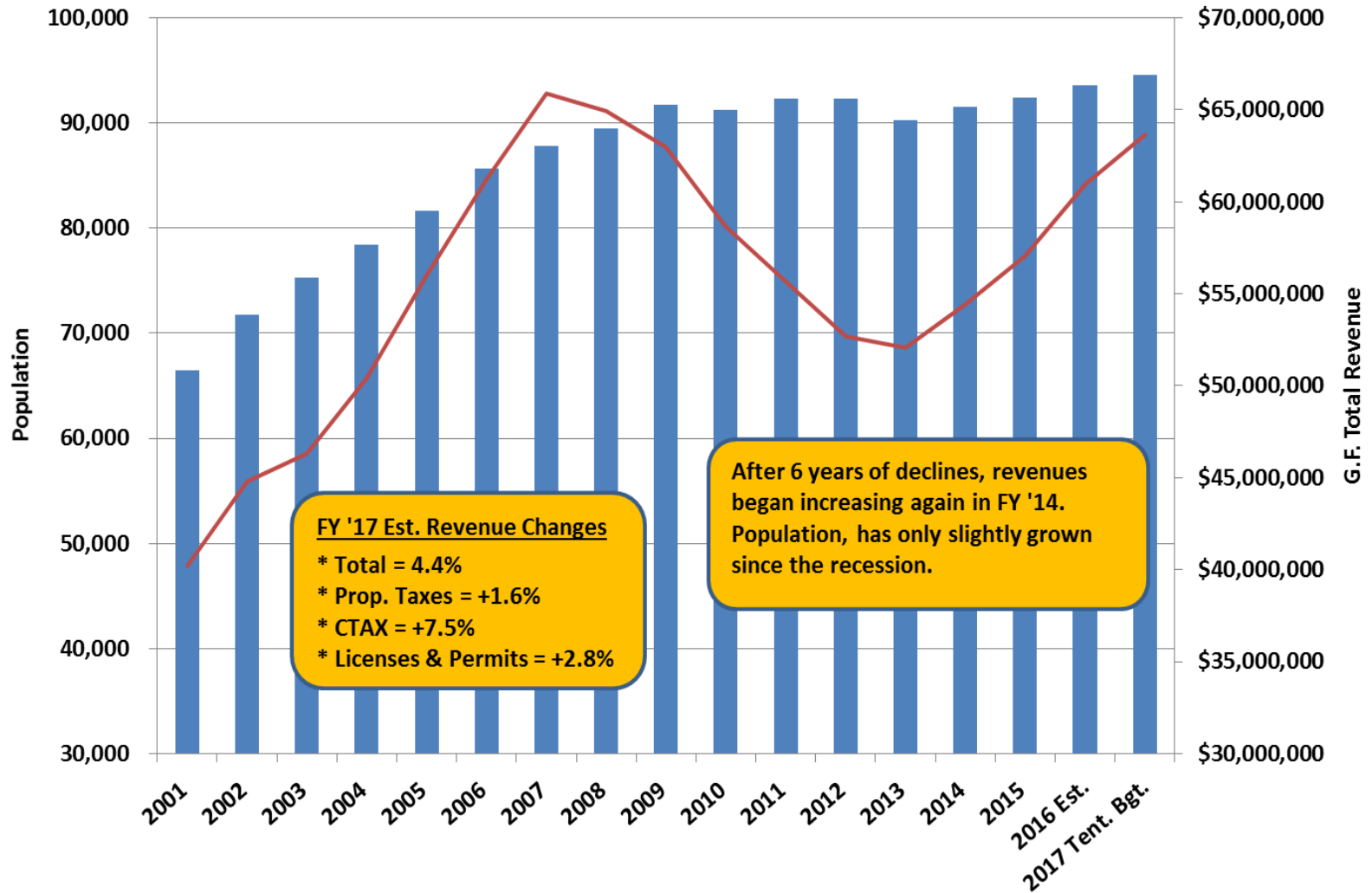
Cause of Change: FY16 Fund Bal. % of Exp's From 6.0% (Budget) to 10.2% (Est.)	FY16 Est. vs. FY16 Bgt.	FY16 Est. % Diff. From FY16 Bgt.
Change in Beginning Fund Balance (add'l resources from FY15 results)	\$662	11.4% Higher
Change in Resources (excl. cont. trans.)	\$1,657	2.8% Higher
Change in Uses (excl. contingency)	\$113	0.2% Lower
Change in Ending Fund Balance	\$2,432	Add'l FY16 Resources



Sparks General Fund Primary Revenue Sources Compared to Assessed Valuation (A.V.)

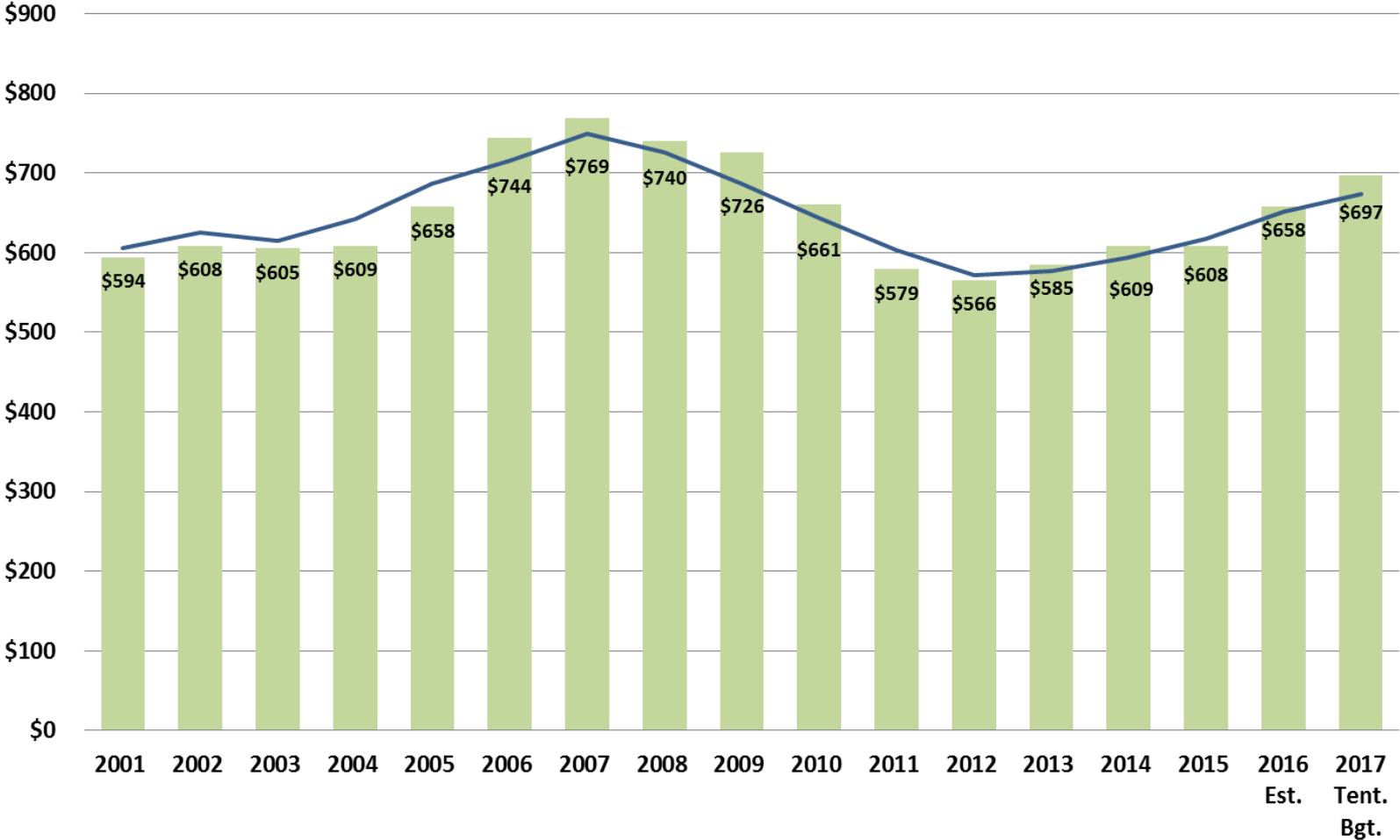


Sparks Population vs. G.F. Total Revenue



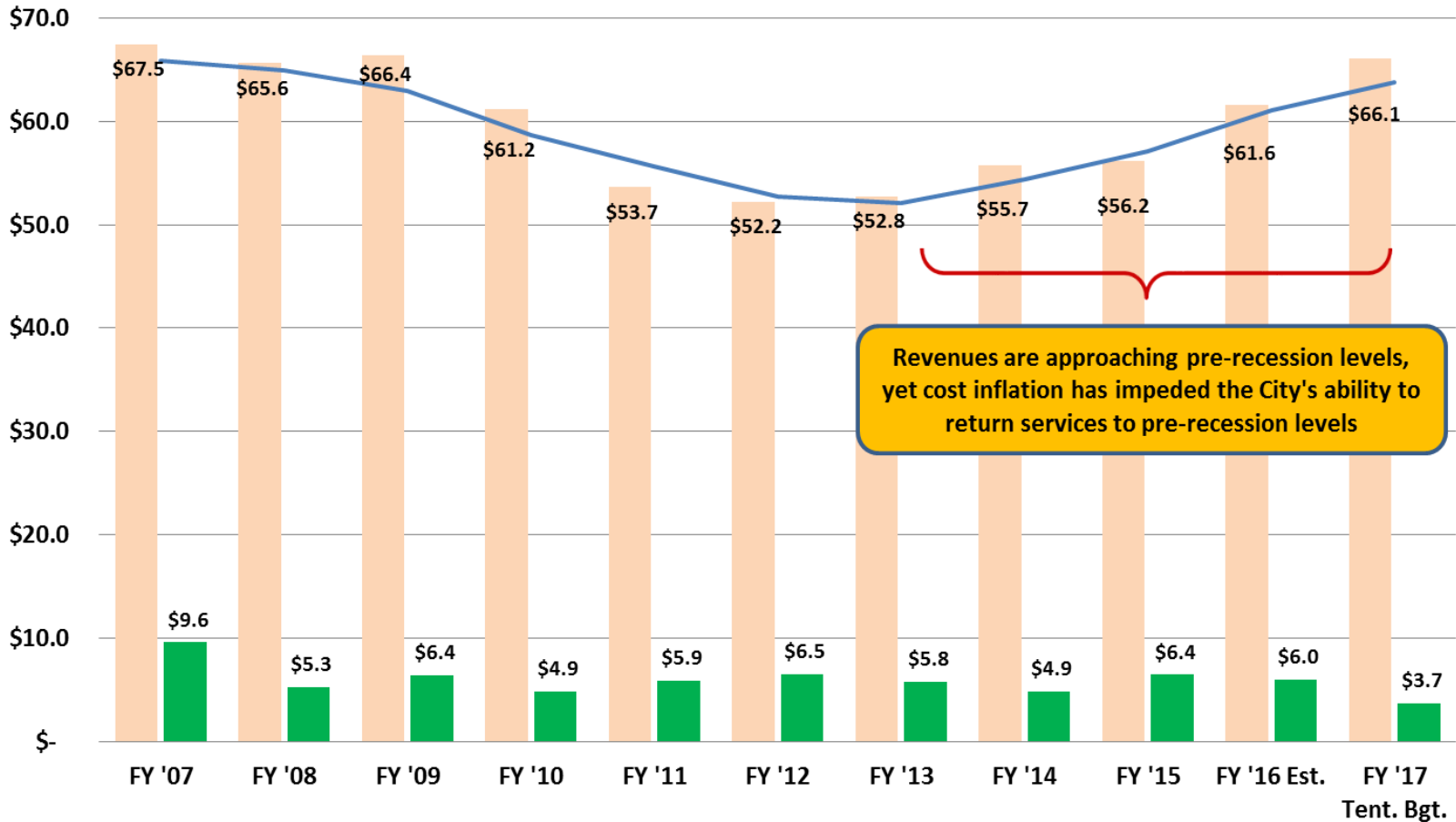
Population G.F. Revenue

Sparks General Fund Revenues & Expenditures per Capita



Exp's & Other Fund Subsidies per Capita
 Revenue per Capita

General Fund Revenues, Expenditures, & Fund Balance Since FY '07 (in millions)

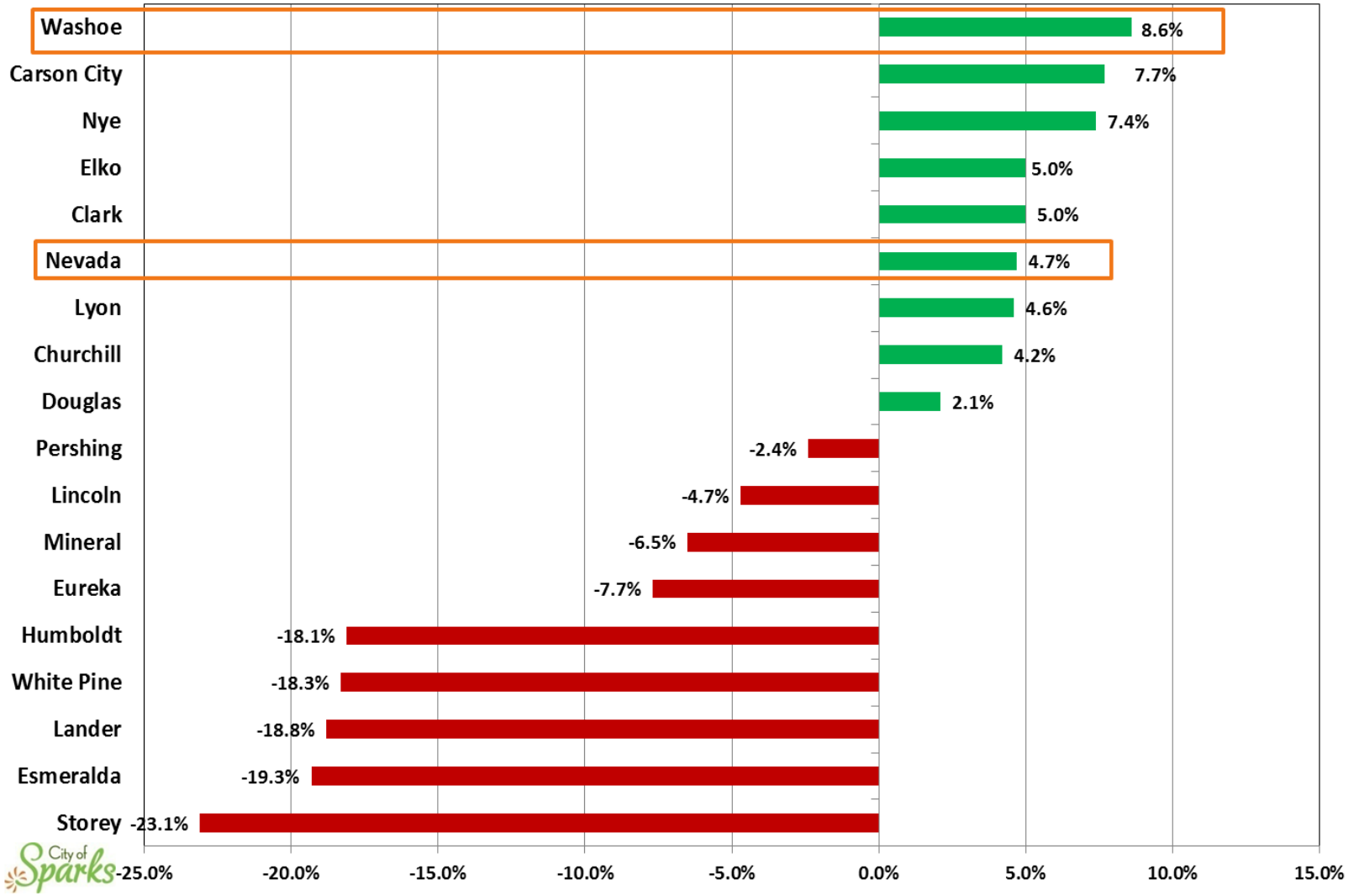


Revenues are approaching pre-recession levels, yet cost inflation has impeded the City's ability to return services to pre-recession levels

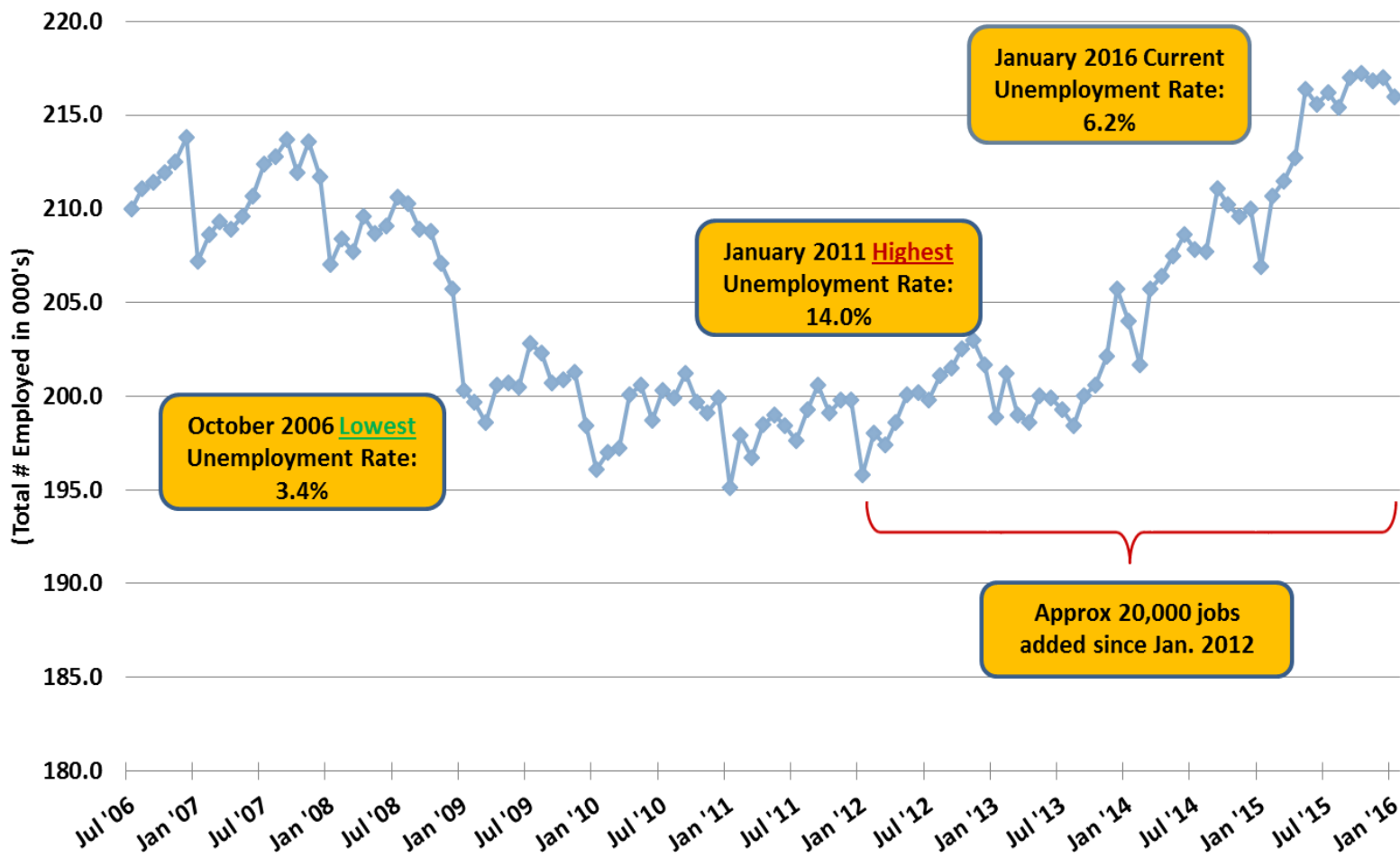


Exp's, Subsidies, & Debt Service Total Fund Balance Revenues

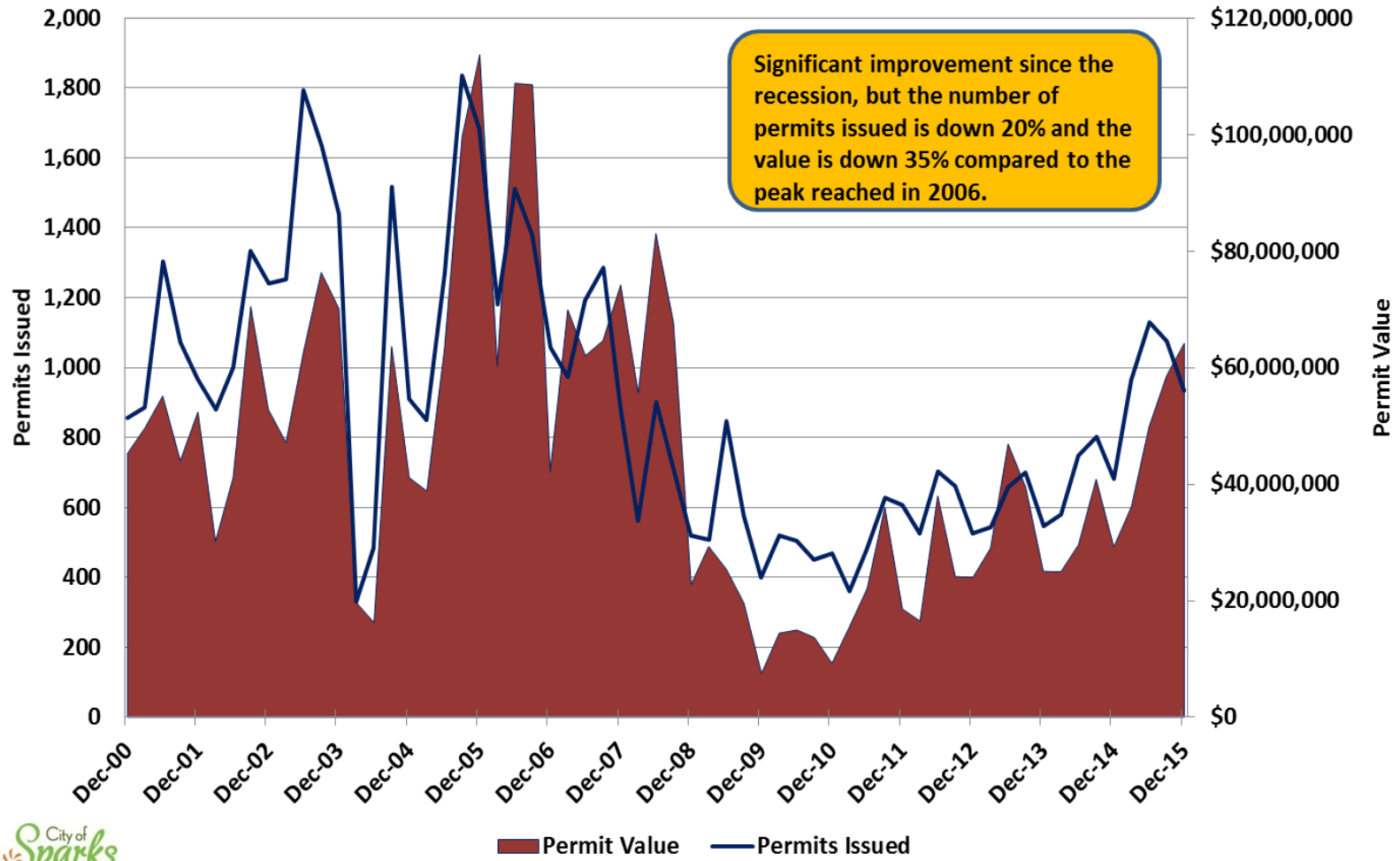
Taxable Sales % Change by Nevada County FY '16 Through January 2016



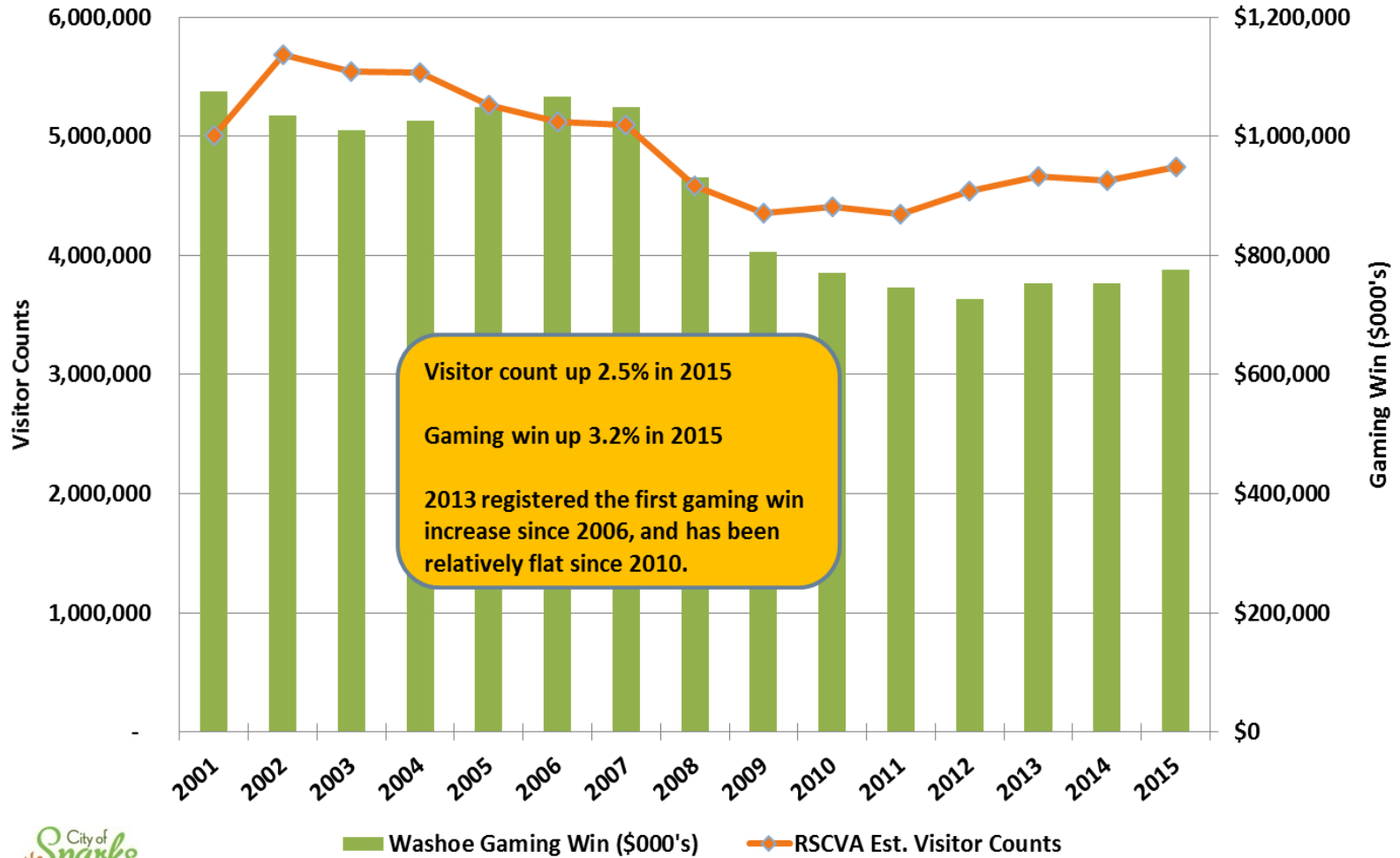
Total Employment - Reno/Sparks MSA Since July 2006



Sparks Community Development Permits Issued - Quarterly History



Washoe County Est. Visitor Counts And Total Gaming Win



**Cause of Change in
General Fund Revenues,
Expenditures & Transfers from
FY16 to FY17**

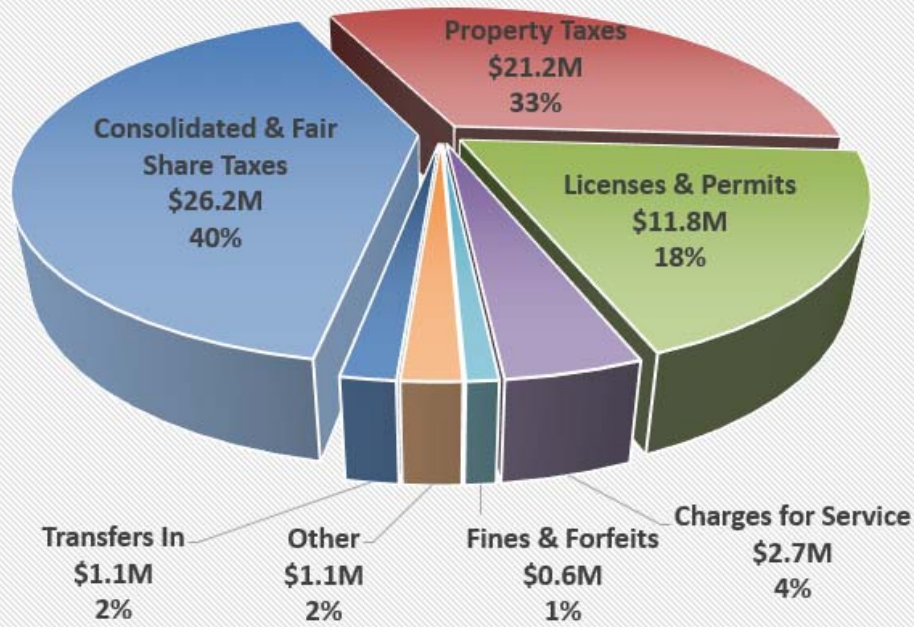
Cause of Change in General Fund Revenues, Expenditures & Transfers from FY16 to FY17

presentation for FY17 City Manager Budget Recommendations

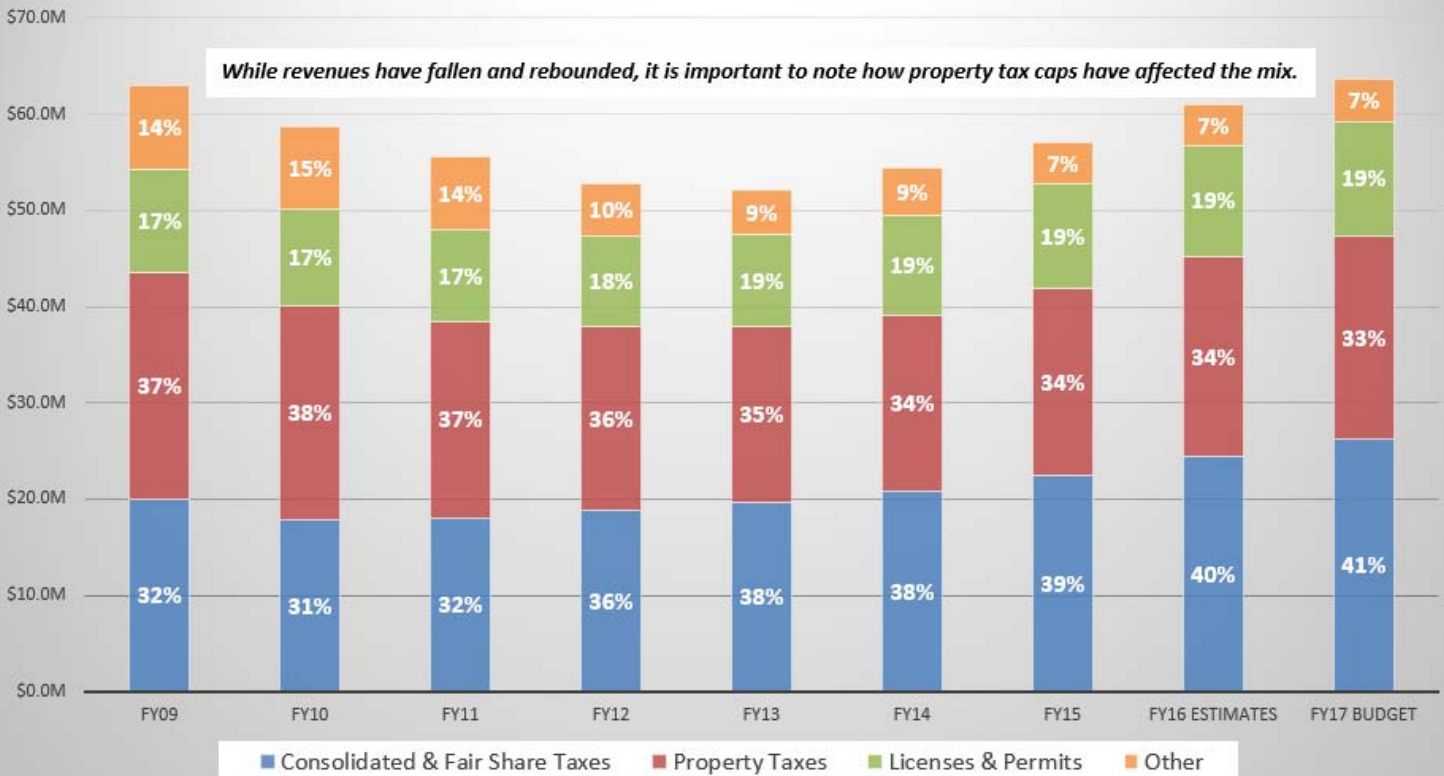
	FY16 Estimates	FY17 Tentative Budget	Change	
REVENUES	60,982,575	63,667,906	2,685,331	4%
Primary Causes of Change (not intended to be an exhaustive list)				
CTAX & Fair Share (41% of total rev)			1,825,000	
Property Taxes (33% of total rev)			340,000	
Licenses & Permits (19% of total rev)			318,069	
Total Primary Causes of Change =			2,483,069	
TRANSFERS IN	-	1,054,426	1,054,426	-
Primary Causes of Change (not intended to be an exhaustive list)				
Transfer In from Vehicle Fund/Contingency Offset (to be transferred only if necessary)			1,000,000	
Transfer in from Muni Court Admin Assessment Fund to offset Muni Court reorganization costs			54,426	
Total Primary Causes of Change =			1,054,426	
SALARIES & BENEFITS	46,737,792	49,479,611	2,741,819	6%
Primary Causes of Change (not intended to be an exhaustive list)				
Vacancy Savings re-loaded in FY17			1,200,000	
Contractual pay/benefit increases effective FY17			1,000,000	
FY17 New Need positions			605,556	
Retiree Health Subsidies (separate contribution beginning FY17)			381,584	
Overtime - full staffing assumption in FY17			(620,016)	
Muni-Court reorganization (cost increase offset by transfer-in)			54,426	
Community Services and Management Services reorganization (offset by 1.5 position vacancy in FY17)			50,438	
City Attorney reorganization			39,138	
Personnel Reclasses			56,658	
Total Primary Causes of Change =			2,767,784	
SERVICES & SUPPLIES, CAPITAL OUTLAY & CONTINGENCY	11,025,772	13,274,533	2,248,761	20%
Primary Causes of Change (not intended to be an exhaustive list)				
Brand Leadership Team contribution			75,000	
Fire Apparatus Replacement Plan funded via transfer in FY16, but via user charge in FY17			740,000	
Contribution to Liability Self-Insurance fund increase due to recent large claims			500,000	
Acella - FY16 includes implementation costs & FY17 includes only annual subscription			(165,629)	
Contingency			1,000,000	
Total Primary Causes of Change =			2,149,371	
TRANSFERS OUT	3,787,846	4,162,424	374,578	10%
Primary Causes of Change (not intended to be an exhaustive list)				
CTAX Debt Service (FY16 partially paid with remaining bond proceeds but FY17 paid in full)			203,002	
Transfer to Parks & Rec (includes one FY17 New Need position)			(22,082)	
General Capital Projects Fund transfer per fiscal policy			175,000	
IT Hardware Replacement Plan			120,651	
IT Software Replacement Plan			488,000	
Fire Apparatus Replacement Plan funded via transfer in FY16, but via user charge in FY17			(589,993)	
Total Primary Causes of Change =			374,578	

FY17 General Fund Revenues & Transfers In

FY17 General Fund Revenues & Transfers-In Total: \$64.7M

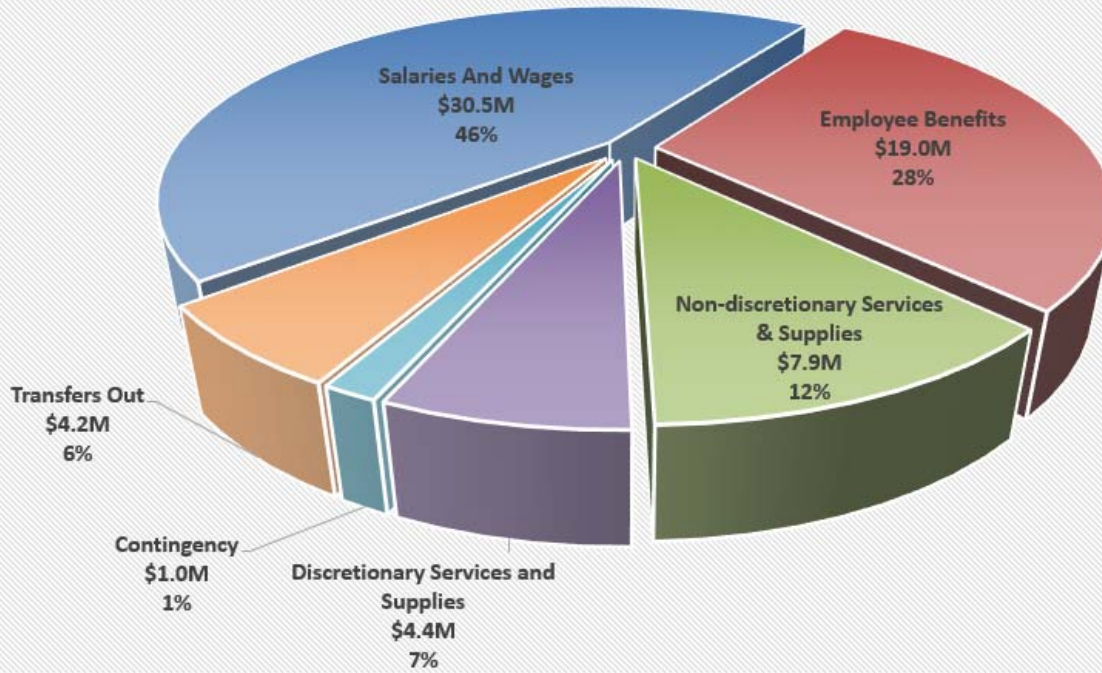


General Fund Revenues FY09 through FY17

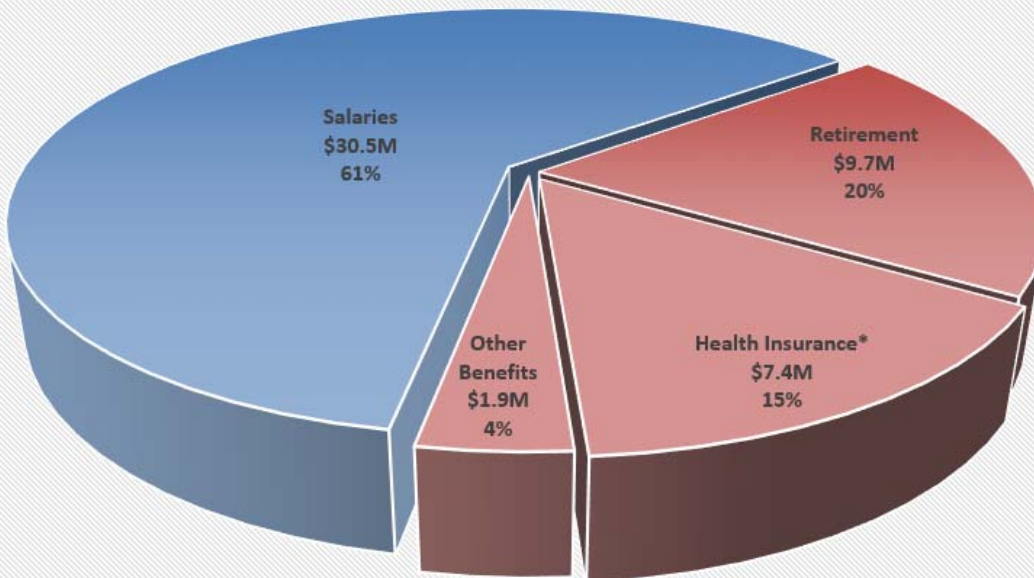


FY17 General Fund Expenditures & Transfers Out

FY17 General Fund Expenditures & Transfers-Out
Total: \$67M

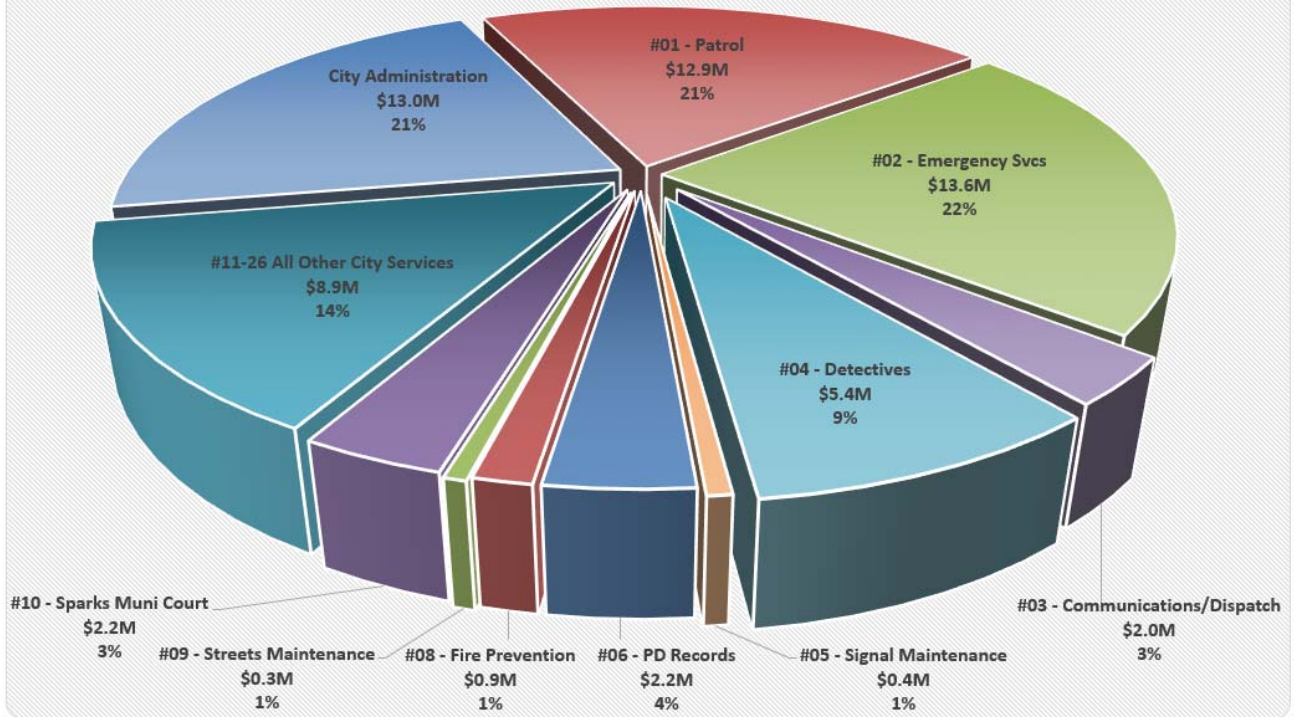


FY17 Salaries & Benefits - General Fund
Total: \$49.5M

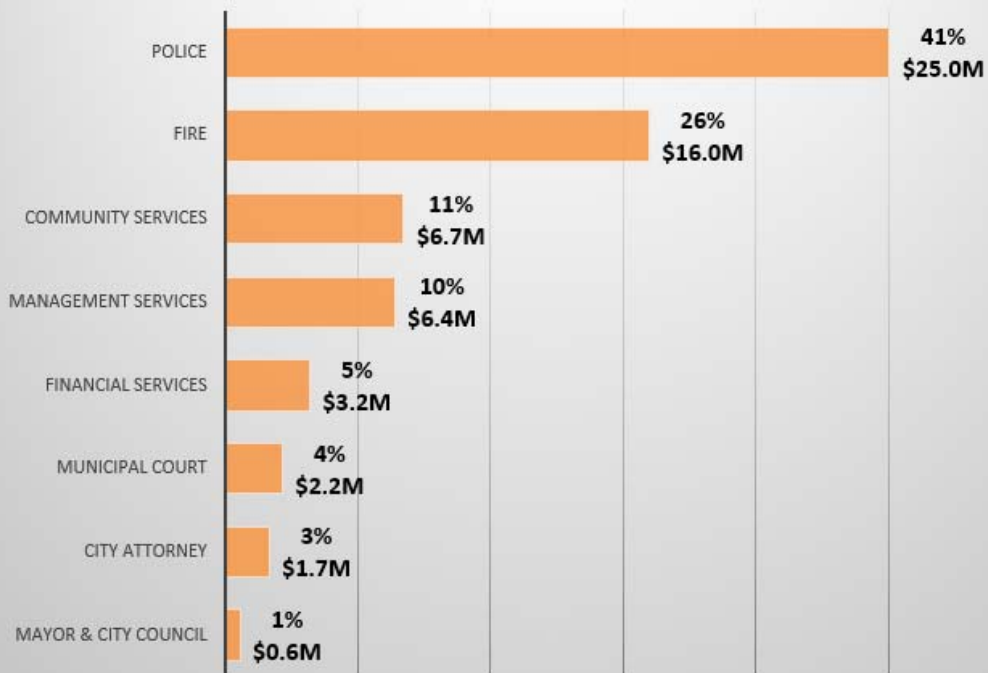


* Health insurance costs include Sick Leave Conversion and NV PEB Subsidy. Health insurance is 12.6% of total General Fund expenditures of \$61.8M (excludes transfers out and contingency).

FY17 Expenditures by Core Service - General Fund
 (Excludes Transfers Out & Contingency)
 Total: \$61.8M



FY17 Expenditures by Department - General Fund
 (Excludes Transfers Out and Contingency)



Contributions to Other Governments

Annual Contributions to Other Governments & Non-Profits

Interlocal agreements for services received, cost sharing arrangements or Council approved subsidies

Amounts are included in the FY17 Budget

General Fund - Interlocal Agreements with Other Government Agencies

	FY15 Actuals	FY16 Estimates	FY17 Budget
Washoe County - Regional EOC	14,702	15,986	15,986
Washoe County - Regional Training Center	74,722	93,000	93,000
Washoe County - Regional Planning	205,162	205,162	205,162
Washoe County - 800 MHZ Radio	105,864	108,254	119,200
Washoe County - Senior Center	21,500	21,500	21,500
Washoe County Forensic Services	319,500	354,500	389,500
Washoe Co. Registrar of Voters	13,464	0	35,000
City of Reno, Fire - TRIAD	16,000	16,000	16,000
Nevada Commission on Ethics	17,040	17,841	17,841
City of Reno (Westcare) - TRIAGE Center	79,530	94,469	90,000
City of Reno Community Assistance Center (amounts over the 15% CDBG public services cap)	4,712	1,608	18,203
Total General Fund Interlocals	872,196	928,320	1,021,392

General Fund - Contributions to Non-Profits & Other Agencies

	FY15 Actuals	FY16 Estimates	FY17 Budget
Economic Development Authority of Nevada (EDAWN)	80,000	100,000	100,000
Keep Truckee Meadows Beautiful	10,000	10,000	10,000
Nevada League of Cities & Municipalities (NLC&M)	19,968	20,151	20,000
Western Nevada Development District (WNDD)	3,500	5,000	5,000
Alliance for Innovation	5,000	5,000	5,000
The Chamber	1,240	1,362	1,110
Total General Fund contributions to Non-Profits	119,708	141,513	141,110

Other Funds - Interlocal Agreements with Other Government Agencies

	FY15 Actuals	FY16 Estimates	FY17 Budget
CDBG Fund - City of Reno Community Assistance Center (amounts within the 15% CDBG public services cap)	101,661	110,232	105,293
Storm Drain Fund - Storm Water Permitting Committee (NPDES Discharge Permit - per ILA with Reno and Washoe County). Sparks share = 1/3. Western Regional Water Commission has paid this fee in the past, however, staff has requested that it be placed back in the budget should the WRWC be unable to pay the full amount in FY17	0	0	60,000
Total Other Fund Interlocals	101,661	110,232	165,293

Central Service Cost Allocation Plan

FY17 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 FY17 plan allocates central service costs from FY15. 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	2,626,813	27%
Unallocated Central Service Costs	7,208,304	73%
Total Central Service Costs - FY15 Actuals	9,835,117	

Summary of Central Service Costs Allocated

	Sewer Funds	Vehicle Fund	Health Insurance Fund	Worker's Comp Fund	Development Services Enterprise Fund	TMWRF	Total
City Attorney	61,596	11,906	-	-	24,924	42,944	141,370
Community Services	279,772	9,340	-	-	20,973	-	310,085
Financial Services	388,481	51,225	115,216	29,256	56,914	242,948	884,039
Management Services	441,080	78,667	72,939	9,774	214,199	230,199	1,046,857
Mayor & Council	103,377	44,844	9,602	3,217	48,158	35,263	244,461
Total FY17 Common Service Charge	1,274,305	195,983	197,756	42,248	365,168	551,354	2,626,813

Other City Funds

Beyond the General Fund...

Other Funds Section

*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 & 2*

13 of these funds will have a FY17 budget exceeding \$1 Million

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

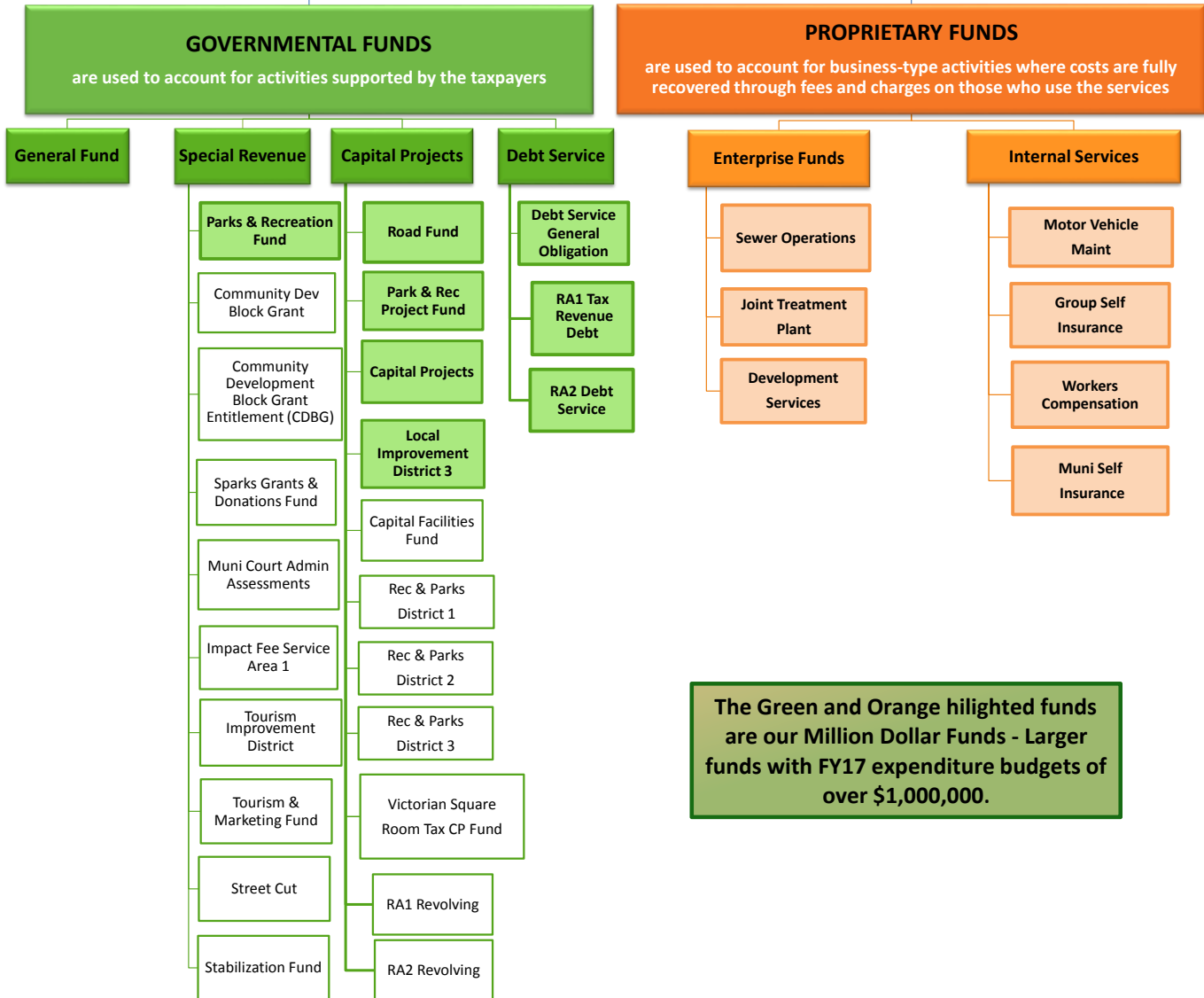
- Part 1:** City of Sparks Fund Structure Diagram
- Part 2:** Million Dollar+ Funds - Larger funds with FY17 expenditure budgets of over \$1,000,000
- Part 3:** Smaller Funds - Funds with FY17 expenditure budgets of under \$1,000,000
- Part 4:** Redevelopment Agency Funds

Other Funds Section Part 1

City of Sparks Fund Structure Diagram



CITY OF SPARKS FUND STRUCTURE



The Green and Orange highlighted funds are our Million Dollar Funds - Larger funds with FY17 expenditure budgets of over \$1,000,000.

Other Funds Section Part 2

Million Dollar+ Funds
Larger funds with FY17
expenditure budgets of over
\$1,000,000

Million Dollar+ Funds

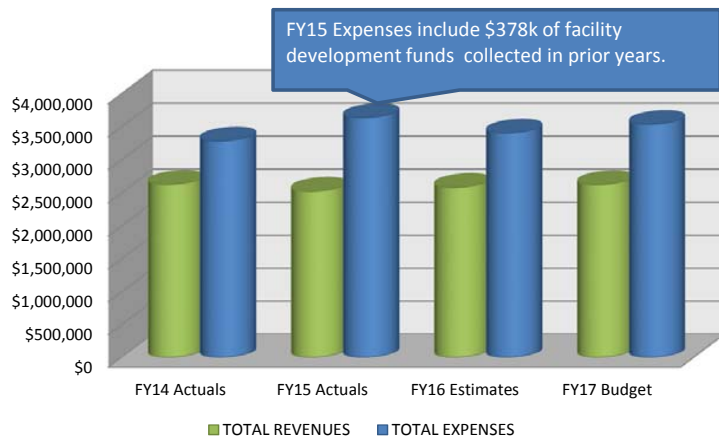
Special Revenue Fund

Fund 1221 - Parks and Recreation	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, but in FY12, that function was moved to the General Fund and is no longer accounted for in this fund. Special Events are also accounted for in this fund.					
	FY13 Actuals	FY14 Actuals	FY15 Actuals	FY16 Budget	FY16 Est. Actuals	FY17 Budget
BEG FUND BALANCE	\$ 404,013	\$ 378,450	\$ 561,798	\$ 125,120	\$ 125,120	\$ 137,116
TOTAL REVENUES	\$ 2,396,806	\$ 2,626,276	\$ 2,523,731	\$ 2,589,639	\$ 2,582,833	\$ 2,622,881
<i>Rec Program Fees</i>	\$ 2,129,558	\$ 2,192,250	\$ 2,072,824	\$ 2,174,675	\$ 2,150,905	\$ 2,154,600
<i>Special Event Revenue</i>	\$ 76,905	\$ 214,382	\$ 237,318	\$ 251,299	\$ 250,748	\$ 277,583
<i>All other revenues</i>	\$ 190,343	\$ 219,644	\$ 213,589	\$ 163,665	\$ 181,180	\$ 190,698
TRANSFER IN	\$ 475,000	\$ 845,000	\$ 677,802	\$ 835,000	\$ 835,000	\$ 812,918
TOTAL EXPENSES	\$ (2,889,595)	\$ (3,285,626)	\$ (3,638,211)	\$ (3,490,239)	\$ (3,405,837)	\$ (3,537,619)
<i>Salaries & Benefits</i>	\$ (2,381,065)	\$ (2,704,626)	\$ (2,731,801)	\$ (2,810,659)	\$ (2,752,721)	\$ (2,878,526)
<i>Services & Supplies</i>	\$ (508,530)	\$ (561,907)	\$ (545,574)	\$ (649,580)	\$ (628,116)	\$ (634,093)
<i>Capital Outlay</i>	\$ -	\$ (19,093)	\$ (360,836)	\$ (30,000)	\$ (25,000)	\$ (25,000)
TRANSFER OUT	\$ (7,774)	\$ (2,302)	\$ -	\$ -	\$ -	\$ -
CHANGE IN FUND BALANCE	\$ (25,563)	\$ 183,348	\$ (436,678)	\$ (65,600)	\$ 11,996	\$ (101,820)
ENDING FUND BALANCE	\$ 378,450	\$ 561,798	\$ 125,120	\$ 59,520	\$ 137,116	\$ 35,296

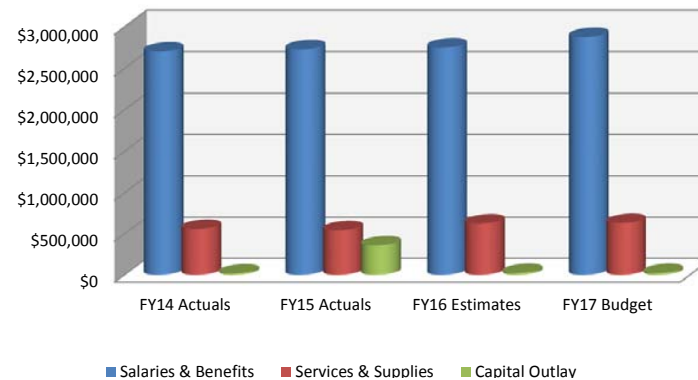
FISCAL NOTES

Rec Program Fees are the largest revenue in this fund - approximately 83% of the total - and are projected to increase 4% in FY16 and remain flat in FY17. School district "track" changes in FY15 had little affect on this revenue overall and we anticipate no real change going forward. In FY14 Special Events were moved to this fund from the Redevelopment Agency resulting in an increase in Special Event revenue and overall expense. This revenue has seen a 6%-11% increase in the past two years and we anticipate an 11% increase in FY17. This increase in revenue has helped to offset the increased expenses we have seen - specifically health insurance rate increases of 25% in both FY15 & FY16 and a new allocation method for our liability self insurance resulting in an increase in FY16. Ending Fund Balance in FY14 is comprised of a reserve of Facility Development Fees collected in prior years. The majority of these funds were used in FY15 to construct a bathroom and storage facility at the Golden Eagle Regional Park and other sport facility improvements, hence the large capital outlay figure in FY15 and the greatly reduced ending fund balance going forward.

Fund 1221 Program Cost Recovery



Fund 1221 Expenses



Million Dollar+ Funds

Debt Service Fund

Fund 1301 - General Obligation 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...
---	--

		FY15 Actuals	FY16 Estimates	FY17 Budget	Principal Balance 6/30/2017	Maturity Date
Various Purpose Med Term Bonds 2007A - \$7,090,000	Beginning Reserve	0	0	0	\$0	03/01/2017
	T/I from R/A2 Revolving 3601	866,287	866,992	866,563		
	Interest	(91,287)	(61,992)	(31,563)		
	Principal	(775,000)	(805,000)	(835,000)		
	ENDING RESERVE	0	0	0		
Various Purpose Med Term Bonds 2007B - \$1,315,000	Beginning Reserve	0	0	0	\$0	03/01/2017
	T/I from R/A2 Revolving 3601	206,612	206,733	211,290		
	Interest	(31,612)	(21,733)	(11,290)		
	Principal	(175,000)	(185,000)	(200,000)		
	ENDING RESERVE	0	0	0		
CTAX Revenue Refunding Bonds 2014 - \$7,330,000	Beginning Reserve	0	0	0	\$7,267,000	05/01/2026
	T/I from General Fund 1101	0	170,701	170,214		
	T/I from Cap Project 1404	169,082	0	0		
	T/I from Sewer Operations 1630	951	960	957		
	T/I from Development Svcs 2201	5,704	5,759	5,742		
	T/I from R/A Revolving 3401	70,874	71,552	71,348		
	Interest	(232,023)	(225,972)	(225,261)		
	Adjustment to issuance costs from prior year	2,412				
	Principal	(17,000)	(23,000)	(23,000)		
ENDING RESERVE	0	0	0			
CTAX Revenue Bonds 2011 - \$4,180,000	BEGINNING RESERVE	0	0	(1)	\$745,000	05/01/2018
	T/I from General Fund 1101	0	320,563	524,053		
	T/I from Cap Project 1404	525,904	204,624	0		
	T/I from Sewer Operations 1630	2,957	2,953	2,946		
	T/I from Development Svcs 2201	17,741	17,717	17,679		
	T/I from R/A Revolving 3401	220,443	220,142	219,667		
	Interest	(82,045)	(61,000)	(39,345)		
	Principal	(685,000)	(705,000)	(725,000)		
	ENDING RESERVE	0	(1)	(1)		

Million Dollar+ Funds

Debt Service Fund

Fund 1301 - General Obligation 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...
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		FY15 Actuals	FY16 Estimates	FY17 Budget	Principal Balance 6/30/2017	Maturity Date
Sr. & Subordinate STAR Bonds Series A 2008 - \$119,890,000	BEGINNING RESERVE	11,150,096	11,397,037	11,403,137	\$102,776,045	06/15/2028
	Sales Taxes not Consolidated	10,184,516	10,005,878	10,005,878		
	Interest Earned	3,987	6,100	7,600		
	Interest on Sr. Star	(5,175,825)	(5,039,000)	(4,881,700)		
	Interest on Subordinate Star	(2,660,737)	(2,546,878)	(2,200,000)		
	Principal on Sr. Star	(2,105,000)	(2,420,000)	(2,755,000)		
	ENDING RESERVE	11,397,037	11,403,137	11,579,915		
LID3 2008 Bonds - \$26,120,000	BEGINNING RESERVE	10,931,656	3,940,853	4,004,300	\$13,440,000	09/01/2027
	Special Assessment Principal	741,566	800,151	831,157		
	Special Assessment Interest	1,213,236	1,001,634	970,628		
	Spec. Assess. Penalty/Prepay	(130,600)	0	0		
	Interest Earned	1,414	2,150	2,600		
	Principal	(7,565,000)	(765,000)	(815,000)		
	Interest	(1,251,419)	(975,488)	(924,138)		
	ENDING RESERVE	3,940,853	4,004,300	4,069,547		
Total Ending Reserve In Debt Service Fund		15,337,890	15,407,436	15,649,461		

FISCAL NOTES

The existing debt in this fund is either backed by ad valorem taxes (GO bonds), 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 are no reserve requirements on the GO or CTAX bond debt issues listed above. On May 2014, an assessment prepayment was received from Olympia Gaming on the LID3 2008 Bonds which resulted in a mandatory bond call on September 1, 2014 reducing the outstanding balance for fiscal year 2014/2015. The prepayment penalty received from Olympia in FY14 was remitted to the bond holders in FY15. The City does not expect any further assessment prepayments resulting in further bond calls. Per bond covenants, STAR bonds require an ending reserve of \$8.3M which will leave \$3.3M on hand at the end of FY17 to make future STAR bond payments. LID bond covenants require an ending reserve of \$1.7M, leaving \$2.4M on hand at the end of FY17 to make future LID bond payments.

Million Dollar+ Funds

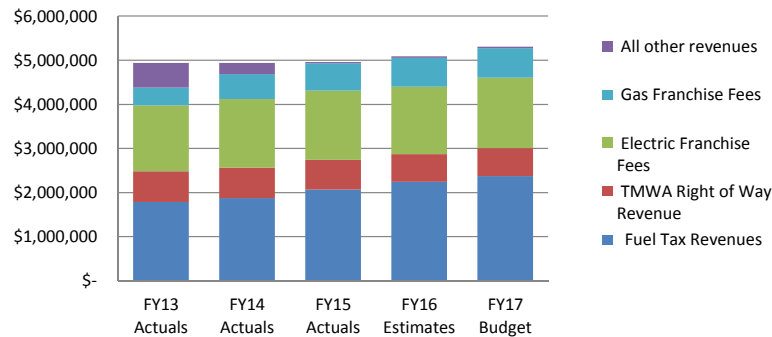
Capital Projects Fund

Fund 1401 - Road 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 Right of Way fees.				
	FY13 Actuals	FY14 Actuals	FY15 Actuals	FY16 Estimates	FY17 Budget
BEG FUND BALANCE	\$ 4,567,731	\$ 4,403,417	\$ 4,736,744	\$ 5,097,798	\$ 2,407,935
REVENUES					
<i>Fuel Tax Revenues</i>	\$ 1,783,118	\$ 1,877,860	\$ 2,064,923	\$ 2,241,775	\$ 2,376,282
<i>TMWA Right of Way Revenue</i>	\$ 697,595	\$ 685,376	\$ 678,087	\$ 628,312	\$ 634,596
<i>Electric Franchise Fees</i>	\$ 1,493,369	\$ 1,558,410	\$ 1,565,868	\$ 1,531,457	\$ 1,592,715
<i>Gas Franchise Fees</i>	\$ 405,875	\$ 565,983	\$ 624,801	\$ 650,184	\$ 669,689
<i>All other revenues</i>	\$ 557,238	\$ 254,011	\$ 27,306	\$ 35,000	\$ 35,000
TOTAL REVENUES	\$ 4,937,195	\$ 4,941,640	\$ 4,960,985	\$ 5,086,728	\$ 5,308,282
EXPENSES					
<i>Salaries & Benefits</i>	\$ (1,558,096)	\$ (1,661,845)	\$ (1,616,465)	\$ (1,826,843)	\$ (1,774,075)
<i>Services & Supplies</i>	\$ (1,834,671)	\$ (1,385,589)	\$ (1,470,245)	\$ (1,438,044)	\$ (251,041)
<i>Capital Improvements</i>	\$ (1,708,742)	\$ (1,560,879)	\$ (1,513,221)	\$ (4,511,704)	\$ (4,789,684)
TOTAL EXPENSES	\$ (5,101,509)	\$ (4,608,313)	\$ (4,599,931)	\$ (7,776,591)	\$ (6,814,800)
CHANGE IN FUND BALANCE	\$ (164,314)	\$ 333,327	\$ 361,054	\$ (2,689,863)	\$ (1,506,518)
ENDING FUND BLANCE	\$ 4,403,417	\$ 4,736,744	\$ 5,097,798	\$ 2,407,935	\$ 901,417

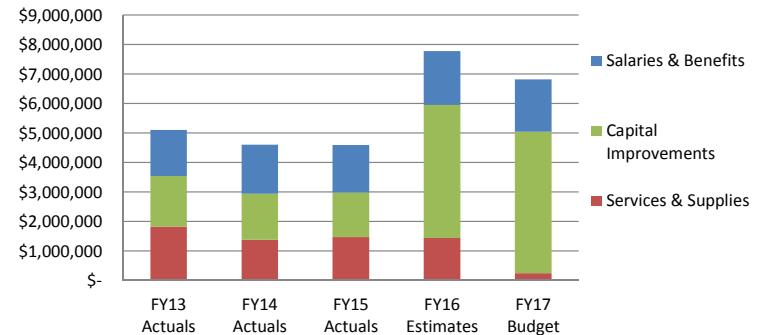
FISCAL NOTES

Fuel taxes are the largest revenue in the Road fund and are projected to grow 9% in FY16 due to falling gas prices (presumably causing higher consumption) and increase 6% in FY17. TMWA Right of Way revenue has seen 1-2% decreases in the past two years and we anticipate a 7% decrease in FY16. FY17 TMWA ROW are expected to grow 1%. Electric franchise fees have been relatively consistent year over year. As a result of recent electric rate decreases, we are projecting a 2% decrease in FY16, followed by a 2% increase in FY17. Gas franchise fees have rebounded over the last few years due to the expiration of a deferred energy credit which NV Energy was required to give. This requirement ended 10/1/13 and, as a result, FY14 gas revenues grew 39% and FY15 grew 10%. Gas franchise fees are expected to achieve modest gains with a 4% increase in FY16 and a 3% increase in FY17. Expenditures in this fund represent road maintenance employee costs and projects outlined in the Capital Improvement Plan (CIP).

Fund 1401 Major Revenues



Fund 1401 Expenses



Million Dollar+ Funds

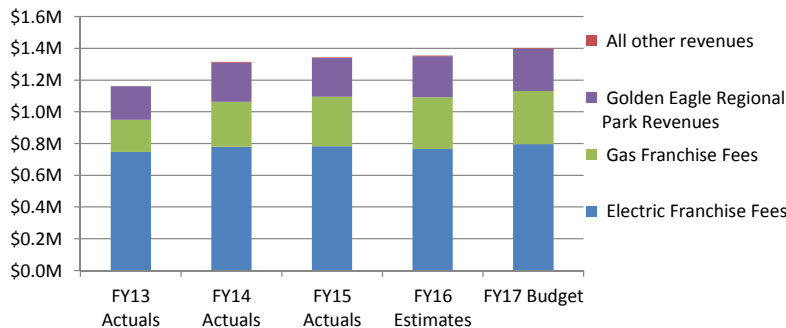
Capital Projects Fund

Fund 1402 - Parks & Rec Project 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.				
	FY13 Actuals	FY14 Actuals	FY15 Actuals	FY16 Estimates	FY17 Budget
BEG FUND BALANCE	\$ 1,248,692	\$ 1,415,640	\$ 1,605,844	\$ 1,479,174	\$ 988,982
REVENUES					
<i>Electric Franchise Fees</i>	\$ 746,685	\$ 779,205	\$ 782,934	\$ 765,729	\$ 796,358
<i>Gas Franchise Fees</i>	\$ 202,938	\$ 282,991	\$ 312,400	\$ 325,092	\$ 334,845
<i>Golden Eagle Regional Park Revenues</i>	\$ 211,344	\$ 247,487	\$ 244,664	\$ 260,496	\$ 265,496
<i>All other revenues</i>	\$ (237)	\$ 4,948	\$ 3,261	\$ 3,500	\$ 4,000
TOTAL REVENUES	\$ 1,160,730	\$ 1,314,631	\$ 1,343,259	\$ 1,354,817	\$ 1,400,699
EXPENSES					
<i>Salaries & Benefits</i>	\$ (376,881)	\$ (354,583)	\$ (351,688)	\$ (375,529)	\$ (389,350)
<i>Services & Supplies</i>	\$ (237,454)	\$ (355,646)	\$ (338,917)	\$ (890,478)	\$ (34,482)
<i>Capital Improvements</i>	\$ (379,447)	\$ (414,198)	\$ (779,324)	\$ (579,002)	\$ (1,005,000)
TOTAL EXPENSES	\$ (993,782)	\$ (1,124,427)	\$ (1,469,929)	\$ (1,845,009)	\$ (1,428,832)
CHANGE IN FUND BALANCE	\$ 166,948	\$ 190,204	\$ (126,670)	\$ (490,192)	\$ (28,133)
ENDING FUND BALANCE	\$ 1,415,640	\$ 1,605,844	\$ 1,479,174	\$ 988,982	\$ 960,849

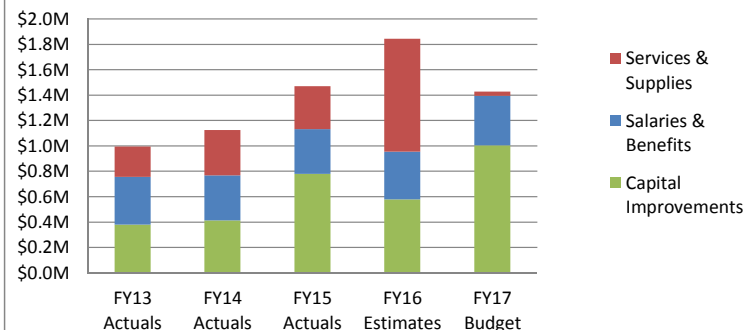
FISCAL NOTES

Electric and Gas franchise fees make up over 80% of the revenue in this fund. Electric franchise fees have been relatively consistent year over year. As a result of recent electric rate decreases, we are projecting a 2% decrease in FY16, followed by a 2% increase in FY17. Gas franchise fees have rebounded over the last few years due to the expiration of a deferred energy credit which NV Energy was required to give. This requirement ended 10/1/13 and, as a result, FY14 gas revenues grew 39% and FY15 grew 10%. Gas franchise fees are expected to achieve modest gains with a 4% increase in FY16 and a 3% increase in FY17. Golden Eagle Regional Parks revenues consist mainly of concession franchise fees (\$100k), a contribution from the Youth Sports Foundation for use of the fields (\$50k) and facility reservation fees (\$91k). Expenses in the fund represent park maintenance and other Community Services employee costs and projects outlined in the approved FY17 CIP document.

Fund 1402 Major Revenues



Fund 1402 Expenses



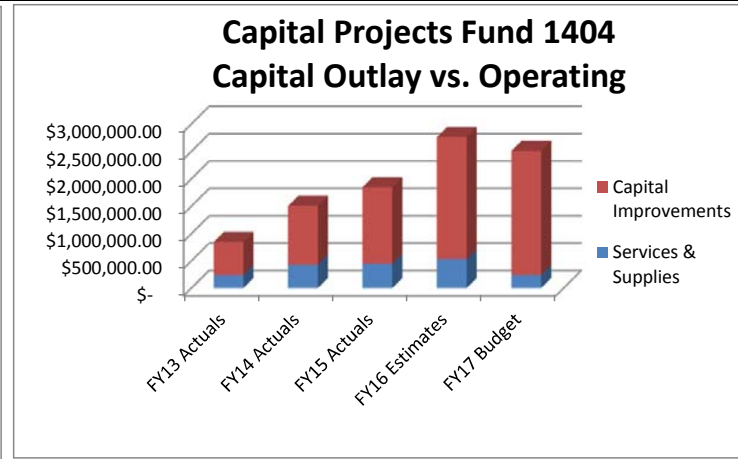
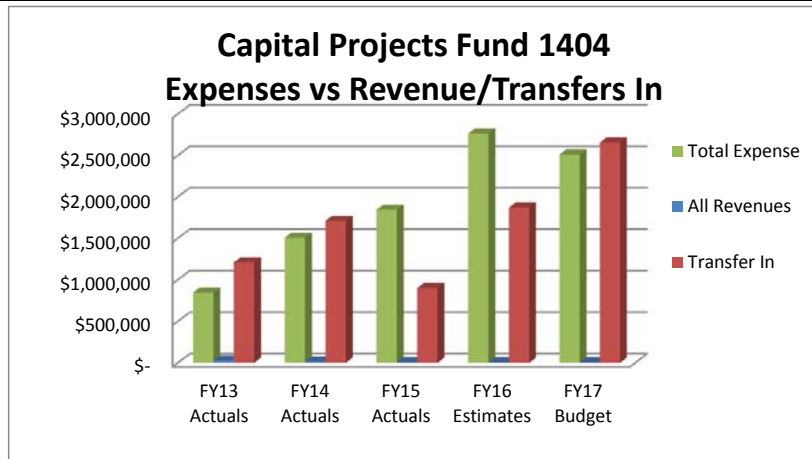
Million Dollar+ Funds

Capital Projects Fund

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.				
	FY13 Actuals	FY14 Actuals	FY15 Actuals	FY16 Estimates	FY17 Budget
BEG FUND BALANCE	\$ 3,169,546	\$ 3,560,986	\$ 3,058,067	\$ 1,427,198	\$ 339,718
TOTAL REVENUES	\$ 29,610	\$ 16,465	\$ 7,586	\$ 8,500	\$ 8,500
TRANSFER IN	\$ 1,210,000	\$ 1,711,071	\$ 902,000	\$ 1,871,589	\$ 2,655,240
EXPENSES					
<i>Services & Supplies</i>	\$ (239,604)	\$ (427,152)	\$ (446,638)	\$ (536,726)	\$ (242,240)
<i>Capital Improvements</i>	\$ (608,566)	\$ (1,080,108)	\$ (1,398,831)	\$ (2,226,219)	\$ (2,270,100)
TOTAL EXPENSES	\$ (848,170)	\$ (1,507,260)	\$ (1,845,469)	\$ (2,762,945)	\$ (2,512,340)
TRANSFER OUT	\$ -	\$ (723,195)	\$ (694,986)	\$ (204,624)	\$ -
CHANGE IN FUND BALANCE	\$ 391,440	\$ (502,919)	\$ (1,630,869)	\$ (1,087,480)	\$ 151,400
ENDING FUND BLANCE	\$ 3,560,986	\$ 3,058,067	\$ 1,427,198	\$ 339,718	\$ 491,118

FISCAL NOTES

The City's fiscal policies include an annual transfer from the General Fund to this Capital Projects Fund equal to 2.5% of General Fund revenues plus full funding of the IT hardware and software replacement plans. This policy goal will be met in both FY16 & FY17. In FY14 and FY15 the Capital Projects Fund transferred out bond proceeds remaining from a 2007 CTAX issue to the Debt Service fund to cover the full debt service on those CTX bonds. In FY16, the remaining \$204,624 of bond proceeds will cover a portion of the debt service on the CTX bonds leaving a zero balance of bond proceeds in this fund. 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.



Million Dollar+ Funds

Capital Projects Fund

Fund 1427 - Local Improvement District 3 (Legends)	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.				
	FY13 Actuals	FY14 Actuals	FY15 Actuals	FY16 Estimates	FY17 Budget
BEG FUND BALANCE	\$ 1,156,511	\$ 1,155,979	\$ 1,152,935	\$ 1,151,555	\$ 1,142,630
REVENUES	\$ 1,362	\$ 327	\$ 378	\$ 1,075	\$ 825
EXPENSES	\$ (1,894)	\$ (3,371)	\$ (1,758)	\$ (10,000)	\$ (1,142,630)
CHANGE IN FUND BALANCE	\$ (532)	\$ (3,044)	\$ (1,380)	\$ (8,925)	\$ (1,141,805)
ENDING FUND BLANCE	\$ 1,155,979	\$ 1,152,935	\$ 1,151,555	\$ 1,142,630	\$ 825

FISCAL NOTES

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) . At 6/30/15 there was \$25,600 available for on-going administrative and legal costs and \$1.125M 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 FY17 Expenditure budget represents the entire remaining balance in order to provide flexibility should administrative or public infrastructure costs related to new properties arise.

Million Dollar+ Funds

Internal Service Fund

Fund 1702 - Motor Vehicle 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.				
	FY13 Actuals	FY14 Actuals	FY15 Actuals	FY16 Estimates	FY17 Budget
BEG NET ASSETS	\$ 8,441,448	\$ 8,377,416	\$ 8,655,496	\$ 8,607,086	\$ 10,010,138
REVENUES					
Vehicle & Equipment Rent - M&R	\$ 2,975,490	\$ 2,963,404	\$ 3,430,178	\$ 1,890,596	\$ 1,813,465
Vehicle & Equipment Rent -Replacement	\$ -	\$ -	\$ -	\$ 1,288,438	\$ 2,004,500
Fuel Reimbursement	\$ 659,994	\$ 662,536	\$ 541,075	\$ 416,431	\$ 328,441
All other revenues	\$ 767,317	\$ 340,250	\$ 371,810	\$ 341,000	\$ 81,000
TOTAL REVENUES	\$ 4,402,801	\$ 3,966,190	\$ 4,343,063	\$ 3,936,465	\$ 4,227,406
TRANSFER IN	\$ -	\$ -	\$ 73,580	\$ 589,993	\$ -
EXPENSES					
Salaries	\$ (468,683)	\$ (515,726)	\$ (475,545)	\$ (586,687)	\$ (588,717)
Benefits	\$ (227,786)	\$ (254,976)	\$ (274,110)	\$ (332,462)	\$ (358,113)
Services and Supplies	\$ (1,947,370)	\$ (1,716,097)	\$ (1,373,588)	\$ (1,266,165)	\$ (1,215,136)
All other expenses (including Depreciation)	\$ (1,822,994)	\$ (1,201,311)	\$ (1,105,017)	\$ (938,092)	\$ (1,006,580)
TOTAL EXPENSES	\$ (4,466,833)	\$ (3,688,110)	\$ (3,228,260)	\$ (3,123,406)	\$ (3,168,546)
TRANSFER OUT	\$ -	\$ -	\$ (327,740)	\$ -	\$ (1,000,000)
PRIOR PERIOD ADJUSTMENT	\$ -	\$ -	\$ (909,053)	\$ -	\$ -
CHANGE IN NET ASSETS	\$ (64,032)	\$ 278,080	\$ (48,410)	\$ 1,403,052	\$ 58,860
END NET ASSETS	\$ 8,377,416	\$ 8,655,496	\$ 8,607,086	\$ 10,010,138	\$ 10,068,998

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 projected to decrease 23% in FY16 and another 21% in FY17 due to falling gas prices. The "all other revenue" resource is comprised mainly of DOT and Federal Highway grant revenue.

The FY15 audited Ending Net Asset figure of \$8.6M represents an investment in Capital Assets of \$7.2M with a remaining balance of \$1.4M available to fund replacement vehicles. The estimated FY16 Ending Net Asset figure includes \$690,000 of restricted funds for future Fire Apparatus Purchases.

The proposed FY17 revenue budget includes full funding (via M&R and Replacement charges on every City vehicle) of \$1.8M in operational costs of the garage and \$2M of vehicle replacement funds. Eleven vehicles and two Fire Engine pumpers will be replaced in FY17 for a total cost of \$2.1M. Fleet management staff has identified a backlog that was estimated to be \$7.4M in FY15 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.

FY17 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. It is not anticipated that this transfer will be made in FY16.

A Fire Apparatus replacement plan was implemented in FY16. Funds previously allocated to lease payments will now be contributed to a replacement fund specifically designated for fire apparatus. Over the next five years, these funds will be collected and used to replace five fire pumper trucks as outlined in the FY17 CIP, Vehicle Replacement List.

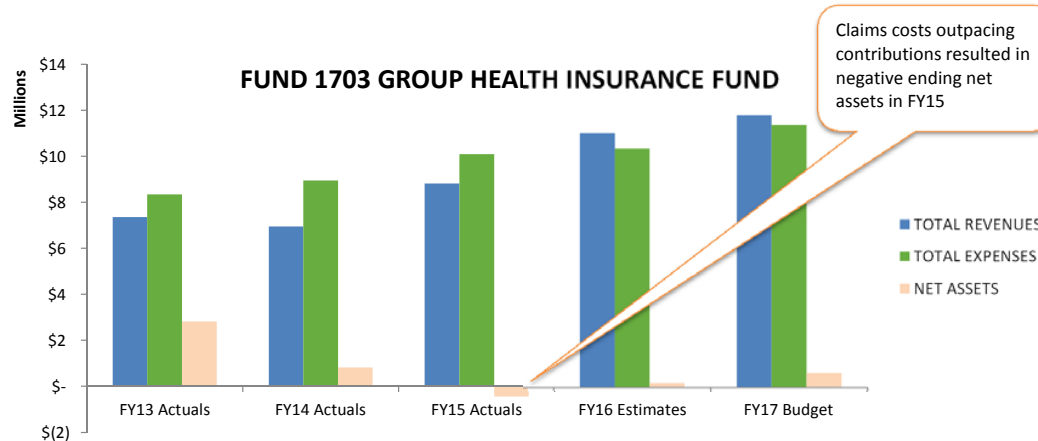
Million Dollar+ Funds

Internal Service Fund

Fund 1703 - Group Self Insurance	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.				
	FY13 Actuals	FY14 Actuals	FY15 Actuals	FY16 Estimates	FY17 Budget
BEG NET ASSETS	\$ 3,799,513	\$ 2,814,138	\$ 819,094	\$ (447,294)	\$ 212,508
REVENUES					
City Contributions (all funds)	\$ 5,859,787	\$ 5,548,076	\$ 6,561,557	\$ 8,414,753	\$ 9,190,526
Employee Contributions	\$ 239,004	\$ 120,953	\$ 161,339	\$ 297,000	\$ 297,000
Retiree Contributions	\$ 457,029	\$ 455,958	\$ 602,413	\$ 724,000	\$ 724,000
Retiree Sick Leave Conversion	\$ 788,197	\$ 768,792	\$ 748,600	\$ 891,000	\$ 891,000
All other revenues	\$ 12,946	\$ 52,993	\$ 744,887	\$ 688,000	\$ 690,000
TOTAL REVENUES	\$ 7,356,963	\$ 6,946,772	\$ 8,818,796	\$ 11,014,753	\$ 11,792,526
EXPENSES					
Health/Dental/Vision Claims	\$ (5,619,847)	\$ (5,922,523)	\$ (6,844,984)	\$ (7,051,565)	\$ (7,702,000)
Prescription Claims	\$ (1,867,191)	\$ (2,206,408)	\$ (2,297,280)	\$ (2,412,143)	\$ (2,700,000)
Stop Loss, LTD & Life Ins Premiums	\$ (448,077)	\$ (404,094)	\$ (438,221)	\$ (444,821)	\$ (479,904)
Other Admin costs including ACA	\$ (407,223)	\$ (408,791)	\$ (504,699)	\$ (446,422)	\$ (491,873)
TOTAL EXPENSES	\$ (8,342,338)	\$ (8,941,816)	\$ (10,085,184)	\$ (10,354,951)	\$ (11,373,777)
CHANGE IN NET ASSETS	\$ (985,375)	\$ (1,995,044)	\$ (1,266,388)	\$ 659,802	\$ 418,749
END NET ASSETS	\$ 2,814,138	\$ 819,094	\$ (447,294)	\$ 212,508	\$ 631,257

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 reduced 8% in FY13 and another 8% in FY14. However, total plan costs were quickly outpacing the revenues with a 7% increase in FY14 and a 13% increase in FY15. Consequently, in FY15, the fund required a rate increase of 25% to both contributions and premiums to maintain a positive reserve and another 25% increase was required in FY16. Fortunately, FY16 costs look to be coming it at a more moderate increase of 3% and are budgeted to increase 9% in FY17. The FY17 budget figures shown include no rate increase. We ended FY15 with a negative ending net assets, but expect to end FY16 and FY17 with positive (yet very small) reserves. Future rate increases will be directly tied to claims experience as there is no excess reserve in this fund.



Million Dollar+ Funds

Internal Service Fund

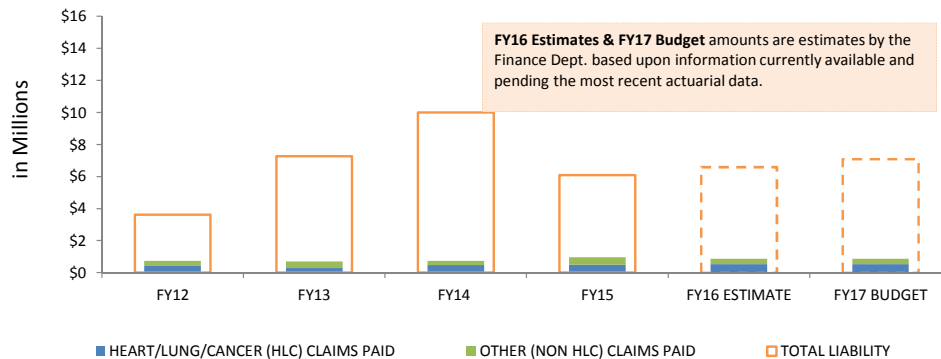
Fund 1704 - Worker's Comp Self Insurance	Purpose of Fund: To account for the contributions received from other city funds for worker's compensation premiums, and the costs of worker's compensation claims and administration of a self-funded insurance program.			
	FY14 Actuals	FY15 Actuals	FY16 Estimates	FY17 Budget
BEG NET ASSETS	\$ (756,856)	\$ (4,000,891)	\$ (1,025,861)	\$ (2,130,604)
REVENUES				
City Paid Worker's Comp Premiums	\$ 294,115	\$ 295,653	\$ 308,069	\$ 303,902
Claims Reimbursement	\$ 155,900	\$ 69,031	\$ 186,752	\$ 186,752
All other revenues	\$ 77,447	\$ 43,990	\$ 40,000	\$ 40,000
TOTAL REVENUES	\$ 527,462	\$ 408,674	\$ 534,821	\$ 530,654
EXPENSES				
Workman's Comp Claims-Non-HLC	\$ (1,640,444)	\$ (718,590)	\$ (1,000,000)	\$ (1,100,000)
Workman's Comp Claims-HLC	\$ (1,830,309)	\$ (345,242)	\$ (360,000)	\$ (507,000)
W/C liability adjustment	\$ -	\$ 3,899,763	\$ -	\$ -
Excess W/C premium (Stop-loss)	\$ (102,107)	\$ (85,800)	\$ (98,000)	\$ (99,960)
Administration Costs	\$ (198,637)	\$ (183,775)	\$ (181,564)	\$ (175,647)
TOTAL EXPENSES	\$ (3,771,497)	\$ 2,566,356	\$ (1,639,564)	\$ (1,882,607)
CHANGE IN NET ASSETS	\$ (3,244,035)	\$ 2,975,030	\$ (1,104,743)	\$ (1,351,953)
END NET ASSETS	\$ (4,000,891)	\$ (1,025,861)	\$ (2,130,604)	\$ (3,482,557)

FISCAL NOTES

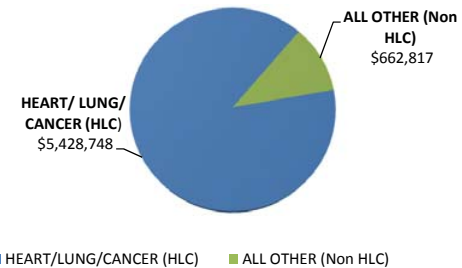
Workers Comp Heart, Lung and Cancer (HLC) obligations have been identified by Financial Services as a risk to the City's short and long-term fiscal sustainability. Over the past couple of years, the workers compensation liability has grown dramatically. This is due to the increasing number of expected HLC claims from Police and Fire personnel and the benefits that have been added to this benefit over the years by the Nevada Legislature. 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.

In 2015, the Nevada Legislature passed more revisions to the law, but this time their actions reduced the liability. This change limited the amount of time that a retiree has to make a claim. This resulted in a \$4.2M reduction to the long-term portion of the HLC liability in FY15. Current reserves in the fund do not cover the total liability, causing a negative ending net asset balance. Cash reserves are sufficient to cover expected claims costs over the next few years, but long term solutions are needed.

WORKERS COMPENSATION PAID CLAIMS & TOTAL LIABILITY



COMPOSITION OF FY15 TOTAL LIABILITY
Total: \$6,091,565



Million Dollar+ Funds

Internal Service Fund

Fund 1707 - Municipal Self Insurance	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.				
	FY13 Actuals	FY14 Actuals	FY15 Actuals	FY16 Estimates	FY17 Budget
BEG NET ASSETS	\$ 2,533,436	\$ 2,077,110	\$ 1,607,733	\$ 836,361	\$ 60,236
REVENUES					
Recoveries and Reimbursements	\$ 92,078	\$ 255,246	\$ 98,190	\$ 70,000	\$ 70,000
Contributions from City Funds	\$ 246,911	\$ 238,418	\$ 250,527	\$ 345,693	\$ 848,621
Other Revenues	\$ (4,579)	\$ 24,933	\$ 10,215	\$ 8,000	\$ 8,000
TOTAL REVENUES	\$ 334,410	\$ 518,597	\$ 358,932	\$ 423,693	\$ 926,621
TRANSFER IN	\$ -	\$ -	\$ 327,740	\$ -	\$ -
EXPENSES					
General Insurance Premium	\$ (401,257)	\$ (434,115)	\$ (448,579)	\$ (499,956)	\$ (555,500)
Self Insurance Claims	\$ (211,030)	\$ (521,741)	\$ (990,381)	\$ (360,000)	\$ (360,000)
Other Expenses	\$ (178,449)	\$ (32,118)	\$ (19,085)	\$ (339,862)	\$ (7,250)
TOTAL EXPENSES	\$ (790,736)	\$ (987,974)	\$ (1,458,044)	\$ (1,199,818)	\$ (922,750)
CHANGE IN NET ASSETS	\$ (456,326)	\$ (469,377)	\$ (771,372)	\$ (776,125)	\$ 3,871
END NET ASSETS	\$ 2,077,110	\$ 1,607,733	\$ 836,361	\$ 60,236	\$ 64,107

FISCAL NOTES

Liability claims are funded by the General Fund and Proprietary funds. The amount each fund pays is based on the origin of the prior year's claims. 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. In FY15, a \$328k insurance reimbursement for a damaged vector truck was received (Transfer In) while the expenditure for that vehicle is reported in FY16 (Other Expenses). In FY15 claims cost increased 90% due to two large claims the City was obligated to pay. Due to large claims costs in FY15, contributions from other funds will increase 145% in FY17.

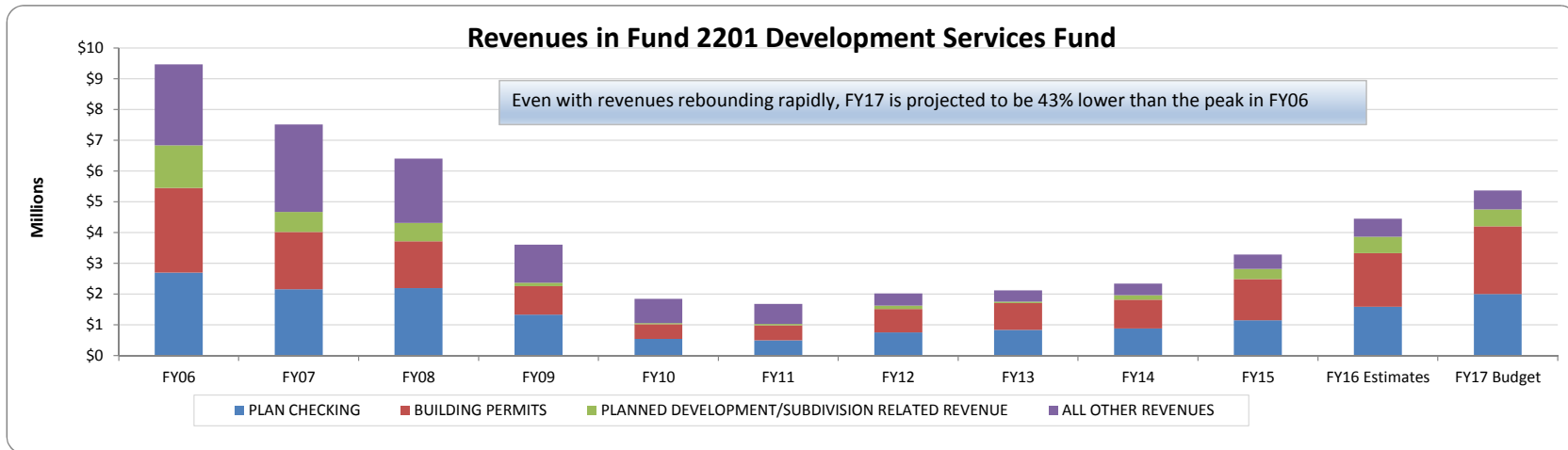
Million Dollar + Funds

Enterprise Fund

Fund 2201 - Development Services 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. Fees approved by City Council.				
	FY13 Actuals	FY14 Actuals	FY15 Actuals	FY16 Estimates	FY17 Budget
BEG NET ASSETS	\$ 760,315	\$ 1,118,949	\$ 1,555,527	\$ 578,286	\$ 1,973,183
REVENUES					
Building Permits (402120)	\$ 871,650	\$ 933,934	\$ 1,342,172	\$ 1,743,033	\$ 2,196,131
Plan Checking (404120)	\$ 838,491	\$ 888,294	\$ 1,147,289	\$ 1,591,389	\$ 2,005,068
Planned Development/Subdivision Related Revenue	\$ 49,312	\$ 143,366	\$ 325,923	\$ 533,273	\$ 554,604
All other revenues	\$ 365,131	\$ 379,894	\$ 471,372	\$ 586,645	\$ 611,471
TOTAL REVENUES	\$ 2,124,584	\$ 2,345,488	\$ 3,286,756	\$ 4,454,340	\$ 5,367,274
EXPENDITURES					
Base Salary and Wages	\$ (928,113)	\$ (733,299)	\$ (786,795)	\$ (1,303,240)	\$ (1,539,237)
Benefits	\$ (345,171)	\$ (382,143)	\$ (403,941)	\$ (631,209)	\$ (863,682)
Services and Supplies	\$ (408,044)	\$ (417,071)	\$ (816,872)	\$ (1,101,518)	\$ (1,819,643)
TOTAL EXPENDITURES	\$ (1,681,328)	\$ (1,532,513)	\$ (2,007,608)	\$ (3,035,967)	\$ (4,222,562)
TRANSFER OUT	\$ (84,622)	\$ (376,397)	\$ (727,445)	\$ (23,476)	\$ (23,421)
CHANGE IN NET ASSETS	\$ 358,634	\$ 436,578	\$ 551,703	\$ 1,394,897	\$ 1,121,291
PRIOR PERIOD ADJUSTMENT	\$ -	\$ -	\$ (1,528,944)	\$ -	\$ -
END NET ASSETS	\$ 1,118,949	\$ 1,555,527	\$ 578,286	\$ 1,973,183	\$ 3,094,474

FISCAL NOTES

Revenues in Fund 2201 are driven by construction and new development. The biggest revenues in this fund come from building permits and plan checking, which are amounts that are both calculated as a percentage of a project's total valuation. In FY16 the building permit revenues are projected to grow by 35% from FY15 due to new single family residential development. Building permit revenues are estimated to increase another 21% in FY17 due to an estimated 700 new single family and 77 multi-family unit permits (buildings) being issued based on lots with infrastructure to the point where building is permissible. The drivers of projected growth in FY16 and FY17 are the strengthening housing market and improving local economy. It can be observed that revenue from planned development and subdivision related activity has been increasing and is projected to grow aggressively in FY16 and FY17.



Million Dollar+ Funds

Enterprise Fund

Funds 16XX - Sewer Operations (Sewer, Drains, Effluent)	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.				
	FY13 Actuals	FY14 Actuals	FY15 Actuals	FY16 Estimates	FY17 Budget
BEG NET ASSETS	\$ 182,415,643	\$ 181,718,347	\$ 187,854,025	\$ 186,698,603	\$ 189,263,497
REVENUES					
Sewer & SD User Fees (Residential)	\$ 10,880,584	\$ 10,928,735	\$ 11,142,503	\$ 12,153,194	\$ 13,041,802
Sewer & SD User Fees (Commercial)	\$ 3,657,850	\$ 3,643,795	\$ 3,742,184	\$ 3,971,680	\$ 4,249,455
Sewer & SD Connection Fees (Residential)	\$ 1,550,761	\$ 1,680,348	\$ 2,511,985	\$ 3,278,117	\$ 3,318,504
Sewer & SD Connection Fees (Commercial)	\$ 427,193	\$ 161,292	\$ 283,002	\$ 150,420	\$ 153,280
River Flood Fees (All)	\$ 3,016,822	\$ 3,155,786	\$ 3,135,993	\$ 3,163,625	\$ 3,274,795
River Flood Contribution from Washoe County Flood Project	\$ -	\$ 4,750,000	\$ -	\$ -	\$ -
Effluent Reuse User & Meter Fees	\$ 856,868	\$ 821,797	\$ 802,959	\$ 860,507	\$ 860,507
Reimbursement from Sun Valley for TMWRF Operating & Capital	\$ 1,158,172	\$ 1,224,581	\$ 1,701,101	\$ 2,062,761	\$ 1,480,257
All other revenues	\$ 2,038,127	\$ 3,180,717	\$ 4,536,507	\$ 2,924,794	\$ 2,430,738
TOTAL	\$ 23,586,377	\$ 29,547,051	\$ 27,856,234	\$ 28,565,098	\$ 28,809,338
NET TRANSFERS	\$ 2,200	\$ 33,515	\$ 12,500	\$ 121,087	\$ 121,096
EXPENSES					
Salaries & Wages	\$ (2,503,149)	\$ (2,871,791)	\$ (2,261,624)	\$ (2,789,411)	\$ (2,821,432)
Benefits	\$ (1,121,651)	\$ (1,233,771)	\$ (1,264,389)	\$ (1,568,266)	\$ (1,683,258)
Services and Supplies	\$ (4,253,679)	\$ (4,151,474)	\$ (3,558,426)	\$ (5,172,347)	\$ (3,803,089)
Sparks Share of TMWRF Operating	\$ (7,139,093)	\$ (6,084,093)	\$ (6,349,729)	\$ (7,245,329)	\$ (7,983,114)
Depreciation	\$ (5,629,127)	\$ (5,696,117)	\$ (6,029,968)	\$ (6,245,260)	\$ (6,732,252)
Debt Service Interest	\$ (1,420,018)	\$ (1,293,826)	\$ (1,163,666)	\$ (1,097,059)	\$ (1,578,120)
All other expenses	\$ (2,219,156)	\$ (2,113,816)	\$ (2,012,658)	\$ (2,003,619)	\$ (2,100,000)
TOTAL EXPENSES	\$ (24,285,873)	\$ (23,444,888)	\$ (22,640,460)	\$ (26,121,291)	\$ (26,701,265)
CHANGE IN NET ASSETS	\$ (697,296)	\$ 6,135,678	\$ 5,228,274	\$ 2,564,894	\$ 2,229,169
PRIOR PERIOD ADJUSTMENT	\$ -	\$ -	\$ (6,383,696)	\$ -	\$ -
END NET ASSETS	\$ 181,718,347	\$ 187,854,025	\$ 186,698,603	\$ 189,263,497	\$ 191,492,666

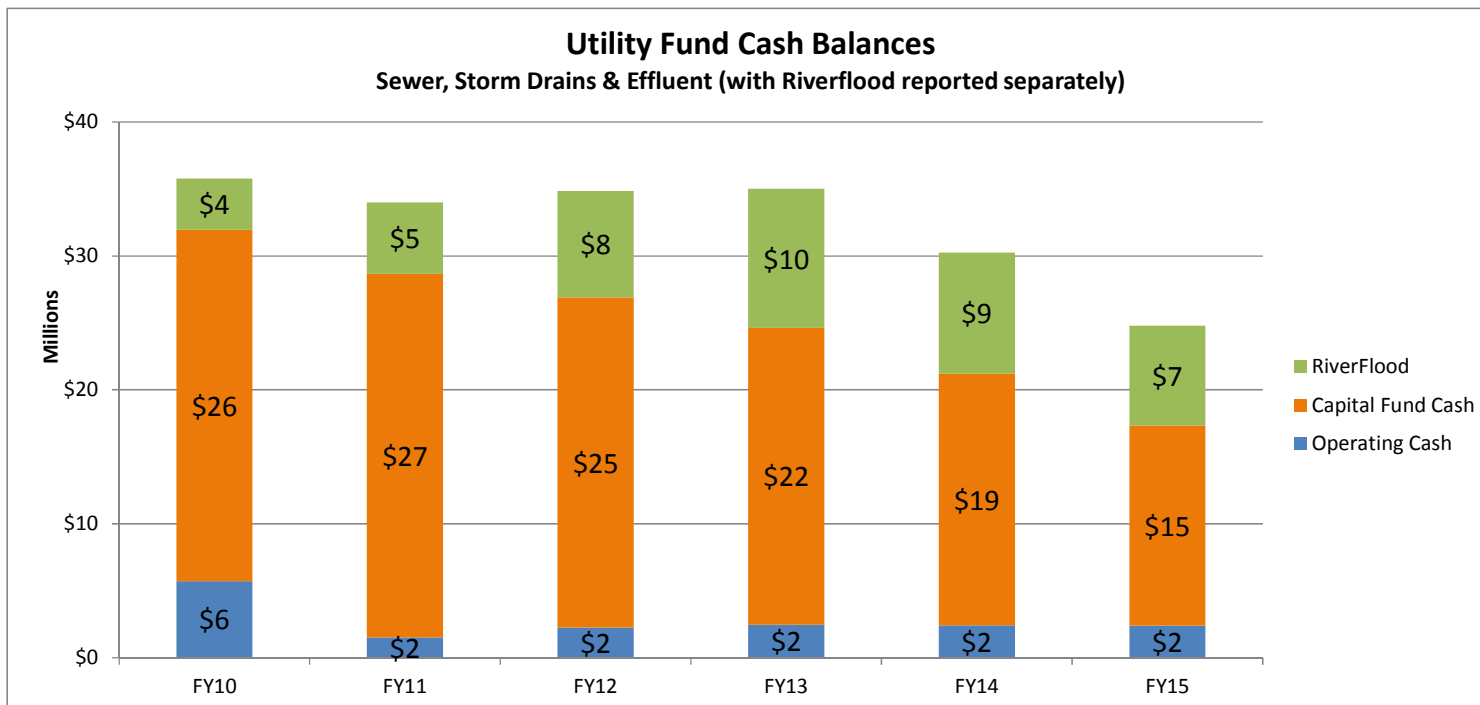
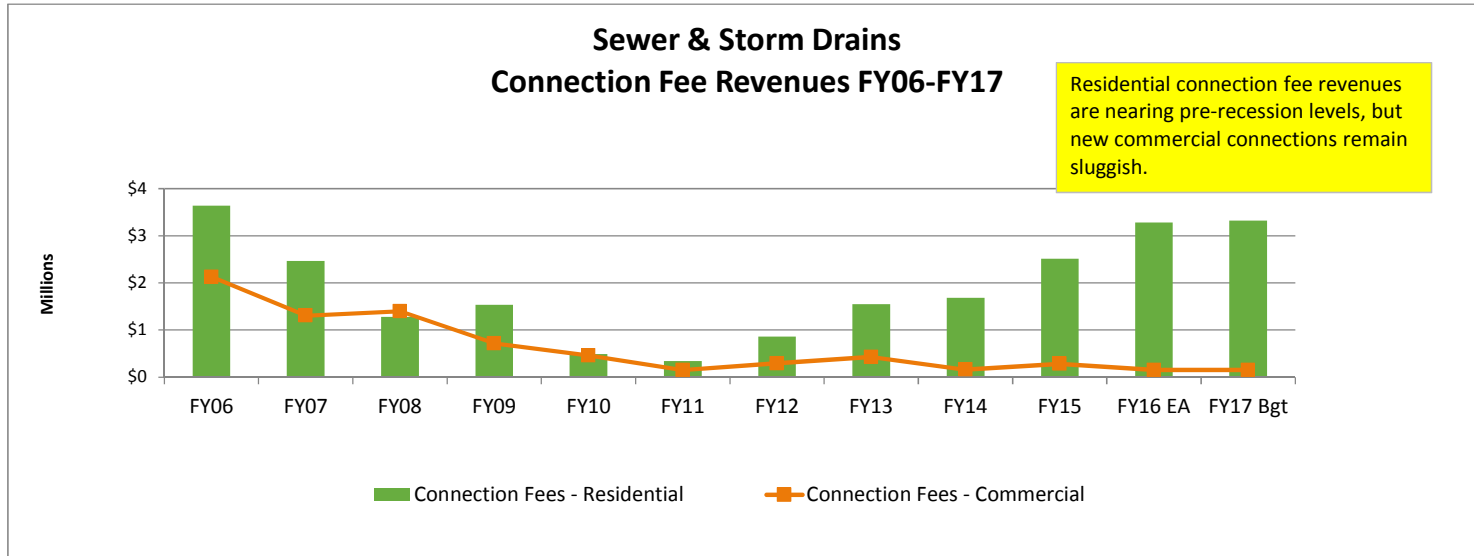
FISCAL NOTES

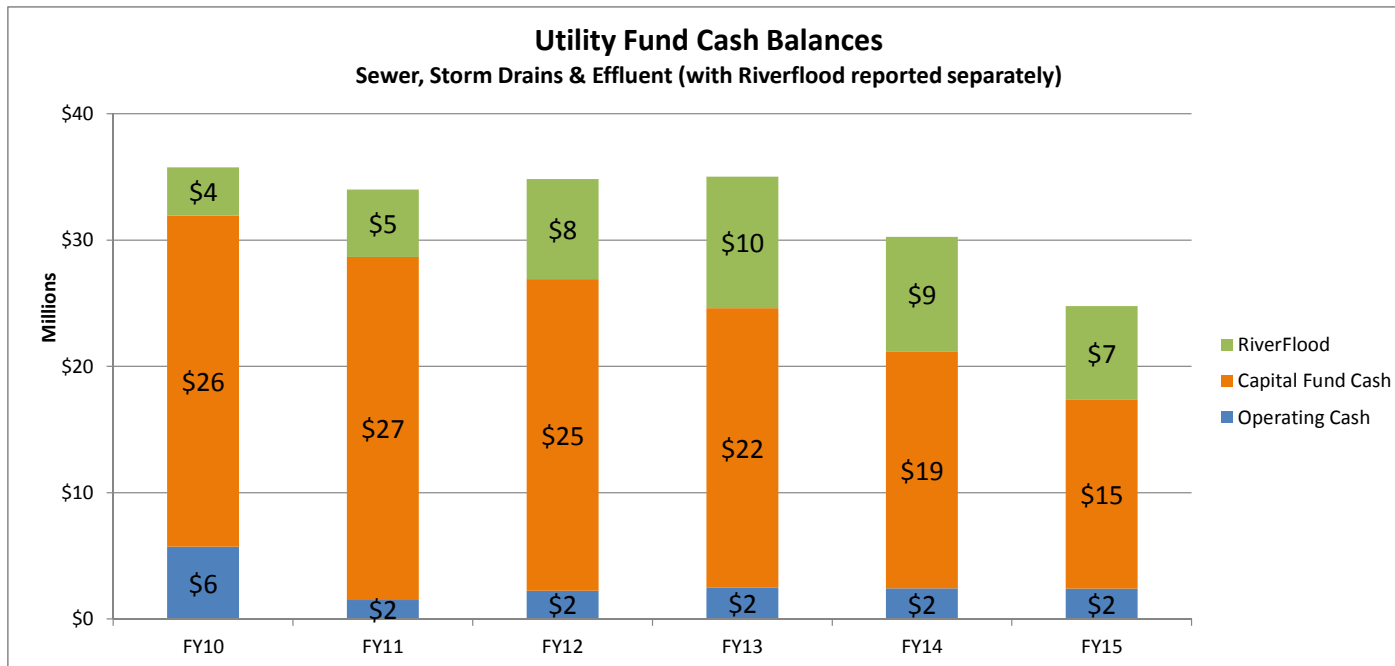
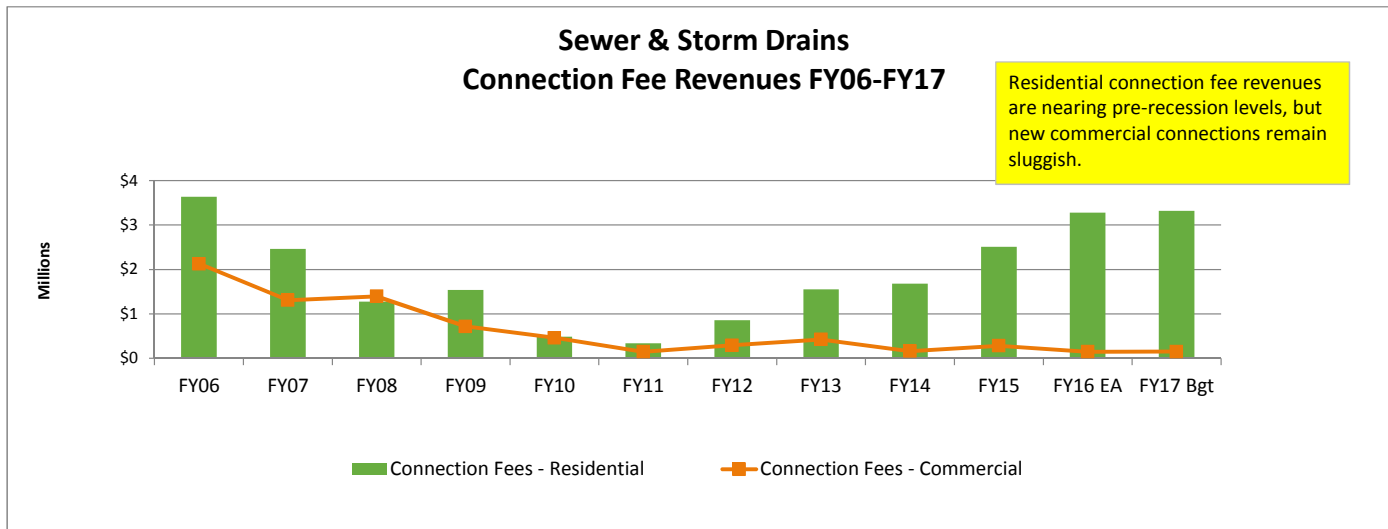
The primary resources to this fund include Sewer, Storm Drain and Effluent Reuse user fees (\$18.2M or 63% of total revenues). On January 27, 2014, City Council approved an 8.25% annual increase to the sewer component of residential and commercial sewer bills effective July 1, 2014 with the fourth and final 8.25% increase effective on July 1, 2017. City Council also approved a 13.4% reduction in multi-family residential sewer rates effective July 1, 2014 followed by an 8.25% annual increase in the subsequent three years. The FY17 CIP contains \$75k of funding for a new rate study.

Connection fees also comprise a significant portion of this fund's revenues, and while they fell sharply during the economic downturn, they are now nearing pre-recession levels. Since 2012, sewer connection fees have indexed annually to the Engineering News Record Construction Cost Index per Sparks Municipal Code 13.24. Per the latest cost index, connection fees increased 1.8% on January 1, 2016.

FY14 revenues include a \$4.8 million contribution from the Flood Project for the North Truckee Drain Realignment Project.

The Riverflood fee continues to bring in approximately \$3M annually. The current accumulated cash to date along with \$19M of new financing will fund Phase 3 of the North Truckee Drain Relocation project.





Million Dollar+ Funds

Enterprise Fund

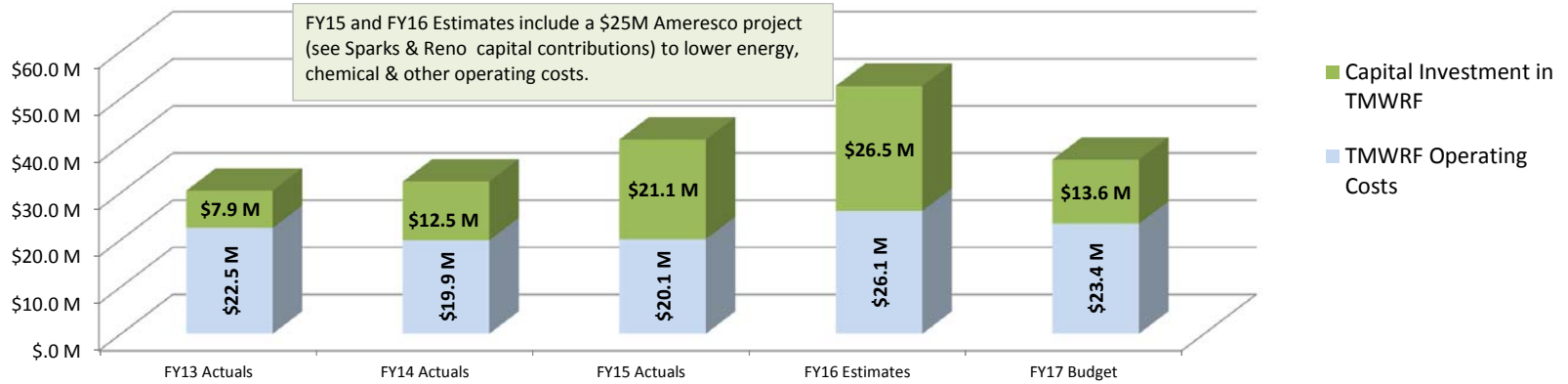
Fund 5605 - Truckee Meadows Water Reclamation Fund	Purpose of Fund: To account for the operation of the Truckee Meadows Water Reclamation Facility (TMWRF), which provides waste water treatment. TMWRF is a joint venture between the City of Reno and the City of Sparks.				
	FY13 Actuals	FY14 Actuals	FY15 Actuals	FY16 Estimates	FY17 Budget
BEG NET ASSETS	\$ 104,128,354	\$ 106,295,042	\$ 113,979,029	\$ 123,363,523	\$ 141,092,724
REVENUES					
Operating Contribution - Sparks	\$ 7,107,695	\$ 6,451,846	\$ 6,865,719	\$ 7,985,915	\$ 8,005,476
Operating Contribution - Reno	\$ 14,942,021	\$ 12,274,592	\$ 12,937,540	\$ 15,105,024	\$ 14,933,209
Capital Contributions - Sparks	\$ 2,482,534	\$ 3,913,016	\$ 6,633,386	\$ 8,320,483	\$ 4,261,472
Capital Contributions - Reno	\$ 5,431,188	\$ 8,537,473	\$ 14,512,249	\$ 18,203,213	\$ 9,323,072
All other revenues	\$ 403,953	\$ 1,173,591	\$ 457,343	\$ 458,304	\$ 461,000
TOTAL REVENUES	\$ 30,367,391	\$ 32,350,518	\$ 41,406,237	\$ 50,072,939	\$ 36,984,229
EXPENSES					
Base Salary and Wages	\$ (3,395,234)	\$ (3,744,234)	\$ (3,962,268)	\$ (4,264,706)	\$ (4,355,200)
Benefits	\$ (1,355,970)	\$ (1,549,241)	\$ (1,608,184)	\$ (2,103,253)	\$ (2,263,920)
Services and Supplies	\$ (17,715,349)	\$ (14,566,129)	\$ (14,509,684)	\$ (19,718,123)	\$ (16,746,549)
Depreciation	\$ (5,734,150)	\$ (6,545,005)	\$ (6,411,022)	\$ (6,257,656)	\$ (6,523,244)
TOTAL EXPENSES	\$ (28,200,703)	\$ (26,404,609)	\$ (26,491,158)	\$ (32,343,738)	\$ (29,888,913)
CHANGE IN NET ASSETS	\$ 2,166,688	\$ 5,945,909	\$ 14,915,079	\$ 17,729,201	\$ 7,095,316
PRIOR PERIOD ADJUSTMENT	\$ -	\$ 1,738,078	\$ (5,530,585)	\$ -	\$ -
END NET ASSETS	\$ 106,295,042	\$ 113,979,029	\$ 123,363,523	\$ 141,092,724	\$ 148,188,040

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 FY15, the plant treated 9.8 billion gallons or approximately 26.8 million gallons per day (MGD) of waste water. Of that 26.8 MGD, Sparks contributed 9.4 MGD (34.91%) and Reno 17.4 MGD (65.09%). Capital investments are split on capacity ownership of 31.37% Sparks and 68.63% Reno. FY16 operating costs are expected to increase 22% due the operating portion of an energy efficiency project with Ameresco and contractual pay and benefit increases. FY17 budget contains additional contractual pay and benefit increases and a \$1.4M contingency.

TMWRF Operating Costs & Capital Investment/Encumbrances

(excluding depreciation expense)



Other Funds Section Part 3

Smaller Funds

Funds with FY17 expenditure budgets of under \$1,000,000

Smaller Funds

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.			
	FY14 - Actuals	FY15 - Actuals	FY16 - Estimates	FY17 - Budget
BEG FUND BAL	0	17,271	0	0
REVENUES	46,034	73,929	59,104	100,000
EXPENSES	(28,762)	(91,200)	(59,104)	(100,000)
CHANGE IN FB	17,272	(17,271)	0	0
END FUND BAL	17,271	0	0	0

FISCAL NOTES

As of March 2016, there were 73 no-interest housing rehab loans outstanding with a balance of \$1.3M. Repayment of these loans will occur when the property changes hands. All funds collected are re-loaned to new applicants.

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).			
	FY14 - Actuals	FY15 - Actuals	FY16 - Estimates	FY17 - Budget
BEG FUND BAL	0	0	(12,077)	0
GRANT REVENUES	828,424	561,023	911,028	698,781
EXPENSES	(828,424)	(573,100)	(898,951)	(698,781)
CHANGE IN FB	0	(12,077)	12,077	0
END FUND BAL	0	(12,077)	0	0

FISCAL NOTES

The budget for this fund may be adjusted after the start of the fiscal year as the balances of existing grants are determined and as new grants are awarded. Grant fund revenues match expenditures each year. The CDBG Grant for FY 2017 (Grant year 2016) is \$624,852. The total funds available for the year are \$698,781 which includes an estimated \$73,928 of program income. It is estimated that there will also be \$550,000 to \$600,000 of prior year grants funds that roll forward into FY 2017 for a total of \$1,250,000 to 1,300,000 of grant funds remaining for use. Estimated expense include \$25,000 for Fair Housing, \$12,985 for Continuum of Care, \$74,232.47 for Planning & Administration, \$105,293 Community Assistance Center, \$88,164.15 for Housing Rehab, and \$393,106 for Pedestrian Improvements.

FUND 1204 - Sparks Grants & Donations Fund	Purpose of Fund: Special Revenue Fund to account for grants received by the City. Does not Community Development Block Grants or grants received by Proprietary Funds.			
	FY14 - Actuals	FY15 - Actuals	FY16 - Estimates	FY17 - Budget
BEG FUND BAL	525,568	528,479	736,083	171,879
Police Grants	1,187,967	895,216	365,421	352,271
Fire Grants	133,895	423,642	47,983	0
Parks & Rec Grants	90,287	59,526	289,488	0
Other Grants	105,687	26,181	12,784	0
TRANSFER IN	2,302	0	0	0
EXPENSES	(1,517,227)	(1,196,961)	(1,279,880)	(352,271)
CHANGE IN FB	2,911	207,604	(564,204)	0
END FUND BAL	528,479	736,083	171,879	171,879

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. FY16 Parks & Rec Grant revenues include \$225k awarded for the construction of a restroom at Rock Park.

Smaller Funds

FUND 1208- Muni Court Admin Assessments	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.			
	FY14 - Actuals	FY15 - Actuals	FY16 - Estimates	FY17 - Budget
BEG FUND BAL	761,879	976,501	1,038,924	997,314
TOTAL REVENUE	305,308	282,050	270,000	270,000
Admin Assessments	204,491	188,242	180,000	180,000
Court Collection Fees	58,419	54,985	55,000	55,000
Facility Admin Assessments	42,398	38,635	35,000	35,000
Other Revenues	0	188	0	0
EXPENSES	(90,686)	(212,127)	(311,610)	(1,073,422)
TRANSFER OUT	0	(7,500)	0	(54,426)
CHANGE IN FB	214,622	62,423	(41,610)	(857,848)
END FUND BAL	976,501	1,038,924	997,314	139,466
FISCAL NOTES				
Collection of Administrative Assessments and fees dropped in FY15 from FY14 levels in all of the three fee types and are expected to remain relatively flat in FY16 and FY17. Expenses are trending up due to qualified projects in the FY14 and FY16 approved CIP. In FY17, expenses represent the entire balance available in this fund with specific planned projects outlined in the FY17 CIP.				

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.			
	FY14 - Actuals	FY15 - Actuals	FY16 - Estimates	FY17 - Budget
BEG FUND BAL	287,016	313,934	453,173	731,573
TOTAL REVENUE	121,552	336,867	603,500	604,000
Flood Control Fees	4,998	22,380	25,000	25,000
Parks Fees	19,189	114,326	250,000	250,000
Public Facility Fees	56,926	107,536	200,000	200,000
Sanitary Sewer Fees	37,520	89,864	125,000	125,000
Other Revenues	2,919	2,761	3,500	4,000
EXPENSES	(57,053)	(107,641)	(200,100)	(200,100)
TRANSFER OUT	(37,581)	(89,987)	(125,000)	(125,000)
CHANGE IN FB	26,918	139,239	278,400	278,900
END FUND BAL	313,934	453,173	731,573	1,010,473
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. Credit balances total \$4.3M with the majority of credit in Flood impact fees. Although revenues have increased significantly since FY13 with an expected 79% increase in FY16 we are anticipating FY17 to level off as the number of build ready lots available has been greatly reduced over the years. We currently have a 13 month supply of build ready lots available with a minimum 6 month turnaround time for new lots. All cash collected in this fund for Public Facility impact fees is used to repay Red Hawk Land Co. for Fire Station 5. All cash collected for Sewer impact fees is used to repay the City's Sewer Fund 1631 for the I-80 Reliever line.				

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.			
	FY14 - Actuals	FY15 - Actuals	FY16 - Estimates	FY17 - Budget
BEG FUND BAL	62,768	57,392	43,839	26,874
REVENUES	17	17	35	35
EXPENSES	(5,393)	(13,570)	(17,000)	(15,000)
CHANGE IN FB	(5,376)	(13,553)	(16,965)	(14,965)
END FUND BAL	57,392	43,839	26,874	11,909
FISCAL NOTES				
The remaining balance of bond proceeds along with interest earnings on that balance are held by fiscal agent in a trust account and are being used to pay on-going fiscal agent and legal fees associated with the Senior and Sub- STAR bond issues. It is expected that the balance of the proceeds will fund these fees through approximately FY18, at which time the fees will be paid from sales taxes collected in the district and transferred to this fund from Debt Service Fund 1301. Once the STAR bonds retire in FY28, this fund will be closed.				

Smaller Funds

Fund 1222 - Tourism & Marketing Fund	Purpose of Fund: Revenue and spending related to the Washoe County Taxes on Transient Lodging Act of 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.			
	FY14 - Actuals	FY15 - Actuals	FY16 - Estimates	FY17 - Budget
BEG FUND BAL	\$ 286,676	\$ 153,011	\$ 156,589	\$ 96,765
REVENUES	\$ 146,828	\$ 196,089	\$ 196,075	\$ 196,075
EXPENSES	\$ (270,493)	\$ (184,709)	\$ (255,899)	\$ (224,000)
TRANSFER OUT	\$ (10,000)	\$ (7,802)	\$ -	\$ -
CHANGE IN FB	\$ (133,665)	\$ 3,578	\$ (59,824)	\$ (27,925)
END FUND BAL	\$ 153,011	\$ 156,589	\$ 96,765	\$ 68,840
FISCAL NOTES				
Due to an overpayment of funds to the City by the RSCVA in prior years, an MOU was established in FY09 to facilitate repayment of those funds. This MOU was fulfilled in FY13 and revenues have returned to normal levels. The TOURMARK committee meets every February to establish the following fiscal year's budget. Recent promotions have included concourse advertisements at the Reno Tahoe Airport, full page special event advertisements in local newspapers, Google & Facebook advertisements. In February 2016 the Tourism and Marketing Committee approved \$256k in funding requests for the 2016 event season (which spans FY16 and FY17), including \$67k for the Brand Leadership Team, \$50k for Star Spangled Sparks and the Rib Cook-off, \$30k for Hot August Nights, \$30k for 39 North Marketplace and \$15k for Pumpkin Palooza.				

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.			
	FY14 - Actuals	FY15 - Actuals	FY16 - Estimates	FY17 - Budget
BEG FUND BAL	433,209	372,665	442,202	253,992
REVENUES	225,904	354,995	500,060	500,080
EXPENSES	(286,448)	(285,458)	(688,270)	(465,750)
CHANGE IN FB	(60,544)	69,537	(188,210)	34,330
END FUND BAL	372,665	442,202	253,992	288,322
FISCAL NOTES				
Street Cut permit revenues in FY15 and 16 were higher than normal due to an uptick in the economy as well as the maintenance projects by the local utility companies. Expenses in this fund represent the pavement repair costs associated with the street cut permit revenue. It is anticipated the FY17 Street Cut program will mirror the construction activities in FY16. Estimates for these costs come from the approved CIP.				

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 GASB54, 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.			
	FY14 - Actuals	FY15 - Actuals	FY16 - Estimates	FY17 - Budget
BEG FUND BAL	228,921	229,225	231,106	233,106
REVENUES	304	1,881	2,000	202,500
CHANGE IN FB	304	1,881	2,000	202,500
END FUND BAL	229,225	231,106	233,106	435,606
FISCAL NOTES				
The City of Sparks has a Fiscal Policy to commit a portion of General Fund Business License revenue to the Stabilization Fund each year. The last time revenues were committed to this fund was in FY12. While no commitments were made in FY13 through FY16, the FY17 budget does contain a \$200k commitment of Business License revenue which will increase the balance in this fund to \$436k.				

Smaller 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.			
	FY14 - Actuals	FY15 - Actuals	FY16 - Estimates	FY17 - Budget
BEG FUND BAL	306,602	326,532	399,127	304,421
REVENUES	188,638	183,299	189,261	189,761
EXPENSES	(168,708)	(110,704)	(283,967)	(465,035)
CHANGE IN FB	19,930	72,595	(94,706)	(275,274)
END FUND BAL	326,532	399,127	304,421	29,147
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 CIP - FY16 estimates assume 100% project completion.				

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.			
	FY14 - Actuals	FY15 - Actuals	FY16 - Estimates	FY17 - Budget
BEG FUND BAL	288,724	256,307	319,441	356,421
REVENUES	66,325	113,134	87,000	301,000
EXPENSES	(98,742)	(50,000)	(50,020)	(50,020)
CHANGE IN FB	(32,417)	63,134	36,980	250,980
END FUND BAL	256,307	319,441	356,421	607,401
FISCAL NOTES				
FY15 Residential Construction Tax revenues increased significantly due to an increase in activity from developers like Pinnacles and Preserves. We saw a slight decrease in FY16 revenue as building slowed but expect a significant increase in FY17 revenue due to new development. The Galleria Multifamily Project is a 220 unit apartment complex that we expect will be complete late in FY17 or early FY18 and the Wildcreek Sterling Point Condominiums is a 87 unit condo project that we hope will begin late in FY17. In addition, we have a current inventory of 65 "build ready" lots that we anticipate will be exhausted by the end of FY17. Expenses represent Park District 1 park construction projects from the approved CIP.				

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.			
	FY14 - Actuals	FY15 - Actuals	FY16 - Estimates	FY17 - Budget
BEG FUND BAL	1,150,212	1,010,198	911,705	570,455
REVENUES	137,191	130,996	97,000	358,500
EXPENSES	(277,205)	(229,489)	(438,250)	(225,250)
CHANGE IN FB	(140,014)	(98,493)	(341,250)	133,250
END FUND BAL	1,010,198	911,705	570,455	703,705
FISCAL NOTES				
It is anticipated that FY16 Residential Construction Tax revenue will decrease 30% in this district as Developers like Lennar and Miramont reduced activity in this district and increased building activity in others. We expect a significant increase in FY17 revenue due to new development that includes the Marina Village Apartments - a 209 unit complex and increased activity from our existing developers. In addition, we have a current inventory of 139 "build ready" lots that we anticipate will be exhausted by the end of FY17. Expenses represent Park District 2 park construction projects from the approved CIP.				

Smaller Funds

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.			
	FY14 - Actuals	FY15 - Actuals	FY16 - Estimates	FY17 - Budget
BEG FUND BAL	914,873	1,033,312	1,125,495	1,204,495
REVENUES	157,619	255,630	338,000	359,500
EXPENSES	(39,180)	(163,447)	(259,000)	(525,200)
CHANGE IN FB	118,439	92,183	79,000	(165,700)
END FUND BAL	1,033,312	1,125,495	1,204,495	1,038,795
FISCAL NOTES				
FY16 Residential Construction Tax revenue remain steady at FY15 levels. FY15 & FY16 revenue totals were affected by a one time cash settlement from a developer accounting for \$200k of total revenue collected over those two years. We expect a significant increase to FY17 revenue as we have a current inventory of 503 "build ready" lots that we anticipate will be exhausted by the end of FY17. Expenses represent Park District 3 park construction projects from the approved CIP. FY17 expenditures include a significant investment (\$500k) for the construction of the Silverton Shores Park.				

Fund 1415 - Victorian Square Room Tax CP 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.			
	FY14 - Actuals	FY15 - Actuals	FY16 - Estimates	FY17 - Budget
BEG FUND BAL	1,295,947	1,912,682	2,622,450	2,987,796
REVENUES	647,043	709,768	800,000	860,500
EXPENSES	(30,308)	0	(434,654)	(400,250)
CHANGE IN FB	616,735	709,768	365,346	460,250
END FUND BAL	1,912,682	2,622,450	2,987,796	3,448,046
FISCAL NOTES				
Revenues in this fund remain strong, and are expected to increase 13% in FY16 and 8% in FY17. Expenses represent improvements to Victorian Square which are approved each year in the CIP. The FY16 CIP introduced a 6 phase \$1.9m infrastructure project aimed at upgrading and improving the overall aesthetics and safety of Victorian Square. These improvements began in FY16 and will be done in phases over the next 4 years.				

Other Funds Section Part 4

Redevelopment Agency Funds

Redevelopment Area 1

Funds 3301 & 3401 - Redevelopment Area 1	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.				
	FY13 Actuals	FY14 Actuals	FY15 Actuals	FY16 Estimates	FY17 Budget
BEG NET ASSETS	\$ 3,670,981	\$ 3,612,292	\$ 3,462,990	\$ 3,301,029	\$ 4,015,202
REVENUES					
<i>Property Taxes (Real & Personal)</i>	\$ 2,381,301	\$ 2,297,496	\$ 2,266,612	\$ 2,422,000	\$ 2,487,000
<i>State Gov't Svcs Tax (Formerly Motor Veh Priv Tax)</i>	\$ 162,774	\$ 147,977	\$ 207,167	\$ 177,572	\$ 177,572
<i>Special Events Receipts</i>	\$ 180,044	\$ -	\$ -	\$ -	\$ -
<i>All other revenues</i>	\$ 231,115	\$ 40,920	\$ 24,672	\$ 956,600	\$ 292,600
TOTAL REVENUES	\$ 2,955,234	\$ 2,486,393	\$ 2,498,451	\$ 3,556,172	\$ 2,957,172
EXPENSES					
<i>Salaries & Benefits</i>	\$ (228,296)	\$ (17,988)	\$ (18,256)	\$ (19,244)	\$ (20,796)
<i>Services and Supplies</i>	\$ (89,404)	\$ (25,485)	\$ (60,159)	\$ (241,179)	\$ (22,581)
<i>Debt Service - Principal</i>	\$ (1,405,000)	\$ (1,460,000)	\$ (1,520,000)	\$ (1,580,000)	\$ (1,640,000)
<i>Debt Service - Interest</i>	\$ (885,281)	\$ (829,081)	\$ (770,681)	\$ (709,881)	\$ (646,681)
TOTAL EXPENSES	\$ (2,607,981)	\$ (2,332,554)	\$ (2,369,096)	\$ (2,550,304)	\$ (2,330,058)
TRANSFERS OUT					
<i>Transfer out to City Debt Service Fund</i>	\$ (305,942)	\$ (303,141)	\$ (291,316)	\$ (291,695)	\$ (291,015)
<i>Other transfers out</i>	\$ (100,000)	\$ -	\$ -	\$ -	\$ -
TOTAL TRANSFERS OUT	\$ (405,942)	\$ (303,141)	\$ (291,316)	\$ (291,695)	\$ (291,015)
CHANGE IN NET ASSETS	\$ (58,689)	\$ (149,302)	\$ (161,961)	\$ 714,173	\$ 336,099
END NET ASSETS	\$ 3,612,292	\$ 3,462,990	\$ 3,301,029	\$ 4,015,202	\$ 4,351,301
FISCAL NOTES					
<p>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 2010. This debt will be paid in full in FY23. In addition, RDA 1 is expected to pay (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 2014 (maturing FY26) and Series 2011 (maturing FY18). RDA1's transfer pays the principal and interest for the portion of the bond proceeds that were spent on improvements to Victorian Square. FY16 expenditures are higher than normal due to clean up costs related to a recent soil contamination discovered on a piece of property in Victorian Square. Ending Net Assets represent the required \$2.2M reserve on the Tax Increment Revenue Bonds 2010 plus cash on hand to make future debt service payments.</p>					

Redevelopment Area 2

Funds 3601 & 3606 - Redevelopment Area 2	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.				
	FY13 Actuals	FY14 Actuals	FY15 Actuals	FY16 Estimates	FY17 Budget
BEG NET ASSETS	\$ 2,813,007	\$ 2,284,197	\$ 2,410,688	\$ 4,171,441	\$ 3,908,392
REVENUES					
Property Taxes (Real & Personal)	\$ 2,407,837	\$ 2,361,531	\$ 2,582,082	\$ 2,710,000	\$ 2,760,000
Sale of General Fixed Assets	\$ -	\$ 100,000	\$ 2,150,000	\$ -	\$ -
All other revenues	\$ (1,609)	\$ 4,379	\$ 7,347,004	\$ 67,000	\$ 56,000
TOTAL REVENUES	\$ 2,406,228	\$ 2,465,910	\$ 12,079,086	\$ 2,777,000	\$ 2,816,000
TRANSFERS IN					
T/I from General Fund 1101	\$ 250,000	\$ 861,580	\$ -	\$ -	\$ -
TOTAL TRANSFERS IN	\$ 250,000	\$ 861,580	\$ -	\$ -	\$ -
EXPENSES					
Services and Supplies	\$ (46,191)	\$ (60,968)	\$ (185,460)	\$ (137,555)	\$ (53,030)
Rebates Special Assessment	\$ (92,924)	\$ (92,924)	\$ (60,082)	\$ -	\$ -
Debt Refunding	\$ -	\$ -	\$ (7,132,187)	\$ -	\$ -
Debt Service - Principal	\$ (690,000)	\$ (735,000)	\$ (955,000)	\$ (915,000)	\$ (950,000)
Debt Service - Interest	\$ (1,279,019)	\$ (1,236,451)	\$ (912,705)	\$ (913,769)	\$ (867,183)
TOTAL EXPENSES	\$ (2,108,134)	\$ (2,125,343)	\$ (9,245,434)	\$ (1,966,324)	\$ (1,870,213)
TRANSFERS OUT					
Transfer out to City Debt Service Fund	\$ (1,076,904)	\$ (1,075,656)	\$ (1,072,899)	\$ (1,073,725)	\$ (1,077,853)
TOTAL TRANSFERS OUT	\$ (1,076,904)	\$ (1,075,656)	\$ (1,072,899)	\$ (1,073,725)	\$ (1,077,853)
CHANGE IN NET ASSETS	\$ (528,810)	\$ 126,491	\$ 1,760,753	\$ (263,049)	\$ (132,066)
END NET ASSETS	\$ 2,284,197	\$ 2,410,688	\$ 4,171,441	\$ 3,908,392	\$ 3,776,326

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 2008 (maturing FY28) and Series 2009 (maturing FY29). In addition, RDA2 will pay (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 maturing in FY17. Ending Net Assets represent the required \$1.2M reserve on the Tax Increment Revenue Bonds--Series 2008, a \$723k reserve on the 2009 series, and cash on hand to make future debt service payments. 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.

Capital Improvement Plan Summary

CAPITAL IMPROVEMENT PLAN

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 fifteen 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. Due to 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.

A presentation of the draft CIP Document is reviewed annually at a Council Retreat. Council provides input for any revisions to staff’s recommendations. The recommendations from this retreat are then used to prepare the final CIP document.

FY17 CIP Budget Summary

Below is a summary of the FY17 CIP by fund:

Fund Name	FY17 CIP Budget
Storm Drain/River Flood	5,505,000
Transportation	4,789,684
Sanitary Sewer	4,484,503
Capital Projects	2,512,090
Motor Vehicles	2,180,905
Parks & Recreation	1,005,000
Park District 3	525,000
Ad Valorem Capital Projects	465,000
Victorian Room Tax	400,000
Street Cut	400,000
Effluent	350,000
Community Development Block Grant	300,000
Park District 2	225,000
Municipal Court	170,000
Park District 1	50,000
Total	23,362,182

*****See Appendix for the complete CIP document*****

**FY17 City Manager
Budget Recommendations:
Redevelopment Agency
AREAS 1 & 2**

Redevelopment Agency

Agenda Staff Report



REDEVELOPMENT AGENCY AGENDA STAFF REPORT
MEETING DATE: April 25, 2016

Title: Consideration, discussion, and possible approval of the Chief Administration Officer’s final budget recommendations for the City of Sparks Redevelopment Agency, Areas 1 & 2, for fiscal year 2016-2017. [For Possible Action]
Petitioner: Stephen W. Driscoll, 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 2016-2017 final budget.
Financial Impact: Recommending the Agency’s final budget for Fiscal Year 2016-2017.
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. Thus 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 2016-2017 final budget for the City of Sparks Redevelopment Agency, Areas 1 & 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 2016-2017 (FY ‘17). Today, the Agency Board is asked to direct staff in preparing the Agency’s final budget document for submission to the State of Nevada. City staff will file the tentative budget for FY ‘17, and the Agency Board will hold a public hearing to receive public comment on the FY ‘17 tentative budget at its regularly scheduled Agency meeting on May 23, 2016. Immediately following the public hearing on the FY ‘17 tentative budget, the Chief Administrative Officer and Chief Financial Officer will present the FY ‘17 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 which 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 & 2, providing an overview of the expectations and recommendations for FY ‘17.

ALTERNATIVES:

Agency members could also choose alternatives other than the recommendations presented today, and direct staff to prepare a final budget for fiscal year 2016-2017.

RECOMMENDED MOTIONS:

“I move to approve the Chief Administrative Officer’s final budget recommendations for the City of Sparks Redevelopment Agency, Areas 1 & 2, for fiscal year 2016-2017.”

Redevelopment Agency Financial Overview



City of Sparks Redevelopment Agency

FY '17 Budget Presentation

City Manager's Final Budget Recommendations

April 25, 2016



Redevelopment Area #1 Overview & Recommended FY '17 Budget

- FY '17 budgeted revenues of \$2.7M from ongoing sources are up slightly by 2.5% over FY '16 estimates
- Debt service costs total \$2.6M
- Revenues are expected to exceed expenditures by \$336K
- Unrestricted ending fund balance expected to be approx. \$1.1M due to receipts from land sales expected to be completed in FY '16 and FY '17
 - ✓ Additional fund balance of approx. \$3.2M is restricted for tax increment bond reserves
- No subsidy from the General Fund is expected in the foreseeable future
- Area #1 terminates in 2023

Sparks Redevelopment Area #1
Financial Overview (City Manager's FY '17 Budget Recommendations)

	<u>FY '13 Actuals</u>	<u>FY '14 Actuals</u>	<u>FY '15 Actuals</u>	<u>FY '16 Estimates</u>	<u>FY '17 Budget</u>
Revenues	\$2,955,234	\$2,486,393	\$2,498,451	\$2,622,172	\$2,687,172
Land Sale Proceeds	\$0	\$0	\$0	\$934,000	\$270,000
Transfer-In From G.F.	\$0	\$0	\$0	\$0	\$0
Expenditures	<u>(\$3,013,923)</u>	<u>(\$2,635,695)</u>	<u>(\$2,660,412)</u>	<u>(\$2,842,000)</u>	<u>(\$2,621,073)</u>
Net Revenues/(Expenses)	(\$58,689)	(\$149,302)	(\$161,961)	\$714,172	\$336,099
Beginning Fund Balance	\$3,670,978	\$3,612,290	\$3,462,987	\$3,301,026	\$4,015,198
Ending Fund Balance	\$3,612,289	\$3,462,987	\$3,301,026	\$4,015,198	\$4,351,298
Less: Restricted for Debt Service	\$0	<u>(\$3,006,282)</u>	<u>(\$3,064,526)</u>	<u>(\$3,130,817)</u>	<u>(\$3,230,307)</u>
Unrestricted Ending Fund Balance	\$3,612,289	\$456,706	\$236,501	\$884,382	\$1,120,990

Victorian Sq. Room Tax Cumulative Resources	\$1,295,947	\$1,912,683	\$2,622,451	\$2,987,797	\$3,448,047
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Note: V.S. Room Tax Fund is a City Resource, but Available for V.S. CIP Needs

**** 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	1/15/2023	5/1/2018	5/1/2026	
Interest Rate	4.0% - 5.375%	3.05%	3.09%	
FY '16 Principal Payment	\$1,580,000	\$705,000	\$23,000	
FY '16 Interest Payment	\$709,881	\$61,000	\$225,972	
Total FY '16 Debt Service	\$2,289,881	\$766,000	\$248,972	
Total FY '16 Debt Service Paid by RDA	\$2,289,881	\$220,142	\$71,552	\$2,581,576
6/30/16 Debt Outstanding	\$13,245,000	\$1,470,000	\$7,290,000	
FY '17 Principal Payment	\$1,640,000	\$725,000	\$23,000	
FY '17 Interest Payment	\$646,681	\$39,345	\$225,261	
Total FY '17 Debt Service	\$2,286,681	\$764,345	\$248,261	
Total FY '17 Debt Service Paid by RDA	\$2,286,681	\$219,667	\$71,348	\$2,577,696
6/30/17 Debt Outstanding	\$11,605,000	\$745,000	\$7,267,000	

FY '17 D.S. from RDA-Issued Debt = \$2,286,681
FY '17 D.S. from City-Issued Debt = \$291,015
Total FY '17 RDA Debt Service = \$2,577,696

**** Both CTAX bonds were issued by the City, but about 29% (\$291,695 in FY '16) is allocated to RDA #1 for the V.S. portion of the original bonding project.**

Redevelopment Area #2 Overview & Recommended FY '17 Budget

- Total Revenues of approx. \$2.8M from ongoing sources are expected to increase slightly by 1.4% in FY '17 compared to FY '16
- Total debt service costs are expected to be \$2.9M
- Unrestricted ending fund balance is expected to be \$174K by the end of FY '17 (\$3.6M of additional fund balance is restricted for bond service)
- A subsidy from the General Fund of \$250K was needed in FY '13, followed by another subsidy in the amount of \$862K in FY '14
- Due to the proceeds from the sale of land, no further subsidies from the General Fund are expected in the foreseeable future
- The 2007 bond issuances will mature in FY '17, removing \$1.1M of debt service costs beginning in FY '18
- Area #2 terminates in 2029

Sparks Redevelopment Area #2
Financial Overview (City Manager's FY '17 Budget Recommendations)

	<u>FY '13 Actuals</u>	<u>FY '14 Actuals</u>	<u>FY '15 Actuals</u>	<u>FY '16 Estimates</u>	<u>FY '17 Budget</u>
Revenues	\$2,406,228	\$2,365,909	\$2,783,471	\$2,777,000	\$2,816,000
Land Sale Proceeds (Recorded as a Note Receivable)	\$0	\$100,000	\$2,150,000	\$0	\$0
Transfer-In From G.F.	\$250,000	\$861,580	\$0	\$0	\$0
Expenditures	<u>(\$3,185,037)</u>	<u>(\$3,201,000)</u>	<u>(\$3,172,719)</u>	<u>(\$3,040,049)</u>	<u>(\$2,948,066)</u>
Net Revenues/(Expenses)	(\$528,809)	\$126,490	\$1,760,752	(\$263,049)	(\$132,066)
Beginning Fund Balance	\$2,813,011	\$2,284,200	\$2,410,690	\$4,171,442	\$3,908,393
Ending Fund Balance	\$2,284,202	\$2,410,690	\$4,171,442	\$3,908,393	\$3,776,327
Less: Restricted for Debt Service & Note Receivable	<u>(\$2,165,814)</u>	<u>(\$2,271,164)</u>	<u>(\$4,002,342)</u>	<u>(\$3,861,073)</u>	<u>(\$3,602,390)</u>
Unrestricted Ending Fund Balance	\$118,388	\$139,525	\$169,100	\$47,320	\$173,937

<u>RDA #2 Debt Information</u>	<u>Redevelopment Area #2 Debt</u>		<u>** City Issued Debt Paid by RDA #2</u>		<u>Total RDA #2 Debt Service</u>
	<u>2008 Tax Increment Bonds</u>	<u>2014 Tax Increment Bonds</u>	<u>2007A Ad Valorem Refunding Bonds</u>	<u>2007B Ad Valorem Refunding Bonds</u>	
Original Issue Amount	\$12,700,000	\$7,285,000	\$7,090,000	\$1,315,000	
Issue Date	7/30/2008	8/14/2014	3/29/2007	3/29/2007	
Maturity Date	6/1/2028	6/1/2029	3/1/2017	3/1/2017	
Interest Rate	6.4% - 6.70%	3.25%	3.78%	5.65%	
FY '16 Principal Payment	\$535,000	\$380,000	\$805,000	\$185,000	
FY '16 Interest Payment	\$691,700	\$222,069	\$61,992	\$21,733	
Total FY '16 Debt Service	<u>\$1,226,700</u>	<u>\$602,069</u>	<u>\$866,992</u>	<u>\$206,733</u>	<u>\$2,902,494</u>
6/30/16 Debt Outstanding	<u>\$9,925,000</u>	<u>\$6,455,000</u>	<u>\$835,000</u>	<u>\$200,000</u>	
FY '17 Principal Payment	\$570,000	\$380,000	\$835,000	\$200,000	
FY '17 Interest Payment	\$657,460	\$209,723	\$31,563	\$11,290	
Total FY '17 Debt Service	<u>\$1,227,460</u>	<u>\$589,723</u>	<u>\$866,563</u>	<u>\$211,290</u>	<u>\$2,895,036</u>
6/30/17 Debt Outstanding	<u>\$9,355,000</u>	<u>\$6,075,000</u>	<u>\$0</u>	<u>\$0</u>	

FY '17 D.S. from RDA-Issued Debt = \$1,817,183
FY '17 D.S. from City-Issued Debt = \$1,077,853
Total FY '17 RDA Debt Service = \$2,895,036

**** The 2007 debt issued by the City is scheduled to mature in FY '17, removing \$1.1M of debt service costs, beginning in FY '18**

Debt Review

City of Sparks & Redevelopment Agency Debt

NAME OF BOND OR LOAN	Term (years)	Original Amount of Issue	Final Payment Date	Interest Rate	Outstanding Principal Balance 7/1/16	Outstanding Principal Balance 6/30/17	FY17 Interest Due	FY17 Principal Due	FY17 Debt Service (P&I)
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City General Obligation (G.O) Bonds and Notes Payable

G.O. Limited Tax Medium Term Bonds, Series 2007A (currently paid by RDA2)	10	7,090,000	3/1/2017	3.78%	835,000	0	31,563	835,000	866,563
G.O. Limited Tax, Medium Term Bonds, Series 2007B (currently paid by RDA2)	10	1,315,000	3/1/2017	5.65%	200,000	0	11,290	200,000	211,290
Subtotal City G.O Bonds & Notes Payable					\$ 1,035,000	\$ -	\$ 42,853	\$ 1,035,000	\$ 1,077,853

City Issued Revenue Bonds

CTAX Revenue Bonds, Series 2011 (partially funded (29%) by RDA1)	6	4,180,000	5/1/2018	3.05%	1,470,000	745,000	39,345	725,000	764,345
CTAX Bonds Series 2014 (partially funded (29%) by RDA1)	12	7,330,000	5/1/2026	3.09%	7,290,000	7,267,000	225,261	23,000	248,261
Sr. Sales Tax Anticipation Revenue Bonds Series 2008A	20	83,290,000	6/15/2028	6.5%-6.75%	72,815,000	70,060,000	4,881,700	2,755,000	7,636,700
Subordinate Sales Tax Anticipation Revenue Bonds Series 2008A	20	36,600,000	6/15/2028	5.75%	32,716,045	32,716,045	2,200,000	0	2,200,000
Subtotal City Issue Revenue Bonds					\$ 114,291,045	\$ 110,788,045	\$ 7,346,306	\$ 3,503,000	\$ 10,849,306

Tax Allocation Bonds

Local Improvement District #3, Ltd Obligation Improvement Bonds	20	26,120,000	9/1/2027	6.5%-6.75%	14,255,000	13,440,000	924,138	815,000	1,739,138
Subtotal Tax Allocation Bonds					\$ 14,255,000	\$ 13,440,000	\$ 924,138	\$ 815,000	\$ 1,739,138

City of Sparks & Redevelopment Agency Debt

NAME OF BOND OR LOAN	Term (years)	Original Amount of Issue	Final Payment Date	Interest Rate	Outstanding Principal Balance 7/1/16	Outstanding Principal Balance 6/30/17	FY17 Interest Due	FY17 Principal Due	FY17 Debt Service (P&I)	
<u>Sewer & Effluent G.O. Bonds - SRF Loans</u>										
1996 - Effluent Pipeline	20	6,814,489	7/1/2016	3.663%	255,492	0	4,679	255,492	260,171	
2000 - Denitrification Plant	20	3,070,670	1/1/2020	3.710%	885,004	675,799	30,911	209,205	240,116	
2001 - Effluent Pipeline	20	7,038,807	7/1/2021	3.138%	2,695,428	2,239,043	81,017	456,385	537,402	
2002 - NW Interceptor	20	3,082,361	1/1/2022	3.250%	1,092,362	924,493	33,755	167,869	201,624	
2003 - Effluent Pipeline	20	8,243,494	1/1/2024	3.050%	4,162,155	3,660,255	123,148	501,900	625,048	
2005 - Vista/Prater Interceptor	20	4,091,227	1/1/2025	2.881%	2,259,852	2,036,516	63,515	223,336	286,851	
2005 - Sparks BI/Sun Valley Interceptor	20	5,160,261	7/1/2025	2.660%	3,026,563	2,742,558	78,630	284,005	362,635	
2006 - Sparks BI/Sun Valley Interceptor Ph.II	20	13,385,606	7/1/2026	3.050%	8,766,912	8,033,787	230,718	733,125	963,843	
Sparks portion of SRF Water Pollution bonds, Series 2004 & 2005 issued by City of Reno for TMWRF Expansion	17	12,029,831	1/1/2024	2.756%	6,356,605	5,636,043	170,273	720,562	890,835	
2010 - Sparks BI/Sun Valley Interceptor Ph.III	20	4,772,645	7/1/2029	2.775%	3,712,372	3,482,215	101,433	230,157	331,590	
2010A-Sparks BI/Sun Valley Interceptor Ph.IV	20	2,509,299	7/1/2029	2.775%	1,951,843	1,830,834	53,330	121,009	174,339	
Flood Control Bonds Series 2016	10	18,010,000	3/1/2026	2.0%-5.0%	18,010,000	18,010,000	606,711	1,490,000	2,096,711	
Subtotal Sewer & Effluent G.O. Bonds - SRF Loans					\$ 53,174,588	\$ 49,271,543	\$ 1,578,120	\$ 5,393,045	\$ 6,971,165	
<u>Redevelopment Issued Debt</u>										
Redevelopment Agency #1 Tax Increment Refunding Revenue Bonds, Series 2010	14	22,165,000	1/15/2023	4%-5.375%	13,245,000	11,605,000	646,681	1,640,000	2,286,681	
Redevelopment Agency #2 Tax Increment Revenue Bonds, Series 2008	20	12,700,000	6/1/2028	6.4%-6.7%	9,925,000	9,355,000	657,460	570,000	1,227,460	
Redevelopment Agency #2 Tax Increment Revenue Bonds, Series 2014	20	7,285,000	6/1/2029	3.249%	6,455,000	6,075,000	209,723	380,000	589,723	
Subtotal Redevelopment Issued Debt					\$ 29,625,000	\$ 27,035,000	\$ 1,513,864	\$ 2,590,000	\$ 4,103,864	
TOTAL CITY & REDEVELOPMENT ISSUED DEBT					\$ 296,283,690	\$ 212,380,633	\$ 200,534,588	\$ 11,405,281	\$ 13,336,045	\$ 24,741,326

City of Sparks & Redevelopment Agency Debt

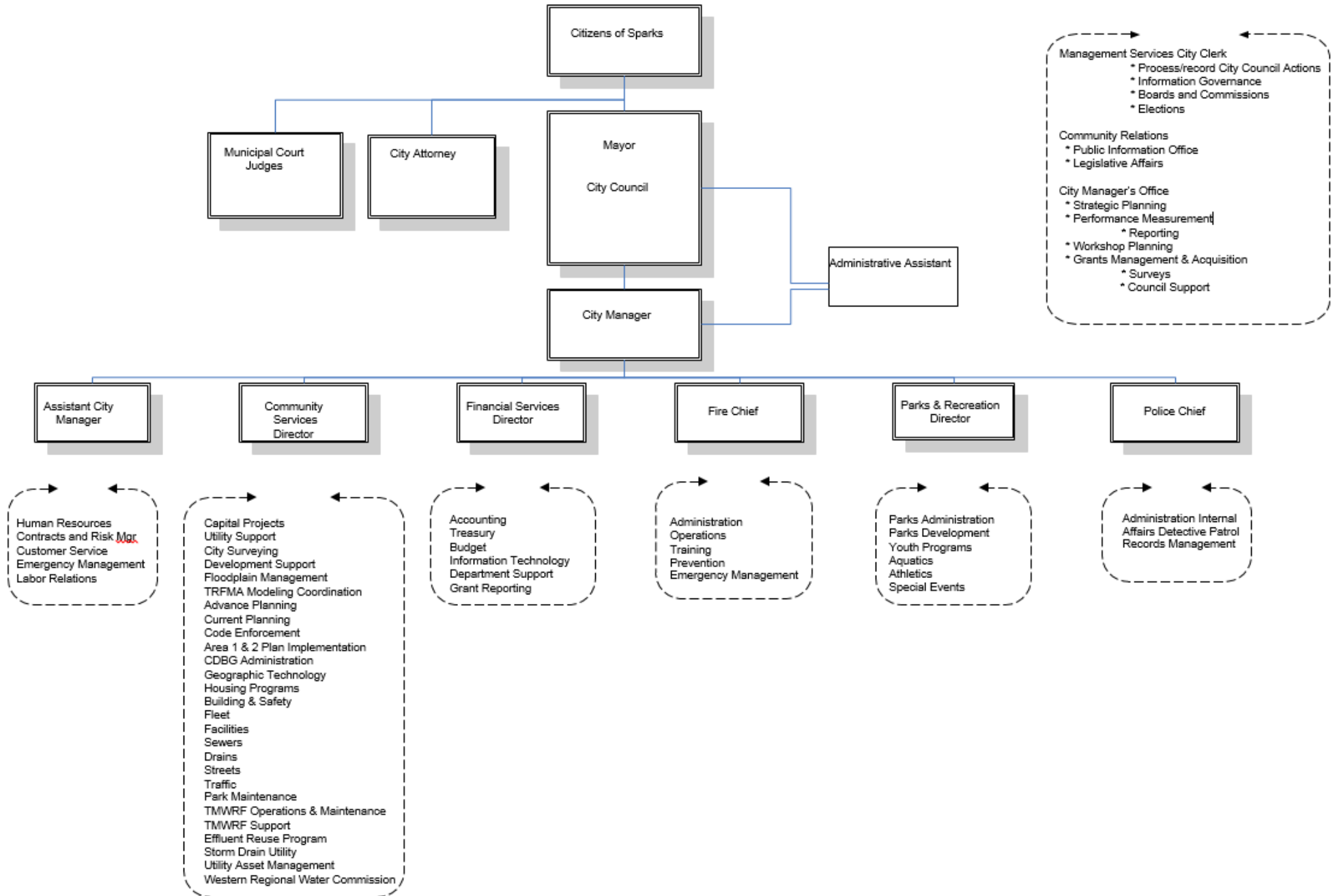
Other Long Term Liabilities as of 6/30/15 (Business & Governmental Debt)

Sick Leave Conversion	5,191,857
Compensated Absences	11,028,219
Developer Credits (Loeb Fire 5 reimbursements)	147,001
Workers Compensation (Heart/Lung/Cancer)	5,068,495
Other Post Employment Benefits (Net OPEB)	7,414,353
Net Pension Liability (PERS)	71,650,806
Total	\$ 100,500,731

Note: These balances are determined at end of audit each year

Department Review

City of Sparks Organizational Chart

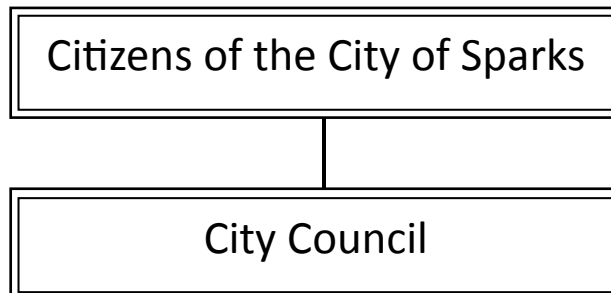


City Council

Five elected City Council members serve as the legislative branch of the City of Sparks, and also act as the Redevelopment Agency of the City. All legislative powers of the City as outlined in the Municipal Charter, Nevada Revised Statutes, and State Constitution are vested in the City Council. These responsibilities include: enacting, amending, and repealing laws, ordinances, and policies affecting the operations and services of the City government, including the health, safety and general welfare of the residents of and visitors to the City; administering City government through the City Manager; providing public leadership for positive promotion of government services; identifying community needs and desires; representing diverse public interests; adopting the annual budget; and providing oversight of the financial affairs of the City. City Council members also represent the City by serving on various regional boards and commissions, as well as make representative appointments to such boards.

DEPARTMENTAL ORGANIZATIONAL CHART

07/01/2016

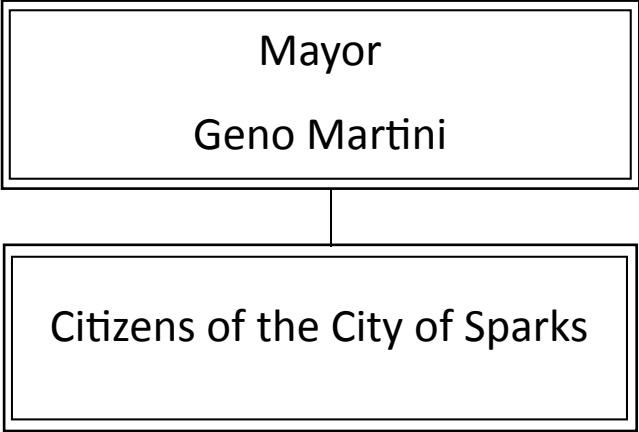


Mayor

The Mayor serves as a member of the executive branch of the government along with the City Attorney and City Manager. The Mayor is separately elected at-large in the City and serves as the chairman of the City Council and as a voting member of the Redevelopment Agency. The Mayor presides over the meetings of the City Council and acts as the head of government of the City. He performs any necessary emergency duties to protect the general health, welfare and safety of the City, and any other duties prescribed by law. The Mayor has veto power which may be overturned by a 4/5 vote of the Council.

DEPARTMENTAL ORGANIZATIONAL CHART

07/01/2016



Management Services

The City Manager is the Chief Executive Officer for all City operations. The City Manager's Office is responsible for the following functions: City Council Services, City Management, Redevelopment Management, City Clerk, Community Relations, Organizational Efficiency and Reporting, and Administrative Services.

The City Manager's Office serves the citizens, businesses, and visitors of Sparks through the following Management Services:

City Council Services: Proclamations, correspondence, agenda review, and implementation of all Council policy.

City Management: Evaluation and strategic assessment of department organization and operational efficiencies, service effectiveness to ensure fiscal responsibility and performance measurement.

Redevelopment Management: Oversight and direction of all Redevelopment activities.

Special Projects: Development, resource allocation, milestone management, and reporting on City-wide projects as defined by the Council and City Manager.

City Clerk: Attend all regular, special and emergency meetings of the City Council and the Redevelopment Agency and provide public notifications, agendas and minutes; track and process all actions of the Council and Redevelopment Agency. Maintain records and retention management of all records in the City Clerk's custody. Maintain an electronic document system to manage the electronic originals of permit information, engineering documents, survey documents, planning documents, contracts, agreements, resolutions, ordinances, documents generated by council meetings, historical city documents and other city business documents. Process Community Service applications for boards and commissions; and conduct the City's Municipal Elections.

Community Relations: Proclamations, correspondence, agenda review, and implementation of all Council policy.

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

Legislative Relations: Representation to federal, state, regional and inter-local agencies and coordination of legislative analysis and relations with the Mayor, City Council, Department Managers, and contract lobbyists or strategists

Organizational Efficiency and Reporting: Strategic planning, performance measurement data collection and reporting; Retreat coordination and support; City-wide reporting; Citizen and employee surveys; Federal and State grants application, acquisition, administration, and reporting.

Administrative Services: Support internal departments and employees by providing essential services needed to maintain an effective and integrated service level.

Human Resources: Administration of recruitment, employee services, promotional support, labor relations, benefits and worker's compensation programs, and grievance resolution; Job responsibility and compensation analysis; Conduct external and internal supervisory and skill set training; and Volunteer coordination.

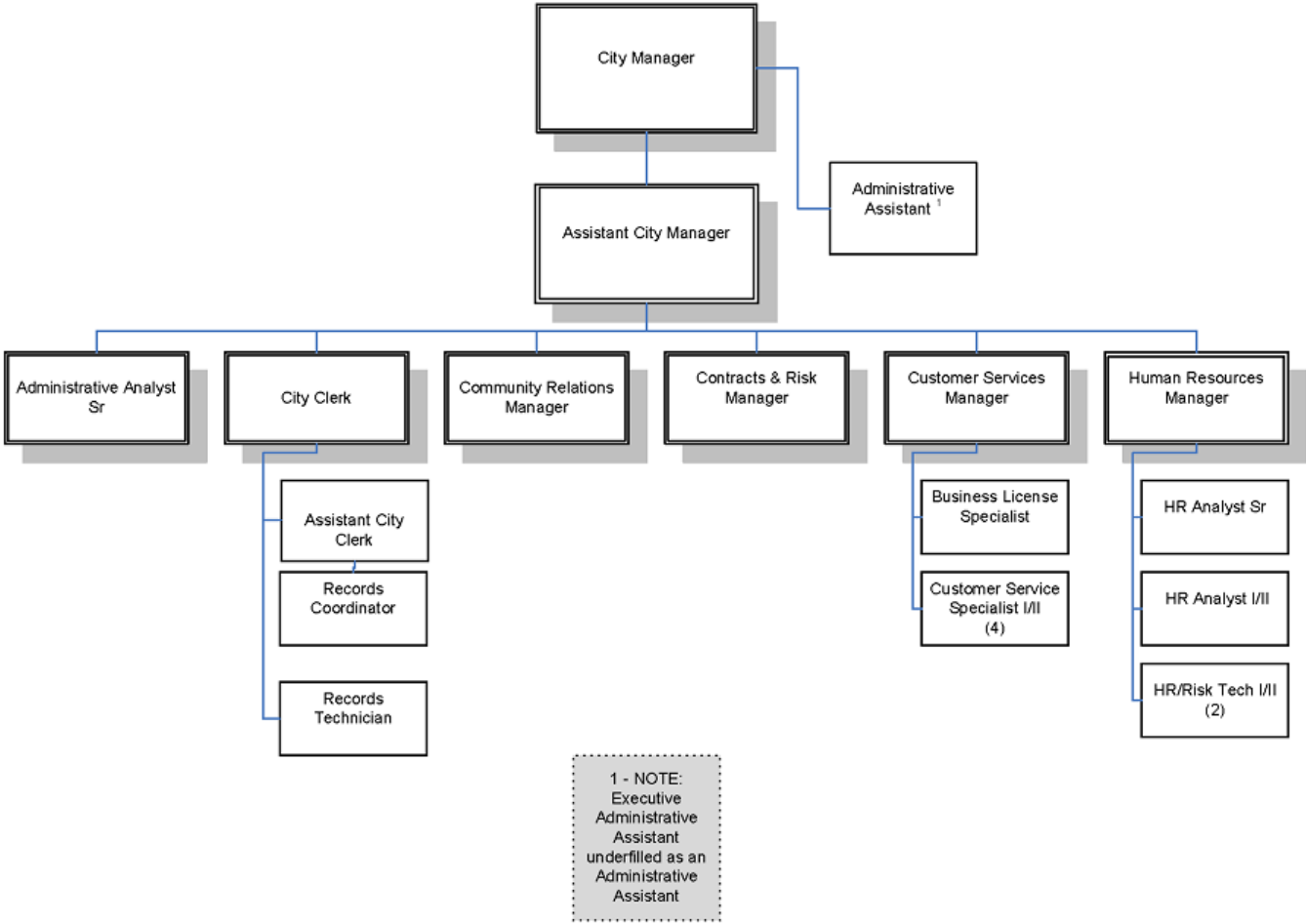
City-wide Customer Services: Billing, payments processing, collections, and lien filing, where applicable; Business licensing processing; U.S. Passport Services Agent; City program registration; and providing central city reception services.

Contracts and Risk Management: Centralized purchasing and contract administration; Oversight of all franchise agreements; Risk analysis and assessment; Coordination of city safety planning and programming; and City asset liability coverage.

Emergency Management: Coordinate an emergency management team trained in Incident Command Systems, to respond and manage emergency operations for City residents.

Labor Negotiations and Resolution Management: Ensure employee bargaining agreements and resolutions are current and legal, and provide contract interpretation.

DEPARTMENT ORGANIZATIONAL CHART
7/01/16



1 - NOTE:
 Executive Administrative Assistant underfilled as an Administrative Assistant

Changes reflected in the FY17 Budget

FY17 New Needs:
 One additional Assistant City Clerk/Records Coordinator

FY17 Management Services Reorganization:
 Eliminate Administrative Services Director
 Add Assistant City Manager



City Attorney

The City Attorney is an elected official charged with the responsibility of representing the City of Sparks as its attorney. The City Attorney is responsible for the following functions: Civil, Criminal and Victim Advocate Divisions.

The City Attorney's Office serves the citizens of Sparks through the following key service areas:

City Attorney's Office

- Represent the City on a daily basis
- Prosecute misdemeanor cases
- Represent the City in civil litigation
- Perform transactional and administrative functions

Civil Division

- Represent the City in Federal and State Court litigation
- Advise the City Council, its committees or any city officer upon legal questions arising in the conduct of City business
- Review claims or potential claims against the City
- Draft contracts and agreements
- Draft legislation
- Attend all regular, special, and emergency meetings of the City Council, Planning Commission, Parks and Recreation Commission, and Civil Service Commission
- Review contracts, agreements, memoranda of agreement, inter-local agreements, and land transaction documents
- Advise City departments on legal questions arising in the conduct of City business

Criminal Division

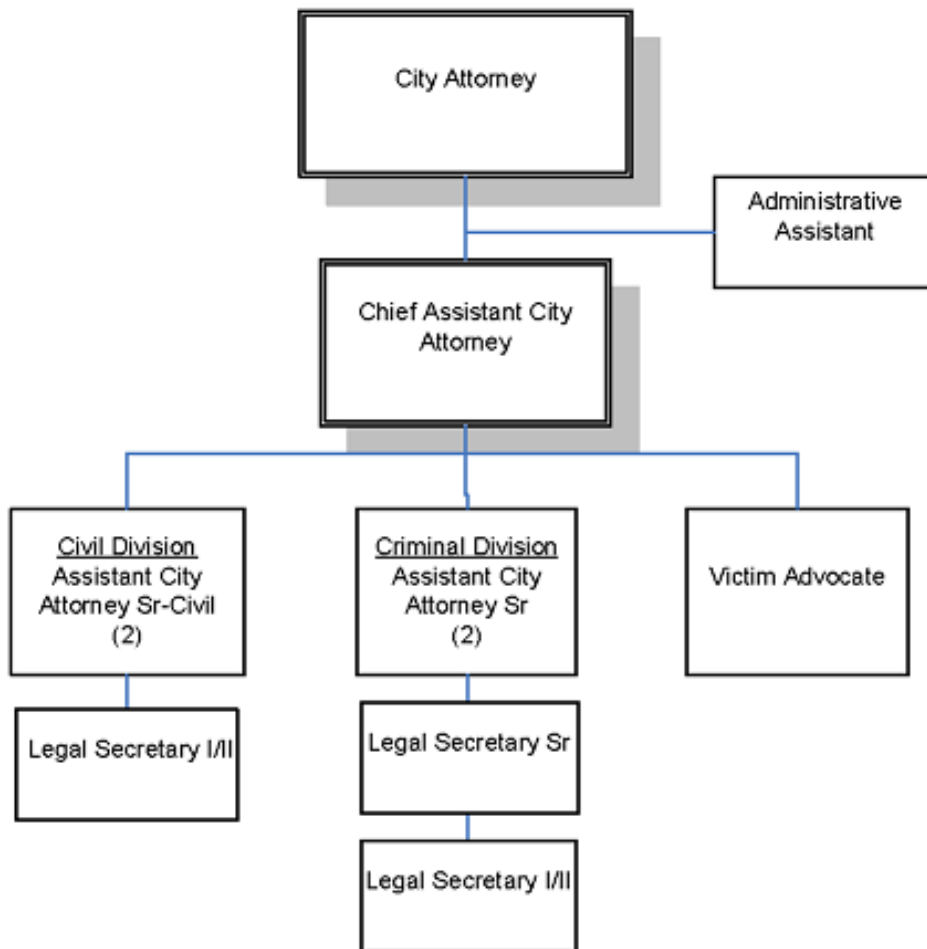
- Prosecute all misdemeanors in Sparks Municipal Court
- Represent the City in all appeals to the District Court from Sparks Municipal Court
- Provide advice to law enforcement officials on civil and criminal matters
- Provide education to community through mock trials & presentations to local schools
- Participate in regional public safety and law enforcement cooperative efforts
- Aid the police department in the preparation of arrest warrants

Victim Advocate

- Advise and assist victims
- Arrange for attendance at Court and counsel witnesses
- Assist victims in obtaining social services and other assistance
- Provide education to community regarding domestic violence

DEPARTMENT ORGANIZATIONAL CHART

4/05/16



Changes reflected in the FY17 Budget

FY16 City Attorney Reorganization:

- One additional Sr. Assistant City Attorney
- Eliminate Administrative Assistant (replace with temp labor)

Municipal Court

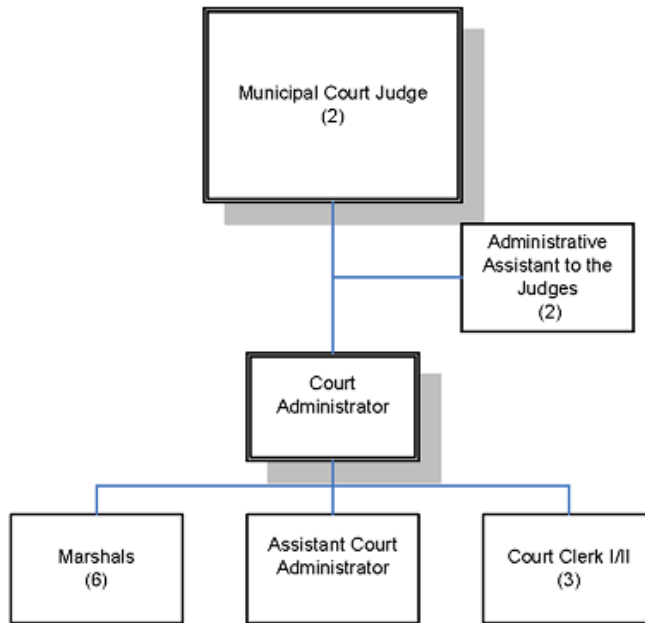
The Sparks Municipal Court adjudicates misdemeanor criminal cases initiated by the Sparks Police Department and the Sparks City Attorney's Office. A misdemeanor is punishable by up to a \$1000 fine plus State fees and assessments and up to 6 months in the Washoe County Jail. With the Judges permission, fines and jail time may be served as Community Service with the Sparks Community Services program.

The Municipal Court also continues to serve and monitor high risk offenders through its Post-Conviction Drug Court program.

The Sparks Victim Impact Panel (V.I.P.) which is mandatory by state law has received positive recognition throughout Washoe County and beyond. Defendants are being referred to the Sparks VIP from courts throughout Nevada as well as neighboring states.

DEPARTMENT ORGANIZATIONAL CHART

7/01/16



Changes reflected in the FY17 Budget

FY16 Muni Court Reorganization:

- One additional Assistant Court Administrator
- One additional Administrative Assistant
- One additional Marshal
- Eliminate one Court Clerk
- Eliminate one Court Clerk/Interpreter

Financial Services

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

The Financial Services Department provides the following key services:

Administration: Provide leadership and administrative services for the Financial Services Department and coordinate the financial and information technology needs of City departments and stakeholders; Acts as the Chief Financial Officer of the Redevelopment Agency and provides accounting, budgeting, financial, and reporting services for the two redevelopment areas.

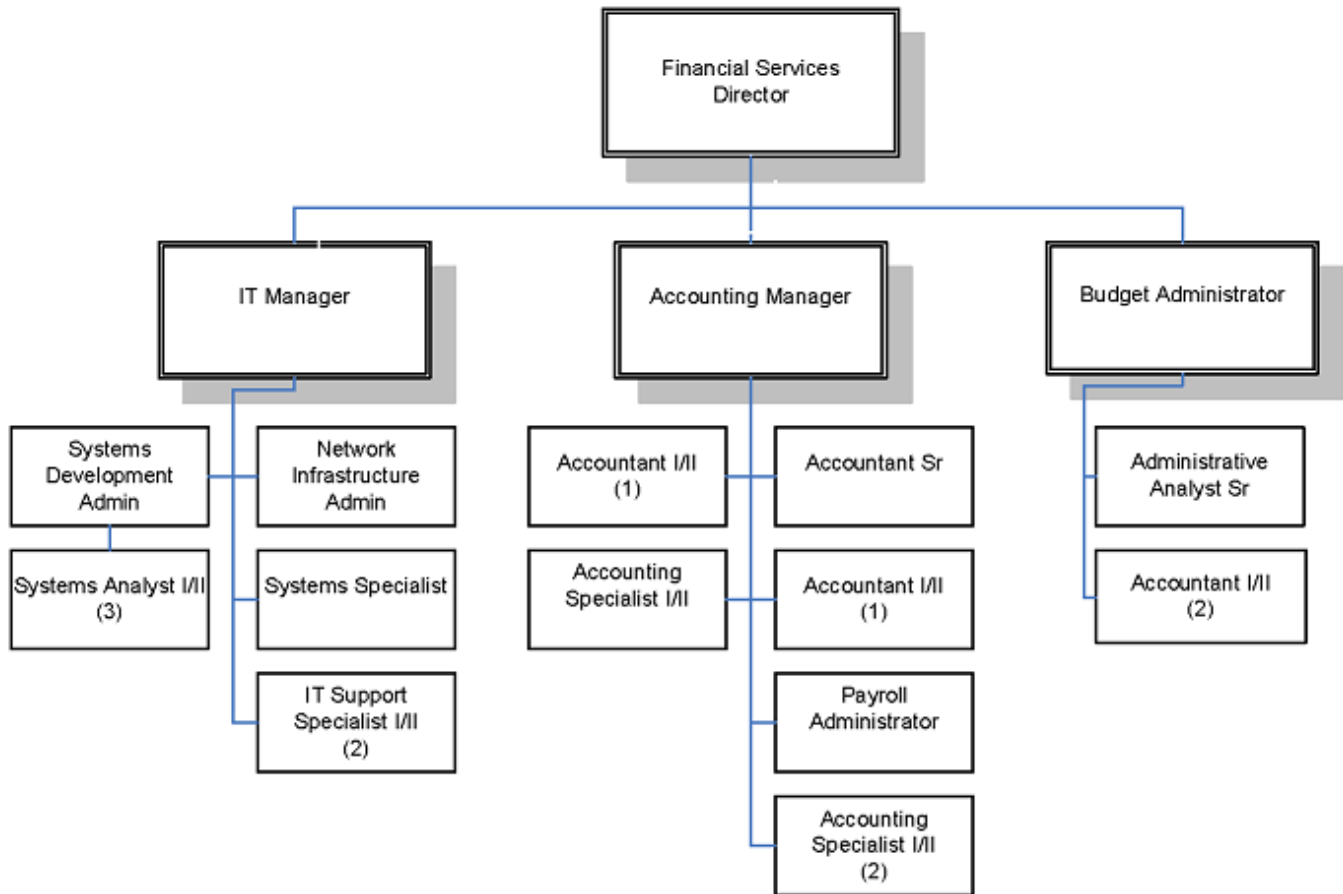
Accounting: Process, measure, and report on the City's financial transactions while maintaining quality internal controls over the City's financial assets and systems; provides services relating to payroll, accounts receivable and payable, general ledger maintenance, debt and investment management, fixed assets system maintenance, grant and other compliance reporting, financial reporting in accordance to Generally Accepted Accounting Principles, and coordinating the annual audit resulting in the preparation of the Comprehensive Annual Financial Report.

Budget: This team strives to provide credible budget and fiscal planning analysis to all stakeholder with a focus on communication accuracy and transparency. They provide departmental support and coordinate with individual departments to establish a working budgetary plan for operating the City in the coming year. Budget personnel prepare the City Manager's final budget recommendations book and submit the tentative and final budget documents in accordance Nevada Revised Statutes. This team works with departments to develop cost estimates of organizational changes and proposed new services. We monitor budgets throughout the year to avoid budget violations.

Information Technology Operations: Manages and supports City technology infrastructure (including servers, workstations, printers, email, web sites, and power systems for example), software development, project management support for both in-house and purchased software systems, internal and external data communications network, and network security (including redundancy and fault tolerance).

DEPARTMENT ORGANIZATIONAL CHART

7/01/16



Changes reflected in the FY17 Budget

FY17 New Needs:

One additional Systems Analyst

FY17 Personnel Re-classes:

Senior Systems Analyst re-classed to Systems Development Administrator

Systems Support Specialist re-classed to Network/Infrastructure Administrator

Other reconciling items:

Eliminate Senior Administrative Analyst (vacant FY16)

Eliminate Senior Accountant under Budget Administrator (vacant FY16)

Police Department



The Sparks Police Department provides service delivery to the community to protect safety of life, protection of property, quality of life, and to prevent crime through the Office of the Chief and three divisions of the Department: Administration Division, Patrol Division, and Detective Division.

Office of the Chief: The Office of the Chief consists of the Chief of Police, the Deputy Chief of Police, an Administrative Assistant and the Internal Affairs Section. This office is responsible for the following:

- Oversee the overall operations of the police department
- Maintain professional employee conduct by performing quality internal affairs investigations
- Provide fiscal stability and integrity
- Provide an effective response to all emergency, disaster, and terrorism events
- Maintain, manage, and coordinate the overall operation and function of the police facility
- Maintain the well-being and development of employees
- Deliver sound and consistent management practices
- Coordinate department teams responsible for developing innovated ideas to enhance internal and external customer service
- Establish a leadership role for building a strong community partnership
- Provide for the Emergency Management function within the Department
- Maintain the well-being and development of employees and delivers sound and consistent management practices
- Research and develop department General Orders that ensure service delivery that complies with the highest ethical and legal standards
- Coordinate with the City to provide the department's appropriate statistical data concerning all police services for the annual report
- Provide community informational and educational outreach programs including but not limited to Neighborhood Watch, Regional Citizens Police Academy, and residential and business crime prevention strategies
- Coordinate and administer the citizen volunteer program

Administration Division: The Administration Division consists of the Communications Section, the Records Section, the Terminal Agency Coordinator and Information Technology. This division is responsible for the following activities:

- Receive and dispatch emergency and non-emergency police, fire and medical calls for service
- Perform all radio and telecommunications dispatch functions for police and fire departments
- 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 as necessary
- Provide technical support for the department's computer systems, process Department statistics, compile and audit Uniform Crime Reports (UCR)
- Process a variety of work permits and business license applications including but not limited to alcoholic beverage and gaming
- Perform data entry of all arrest warrants into the Sparks Police Records Management System (RMS), NCIC, and NCJIS
- Provide Terminal Agency Coordinator function to validate all department warrants, missing/unidentified person records and stolen articles listed in National Crime Information Center (NCIC) and Nevada Criminal Justice Information Services (NCJIS)
- Provide police assistant function to facilitate citizen reports and referrals
- Provide Information Technology support for all computer systems within the Department including but not limited to servers, mobile data computers, personal computers, Computer Aided Dispatch and Records management Systems

Patrol Division: The Patrol Division consists of the Patrol Section, Traffic Section and Training Section. This division is responsible for the following:

- Deliver uniformed police response to emergency and non-emergency calls for service
- Perform service delivery through a Community Policing Philosophy and pro-active problem solving strategies including the ComStat model
- Provide 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
- Coordinate and perform risk assessment of all special events in the City
- Provide safe streets and highways through enforcement of traffic laws and investigation of traffic accidents
- Coordinate mandatory and specialized annual police officer in-service training courses that meet the Nevada Commission on Peace Officers Standards and Training requirements
- Assists Human Resources in the physical abilities phase of the police officer testing process

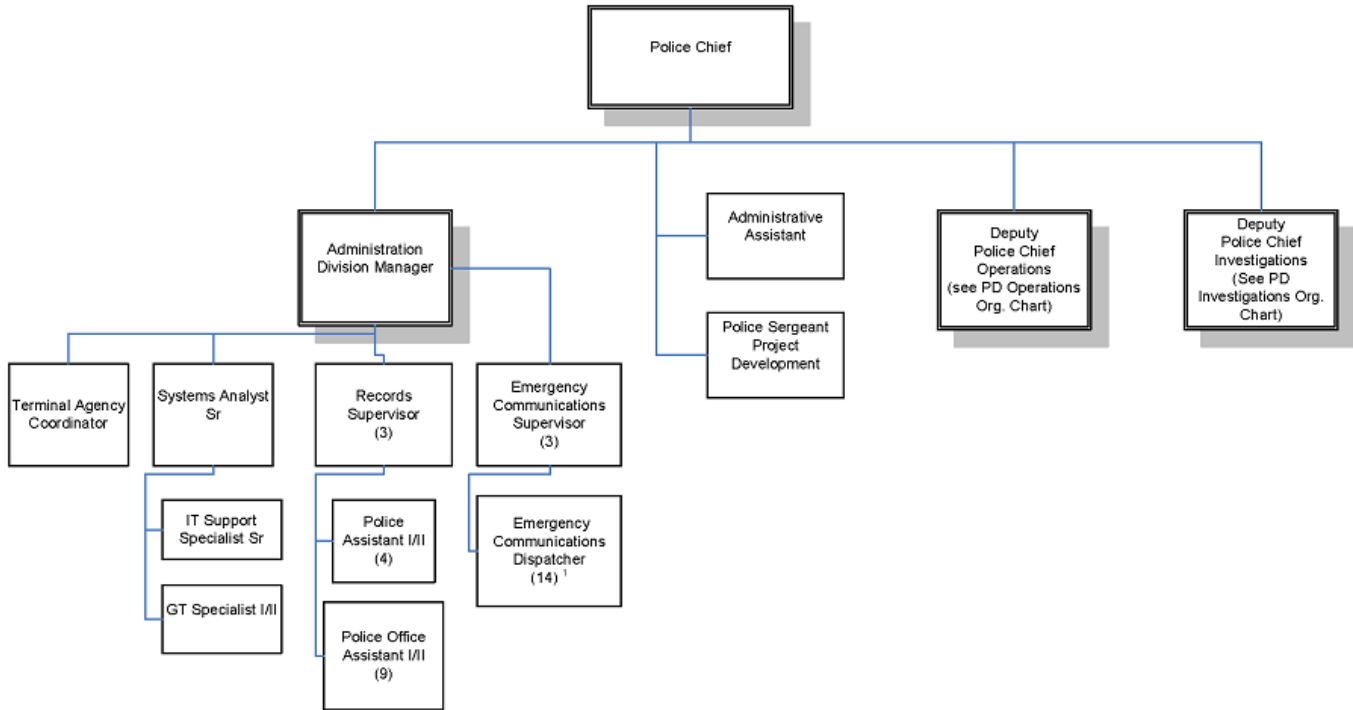
- Conducts thorough police applicant background investigations in a timely manner
- Continues partnership with regional law enforcement agencies in coordinating and training newly hired officers in the Northern Nevada Law Enforcement Academy

Detective Division: The Detective Division also includes the Property and Evidence Unit and is responsible for the following tasks:

- Conduct criminal investigations, prepare cases for prosecution, and prepare weekly crime analysis reports
- Conduct investigations for outside agencies as requested
- Conduct police applicant and licensing background investigations
- Participate with the Regional Repeat Offender Program (ROP) to minimize the effects of career criminals
- Participate in the Drug Enforcement Administration (DEA) Task Force
- Participate in the Interdiction task Force through the HIDTA Initiative
- Participate in the Fugitive Investigative Strike Team through the HIDTA Initiative
- Participate in the Regional Street Enforcement Team (SET) enforcing street level drug crimes, vice, and juvenile alcohol crimes
- Participate in the Regional Sex Offender Notification Unit (RSONU)
- Provide appropriate supervisory levels that are consistent with commonly accepted span of control in unity of command standards
- Oversee and manage the Property and Evidence Unit

DEPARTMENT ORGANIZATIONAL CHART

7/01/16



1 – NOTE:
2 Emergency Supervisors underfilled with Emergency Communications Dispatchers

04/05/2016

Changes reflected in the FY17 Budget

FY17 New Needs:

- One additional Sergeant (Repeat Offender Program)
- One additional Police Officer (Academy Staff)

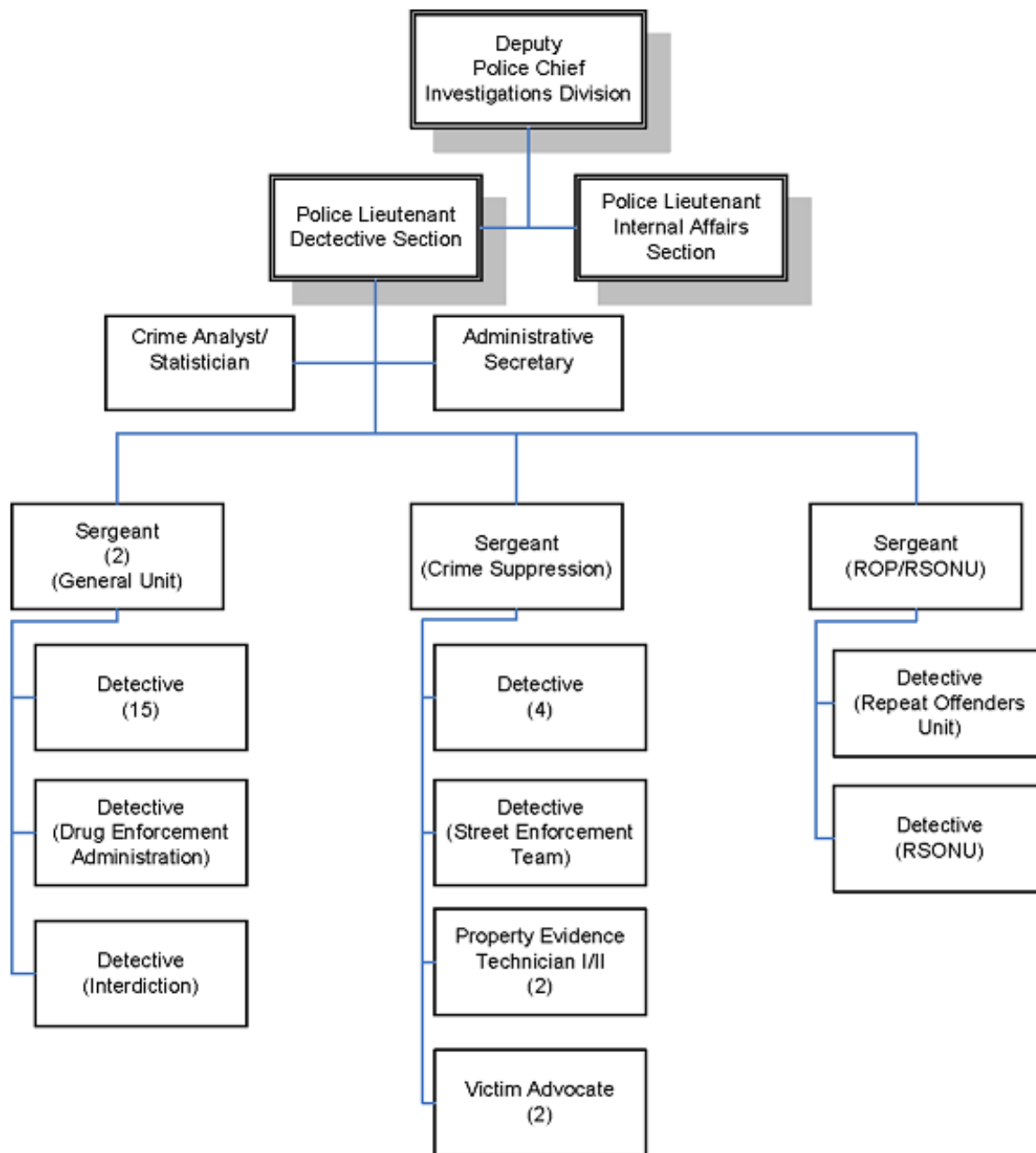
FY17 Personnel Reclasses:

- IT Support specialist II re-classed to Senior IT Support Specialist

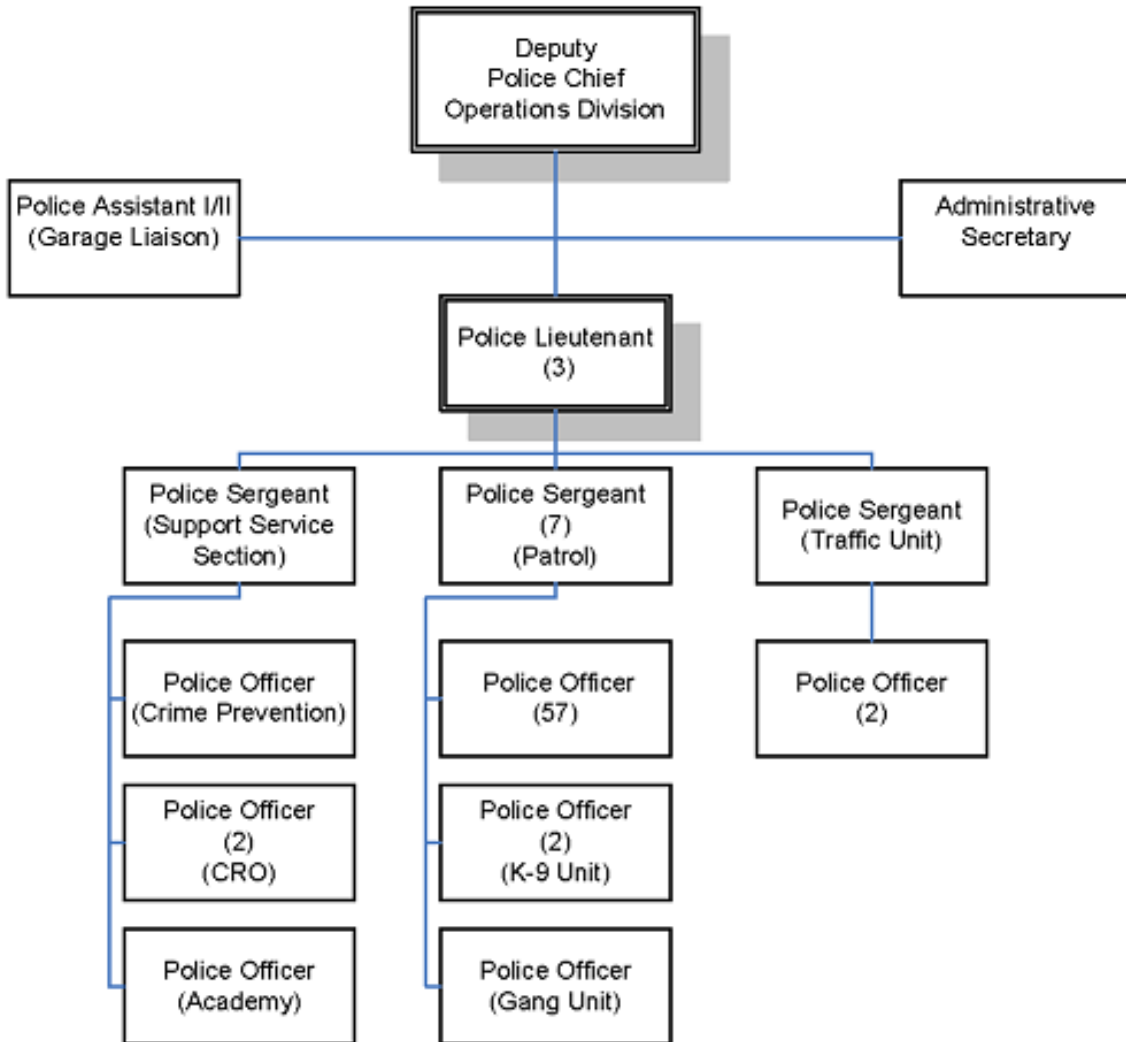


DEPARTMENT ORGANIZATIONAL CHART

7/01/16



DEPARTMENT ORGANIZATIONAL CHART
7/01/16



Fire Department



The Fire Department administers and coordinates the resources necessary to ensure the cost effective and efficient protection of life and property from fire, EMS, rescue, and hazardous material emergencies. This goal is accomplished through the efforts of the four divisions of the Fire Department: Administration, Prevention Bureau, Operations, and Training/Safety.

Fire Administration: Administration oversees and manages the Department's fire service programs and personnel functions. This program has eight major activities:

- Maintain a professional workforce and a quality work environment
- Develop and implement budget management procedures
- Establish, coordinate, and assign employees to work-related committees and teams
- Establish operating procedures and review, modify, and develop them as necessary
- Analyze and anticipate risks in the City and develop service delivery models to address these risks
- Procure operating supplies, equipment, and apparatus
- Collect and manage data through the development of reporting systems and technological strategic planning
- Maintain and manage the fire department's records and record management system

Fire Prevention Bureau: Fire Prevention and Risk Reduction saves lives and protects property through fire prevention education, inspection, investigation, and engineering efforts. This program has the following four major activities:

- Conduct fire and life safety inspections of new and existing businesses
- Provide public fire safety education programs
- Investigate the causes and origins of fires
- Provide fire prevention engineering

Fire Operations

Operations provides effective emergency and non-emergency services that limit the loss of life and property of the residents, business and visitors of the City of Sparks, including mutual aid to regional jurisdictions, through good stewardship and high standards of care. This program has the following nine major activities divided into two service categories:

Emergency Services

- Provide fire suppression
- Deliver emergency medical services (EMS)
- Provide rescue responses
- Provide hazardous materials responses
- Supply emergency management support

Non-Emergency Support Services

- Perform equipment testing and maintenance
- Provide maps and pre-incident planning
- Administer personnel management and development
- Perform project management

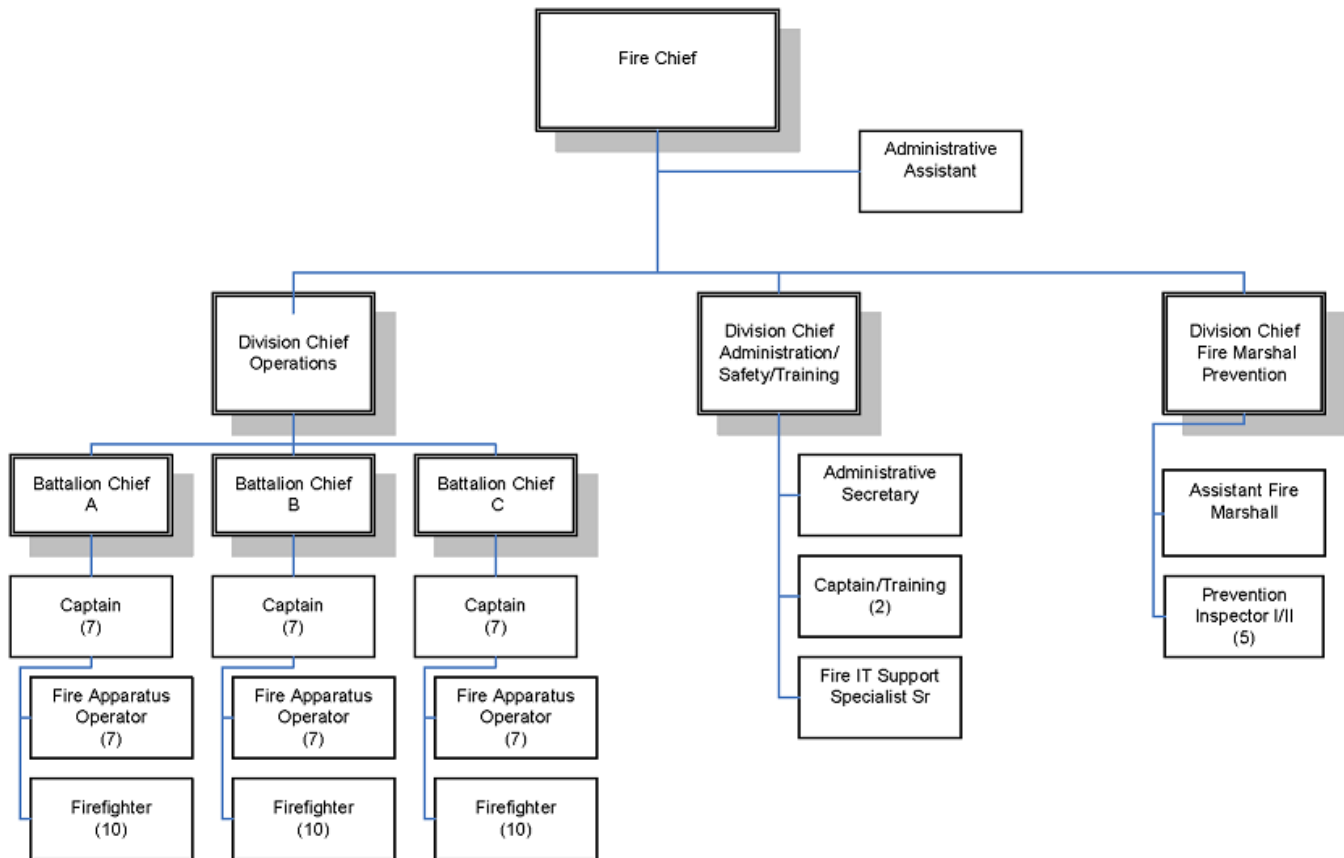
Fire Training and Safety

The Training Division maintains and enhances the knowledge, skills, and abilities of the Fire Department's personnel. This program has the following five major activities:

- Schedule, deliver, and document personnel training related to Departmental operations
- Ensure compliance with applicable OSHA law
- Progress towards achieving nationally recognized firefighting standards
- Review and coordinate training, budget, and documentation of the Department's special teams of technical rescue, EMS, water rescue, and hazardous materials
- Ensure safety oversight at emergency incidents

DEPARTMENT ORGANIZATIONAL CHART

7/01/16



Changes reflected in the FY17 Budget

FY17 New Needs:

One additional Fire Prevention Inspector

Community Services



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

Administration

- Provide management, supervision, direction and support for middle management/divisional staff and for services they provide
- Manage and analyze the department's divisional budgets and fiscal internal controls; manage department records including; personnel, travel and training, as well as those relating to budgets and the expenditure of funds
- Provide succession planning to ensure that staff are adequately prepared to fill vacancies as they occur, and/or advance within the organization
- Serve as staff support for Planning Commission, Sparks Building Code Board of Appeals, Capital Improvements Advisory Committee, and Enterprise Fund Oversight Committee
- Administer the City's Impact Fee Program
- Develop programs for infrastructure and capital investment including development of the City's Capital Improvement Program (CIP)
- Support and oversee city emergency response plans and efforts as part of the Emergency Management Team
- Coordination of infrastructure and regional programs with federal, state and local agencies; and assistance in development of city sustainability practices

Building & Safety Division

- Process all applications for building permits, street cut permits, fire sprinkler permits, flood plain permits, within the City of Sparks and sewer tap permits in Washoe County areas adjacent to the City

- Review building construction plans for compliance with City codes and ordinances
- Inspect all building construction to ensure compliance with City codes and ordinances
- Provide guidance and assistance for code compliance and permit application to contractors, architects, engineers and the general public
- Assign addresses for all new construction
- Respond to complaints and resolve unpermitted construction issues
- Institute building code updates
- Assess and collect building, Impact Fee Service Area #1, sewer and RTC fees as they pertain to new growth

Capital Projects Division

- Assist in 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 related to the construction of new developments within the public rights-of-way

Maintenance & Operations Services Division

Facility Maintenance / Electrical: Maintain 692,211 square feet of City facilities, provide custodial services, oversee contracts with vendors for maintenance services, and provide 24 hour response and routine maintenance for 108 traffic signals and over 2,500 street and park lights

Fleet & Equipment Services: Responsible for the requisition, repair, and maintenance of all of the City's fleet according to national standards and federal laws. Maintain a fleet parts inventory, secure a safe and reliable fuel source, and respond to the special needs of the various City departments

Park Maintenance: Maintain a safe, accessible and aesthetic parks system totaling 594 developed park and trail acres

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

Storm System Maintenance and Street Sweeping: Maintain storm drain lines and ditches, and catch basins

Street / Traffic Maintenance: Maintain a safe, accessible roadway system totaling 650 lane miles. Provide Graffiti Removal and Identification Program (GRIP) review and removal services

Planning & Community Enhancement Division

- Update and maintain the City's Comprehensive Plan
- Coordinate City review of planning entitlements (annexations, master plan amendments, rezoning, planned developments, special use permits, site plan reviews, etcetera)
- Participate in Regional Planning
- Research, prepare, and process zoning code amendments. Perform zoning research and verification for lenders and others
- Represent Sparks on technical committees of the Washoe County HOME Consortium, RTC, and other agencies
- Administer the City's Community Development Block Grant (CDBG) and EPA Brownfields Grant programs
- Review building permit and business license applications for zoning code compliance
- Zoning code enforcement
- Administer the City's housing rehabilitation programs
- Serve the public at the planning counter and by telephone

Traffic Engineering & Pavement Management Division is responsible for all traffic control and traffic flow within the City, as well as the administrator of the City's Pavement Management Program. The duties of the division include:

- Traffic surveys, impact studies, accident reviews, traffic circulation plan development, and residential traffic calming projects
- Traffic signal timing and synchronization
- Coordination of projects with state, regional, local agencies, and utility companies
- Participation in state and regional technical advisory committees
- Development and administration of the 5 year Pavement Management Program using US Army Corps of Engineers Micro Paver and Asset Management software Administer the Encroachment Permit Program that monitors all roadway utility street cut requests, in addition to construction activities within the City of Sparks public right-of-way

Truckee Meadows Water Reclamation Facility

The Truckee Meadows Water Reclamation Facility (TMWRF) is responsible for the daily operations (24/7) of the community wastewater treatment plant that services Sparks, Reno and portions of Washoe County. TMWRF currently treats approximately 28 million gallons of wastewater each day.



Administration - Develops and implements budget management and cost tracking procedures; plans and develops future wastewater needs for the community; maintains compliance with all regulatory bodies; 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 - Perform routine preventative maintenance and facility predictive maintenance program; evaluates facility and process equipment, buildings and grounds for serviceability and state of repair; repair, overhaul and install plant equipment

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

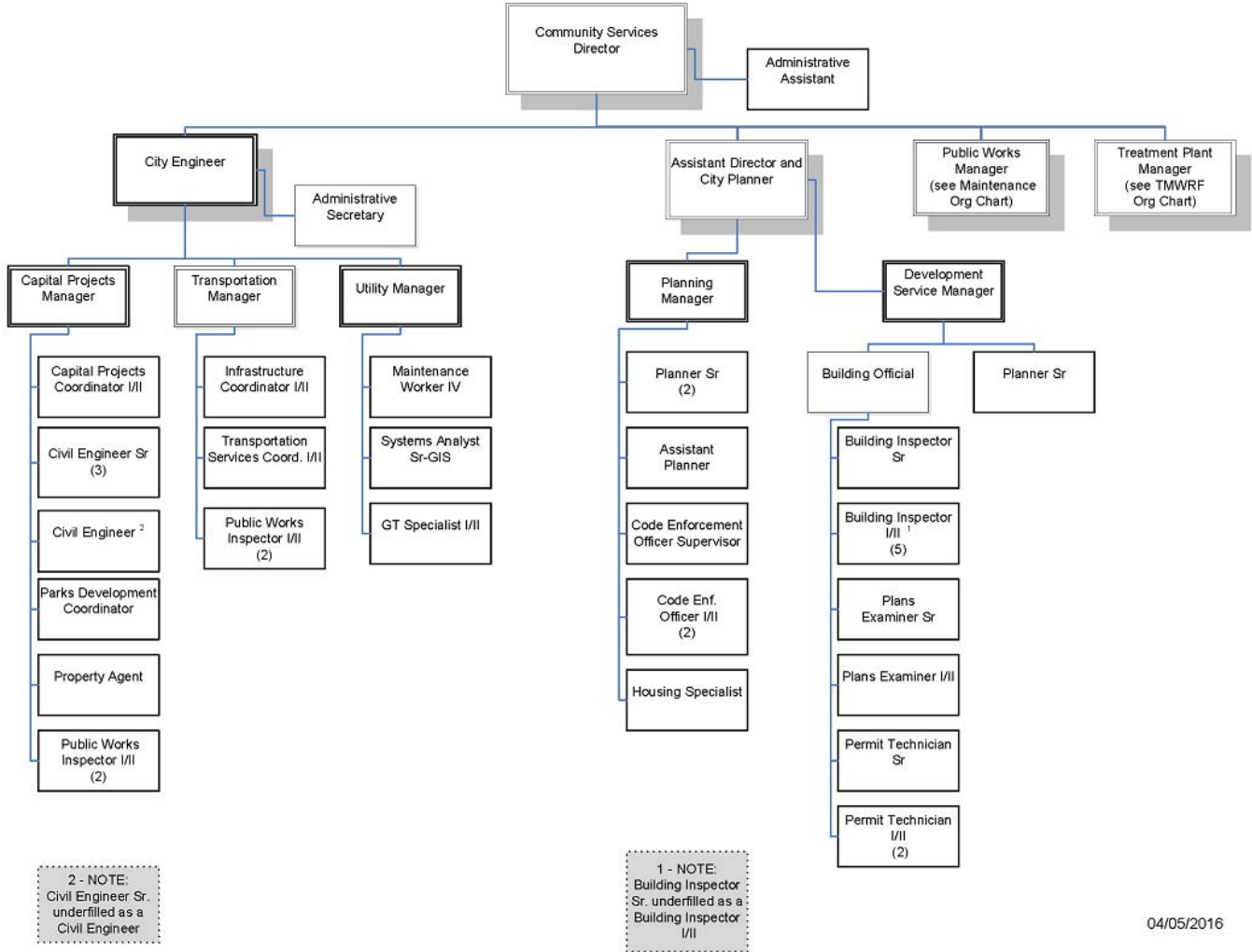
Environmental Control-Inspect and monitor the Sparks industrial commercial community to maintain compliance with federal, state and local pre-treatment and storm water programs, including hazardous spill response.

Utility Engineering and Support Services Division

- Responsible for management, engineering and support services to construct, operate and maintain sewer, storm, flood and effluent utilities
- Engineering, design, project management and coordination for utility related civil improvement projects
- Manage utility infrastructure, including: ensure appropriate cost recovery and a fair rate structure; establish and administer effluent user contracts and billings; manage effluent discharge permits; develop and implement a capacity, maintenance, operation and management system (CMOM); develop a long term CIP for system reinvestment

DEPARTMENT ORGANIZATIONAL CHART (Administration)

7/01/16



04/05/2016

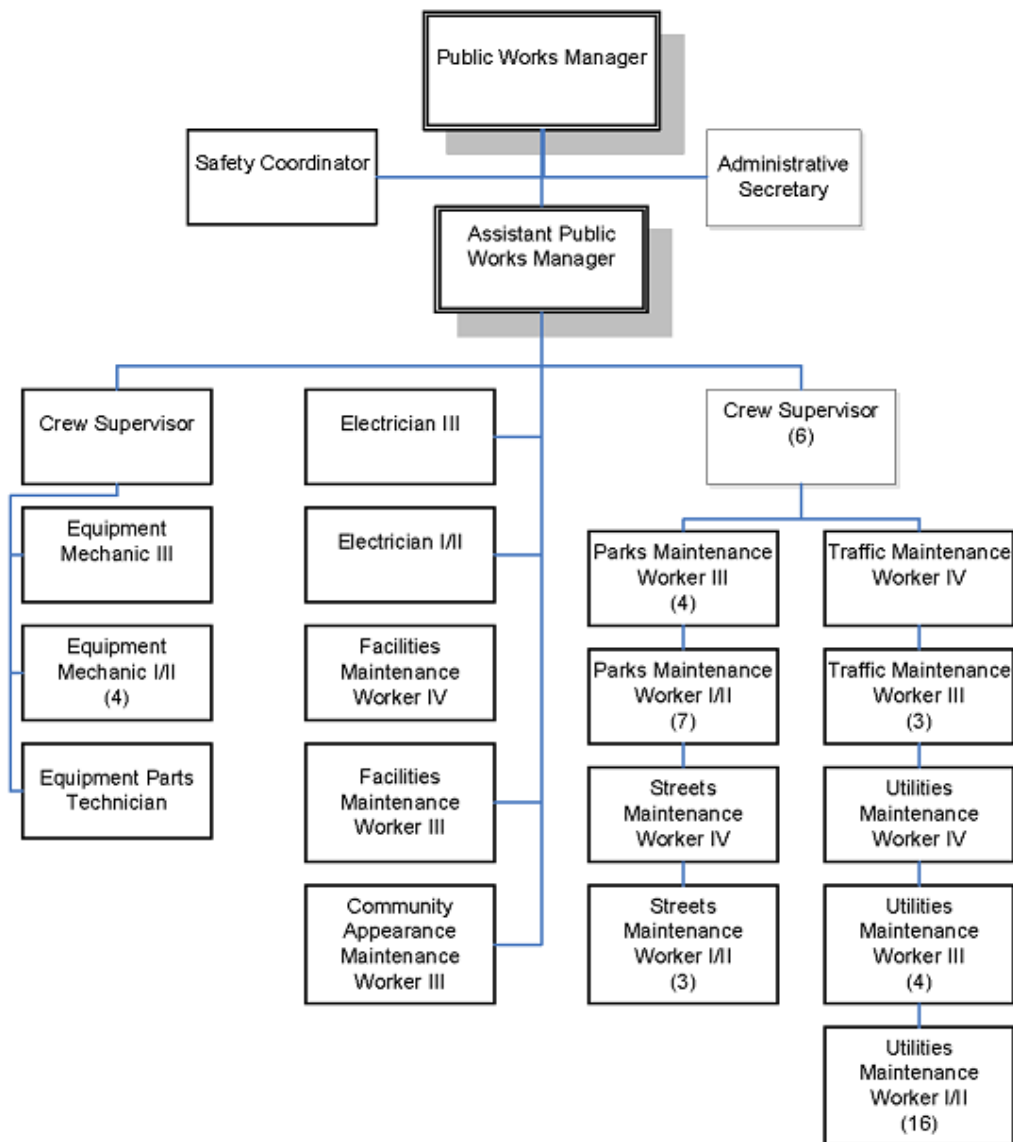


Changes reflected in the FY17 Budget - Administration	
<u>FY17 New Needs</u> Development Services Manager Permit Technician Assistant Planner Public Works Inspector	
<u>FY17 Personnel Re-classes</u> One Senior Code Enforcement Officer re-classed to a Code Enforcement Supervisor	
Community Services Reorganization Plan	
Eliminated positions: Deputy City Manager for Community Services Assistant Community Services Director & City Engineer City Planner Advanced Planner (eliminated from budget only)	New positions: Community Services Director Assistant Director of Community Services Development Services Manager (in New Needs) Planning Manager City Engineer



DEPARTMENT ORGANIZATIONAL CHART (Maintenance)

7/01/16



Changes reflected in the FY17 Budget - Maintenance

FY17 New Needs

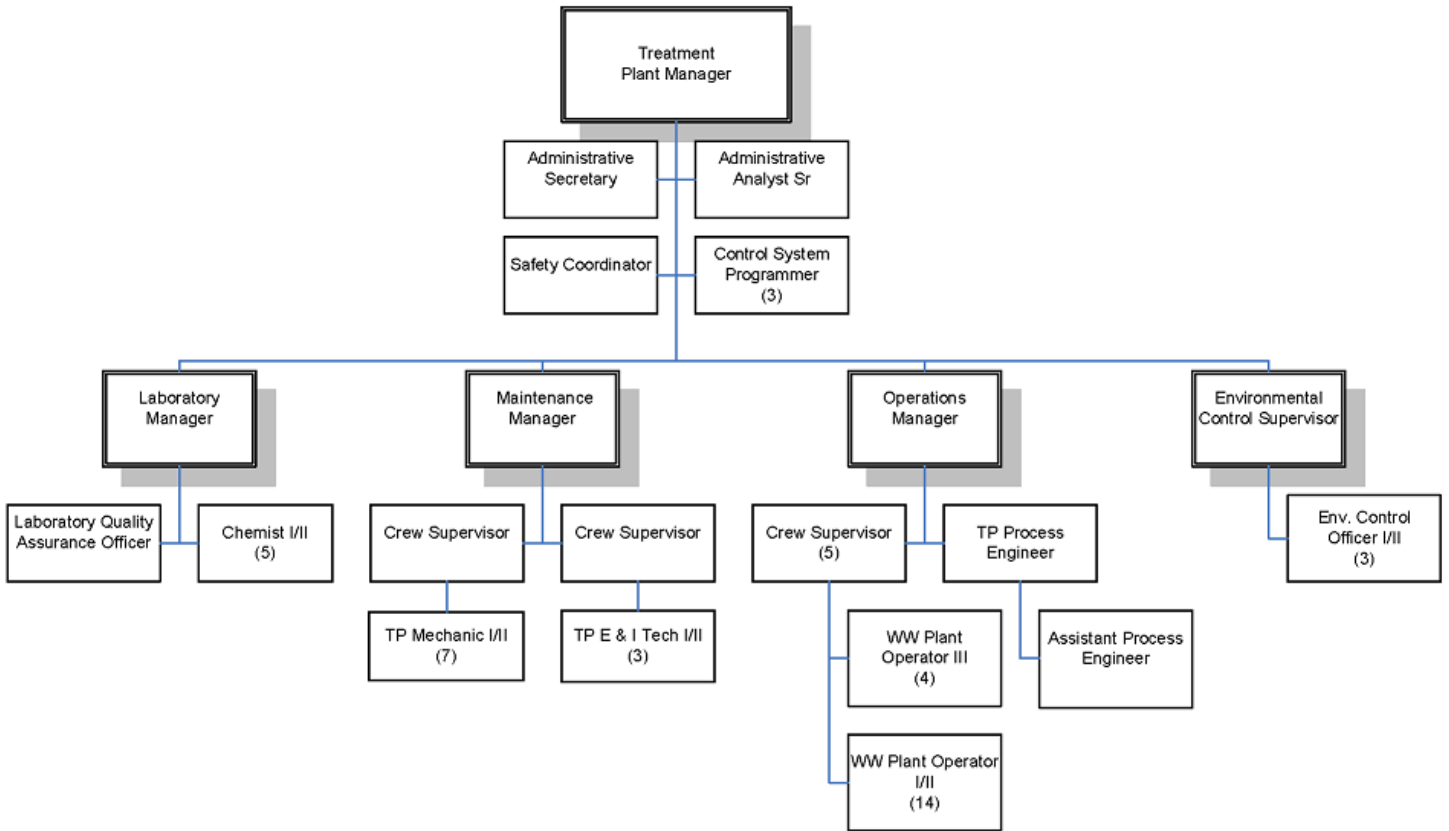
- One additional Parks Maintenance Worker
- One additional Safety Coordinator

FY17 Personnel Re-classes:

- Three Utility Maintenance Worker II positions re-classified to Utility Maintenance Worker III
- One Equipment Services Worker re-classified to Equipment Mechanic I

DEPARTMENT ORGANIZATIONAL CHART (TMWRF)

7/01/16



Changes reflected in the FY17 Budget - TMWRF

FY17 New Needs = One additional Assistant Process Engineer

Parks & Recreation

The Parks & Recreation Department strengthens Sparks by protecting parks and natural resources and fostering recreation opportunities and special events that enhance our city's image, economic vitality and quality of life. Key service areas include:

Administration: Provide direction and planning for Parks and Recreation operations: policies/procedures, budget development, oversight of resource management and expenditures, customer service, grant management, identifying and addressing leisure service needs and business office operations.

Parks Administration: Ensure a safe, aesthetic and functional parks system through the oversight of maintenance and safety requirements, and plan/coordinate/implement improvements and renovations.

Project development: Provide additional programming and open space opportunities through innovative facility/park development projects.

Facility Management: Operate recreational facilities (daily usage and rentals) 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), six reservable park sites and approximately 15 sports fields at eight school sites.

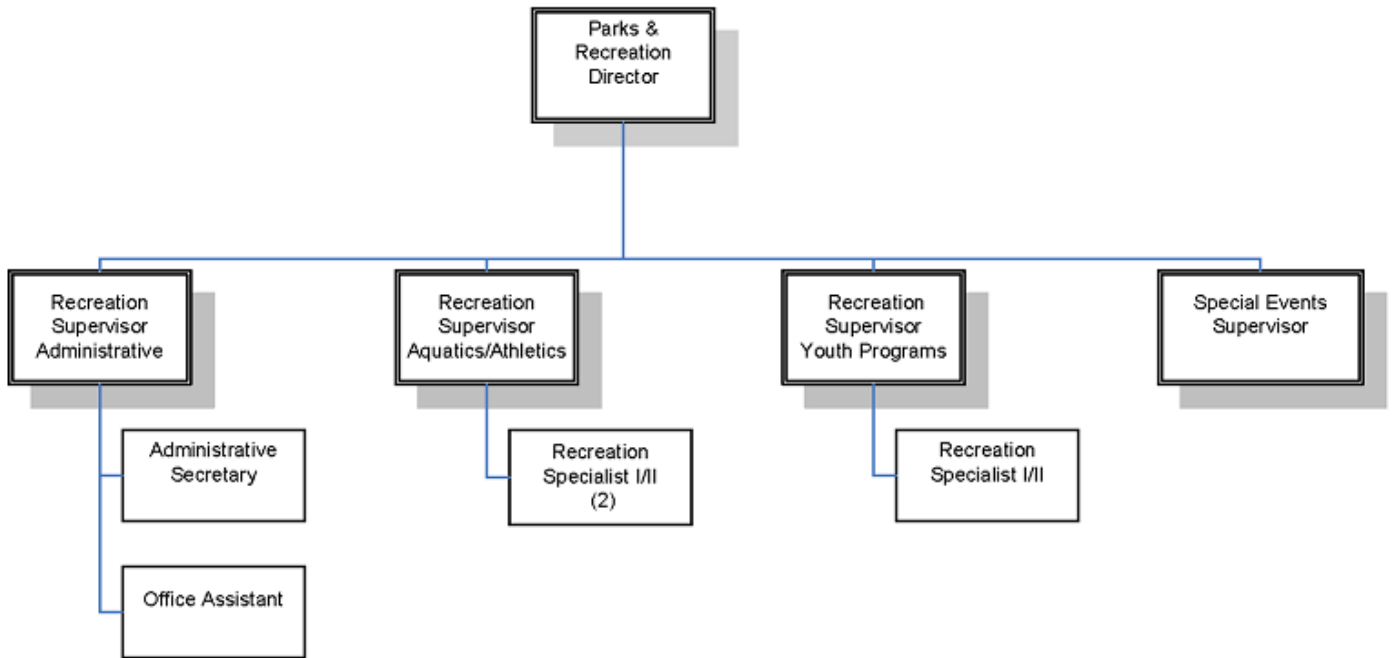
Recreation Programs/Services: Develop, administer and coordinate programs and services for all ages and abilities ranging from youth/adult sports, kids out-of-school programs, community classes, swimming lessons/aquatic programs, arts and programming for people with disabilities.

Special Events: Recruit, facilitate, produce, manage, coordinate and support family-oriented events at Victorian Square, Sparks Marina and sports complex venues for residents and visitors to the area.

Marketing: Broaden awareness of parks and recreation services, programs and events and the related benefits, and encourage/engage community participation.

DEPARTMENT ORGANIZATIONAL CHART

7/01/16



Changes reflected in the FY17 Budget

FY17 New Needs:

One additional Recreation Assistant (Aquatics)



Appendix A: FY17-FY21 Capital Improvement Plan

CITY OF SPARKS

Five Year Capital Improvement Plan 2016/17 - 2020/21

Proj. #	Project Description	Total Budget 2016-2017
ROAD FUND (1401): Transportation Systems Street Projects		
PAVEMENT MANAGEMENT PROGRAM		
Planned Capital Improvements		
17-0500	Street Improvements - Corrective & Rehab (see "2017 Rehab" map)	\$ 3,000,000
17-0501	Sidewalk Rehabilitation	\$ 350,000
17-0502	Alley, Parking Lot and Pathway - Rehab	\$ 200,000
Annual Recurring Capital Projects & Maintenance/Materials		
17-0503	Street & Alley Surfaces - Preventative (see "2017 Prev" map)	\$ 375,000
17-0590	Annual Pavement Management Program Support:	\$ 250,000
17-0591	Annual Street Surface Maintenance and Materials	\$ 268,444
TRAFFIC PROGRAM		
17-0690	Traffic Safety	\$ 75,000
17-0691	Electrical System Upgrades	\$ 100,000
17-0692	MUTCD Sign Compliance Requirements	\$ 50,000
17-0693	Traffic Signs and Paint	\$ 121,240
TOTAL ROAD FUND PROJECTS		\$ 4,789,684

CAPITAL PROJECTS FUND (1404): City Facilities Projects

CITY FACILITIES		
Planned Capital Improvements		
17-1000	City Hall Basement Carpet Replacement Project	\$ 25,000
17-1001	Police Dept. - Window Energy Efficiency Project	\$ 25,000
17-1002	Police Dept.- HVAC System Retrofit 1st/2nd/Basement Construction	\$ 425,000
17-1003	Maintenance Yard Main Building Carpet Replacement Project	\$ 15,000
17-1004	Fire Station #3 Grout Repair and Exterior Painting	\$ 40,000
17-1005	Maintenance Garage Generator Connection and Refurbishment	\$ 50,000
17-1006	Fire Station #1 - West Parking Lot Rehabilitation	\$ 50,000
17-1007	Fire Station #4 - Parking Lot Rehabilitation	\$ 250,000
17-1008	Museum Carpet and Facade Upgrades	\$ 100,000
17-1009	Alf Sorensen Air Handler/Dehumidifier Improvement Project	\$ 230,000

CITY OF SPARKS

Five Year Capital Improvement Plan 2016/17 - 2020/21

Proj. #	Project Description	Total Budget 2016-2017
Annual Recurring Capital Projects & Maintenance/Materials		
080730	IT Sustainability Plan (City's Wildly Important Goal WIG) - HARDWARE	\$ 418,090
080731	IT Sustainability Plan (City's Wildly Important Goal WIG) - SOFTWARE	\$ 550,000
17-1090	Annual Citywide Facilities Improvements	\$ 100,000
17-1091	City Lighting Energy Retrofits	\$ 25,000
17-1092	Annual Maintenance Contract for Photovoltaic Systems	\$ 14,000
17-1093	City Facilities ADA Mitigation Improvements	\$ 25,000
17-1094	Annual City Wide Elevator Retrofit & Upgrades	\$ 150,000
17-1095	Annual Citywide Door Replacement Project	\$ 20,000
TOTAL CAPITAL PROJECTS-CITY FACILITIES		\$ 2,512,090

CAPITAL FACILITIES FUND (1405): Capital Facilities Projects

CAPITAL FACILITIES PROJECTS

Planned Capital Improvements

17-1500	Special Events Area CCTV	\$ 60,000
17-1501	C Street Parking Garage - Video Surveillance Upgrade	\$ 60,000
17-1502	Citywide Re-Keying/Security Infrastructure	\$ 25,000
17-1503	PD South Exterior Stairway Renovation	\$ 60,000
17-1504	Fire Station #2 - Rollup Door Replacement	\$ 30,000
17-1505	Fire Station #1 - Security & Paging System Replacement	\$ 65,000
17-1506	Fire Station #1 - Fire Prevention Office Renovation & ADA Upgrades	\$ 60,000
17-1507	Community Services Wing Restroom Renovation & ADA Upgrade	\$ 105,000
TOTAL CAPITAL FACILITIES PROJECTS		\$ 465,000

PARKS & RECREATION PROJECTS (1402): Capital Improvements

PARKS & RECREATION PROJECTS

Planned Capital Improvements

17-1600	Del Cobre Path Rehabilitation Project	\$ 150,000
17-1601	Alf Sorensen Air Handler/Dehumidifier Improvement Project	\$ 355,000
17-1602	LDJ Fitness Center Window Energy Efficiency Project	\$ 10,000
17-1603	Alf Sorensen HVAC Design	\$ 50,000

CITY OF SPARKS

Five Year Capital Improvement Plan 2016/17 - 2020/21

Proj. #	Project Description	Total Budget 2016-2017
Annual Recurring Capital Projects & Maintenance/Supplies		
17-1690	Bike Path Rehabilitation	\$ 100,000
17-1691	Annual Sports Court Rehabilitation Project	\$ 20,000
17-1692	Nursery Re-Stock	\$ 5,000
17-1693	Sports Fields Grass Turf Replacement	\$ 15,000
17-1694	Marina Park Landscape, Path Modifications, and Upgrades	\$ 30,000
17-1695	Victorian Square Enhancements	\$ 170,000
17-1696	Annual Park Facilities Improvements	\$ 45,000
TOTAL PARKS AND RECREATION CAPITAL PROJECTS		\$ 950,000
GOLDEN EAGLE REGIONAL PARK PROJECTS		
Annual Recurring Capital Projects & Maintenance/Supplies		
17-1790	Annual GERP Site & Facilities Improvements	\$ 25,000
17-1791	Annual Turf Maintenance Contract	\$ 30,000
TOTAL PARKS AND RECREATION CAPITAL PROJECTS		\$ 1,005,000
PARK CONSTRUCTION TAX DIST #1 (1406): Park District #1 Capital Projects		
PARK DISTRICT #1 PROJECTS		
17-1890	Annual Park District #1 Improvements	\$ 50,000
TOTAL PARK CONSTRUCTION TAX DIST #1 PROJECTS		\$ 50,000
PARK CONSTRUCTION TAX DIST #2 (1407): Park District #2 Capital Projects		
PARK DISTRICT #2 PROJECTS		
17-1990	Annual Park District #2 Improvements	\$ 225,000
TOTAL PARK CONSTRUCTION TAX DIST #2 PROJECTS		\$ 225,000
PARK CONSTRUCTION TAX DIST #3 (1408): Park District #3 Capital Projects		
PARK DISTRICT #3 PROJECTS		
Planned Capital Improvements		
17-2091	Silverton Shores Park	\$ 500,000
Annual Recurring Capital Projects & Maintenance/Supplies		
16-2090	Annual Park District #3 Improvements	\$ 25,000
TOTAL PARK CONSTRUCTION TAX DIST #3 PROJECTS		\$ 525,000

CITY OF SPARKS

Five Year Capital Improvement Plan 2016/17 - 2020/21

Proj. #	Project Description	Total Budget 2016-2017
VICTORIAN SQUARE ROOM TAX (1415): Victorian Square Room Tax Projects		
VICTORIAN SQUARE ROOM TAX PROJECTS		
Planned Capital Improvements		
17-2100	Victorian Square Infrastructure Improvement Project Phase 1	\$ 350,000
Annual Recurring Capital Projects & Maintenance/Supplies		
17-2190	Victorian Square Development Contribution	\$ 50,000
TOTAL VICTORIAN SQUARE ROOM TAX PROJECTS		\$ 400,000
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) (1203): Capital Projects		
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECTS		
17-2290	Pedestrian and Street Improvements	\$ 300,000
TOTAL CDBG PROJECTS		\$ 300,000
MUNICIPAL COURT ADMINISTRATIVE ASSESSMENT FUND (1208):		
MUNICIPAL COURT ADMIN ASSESSMENT PROJECTS		
Planned Capital Improvements		
17-2300	Security Entrance Remodel	\$ 150,000
Annual Recurring Capital Projects & Maintenance/Supplies		
17-2390	Annual Municipal Court Facility Improvements	\$ 20,000
TOTAL MUNICIPAL COURT PROJECTS		\$ 170,000
STREET CUT FUND (1224):		
STREET CUT PROJECTS		
17-2490	Street Cut Repair Contract	\$ 400,000
TOTAL STREET CUT PROJECTS		\$ 400,000

CITY OF SPARKS

Five Year Capital Improvement Plan 2016/17 - 2020/21

Proj. #	Project Description	Total Budget 2016-2017
SPARKS UTILITIES (1600's): Sanitary sewer, storm drain, and effluent projects		
SEWER PROJECTS		
EXPANSION / REHABILITATION OF SEWER INFRASTRUCTURE SYSTEMS		
17-6580	TMWRF Aeration System Improvements	\$ 94,110
17-6581	TMWRF Nitrification System Valve Improvements	\$ 909,730
17-6582	TMWRF Plant Wide - Water Systems 2 & 3 Piping Upgrades	\$ 313,700
17-6583	TMWRF Clarifier Basin Concrete & Steel Rehab	\$ 94,110
17-6584	TMWRF Plant Wide HVAC Rehab	\$ 439,180
17-6585	TMWRF Activated Sludge Flow Improvements	\$ 1,097,950
17-6586	TMWRF Substation Electrical Rehab	\$ 470,550
17-6587	TMWRF Nitrification Tower Rehab & Improvements	\$ 133,323
17-6588	TMWRF Rapid Infiltration Basin (RIB) Permitting & Design	\$ 156,850
17-6591	Sewer Pipeline Rapid Assessment Tool	\$ 25,000
17-6592	Annual Sewer System Rehab	\$ 400,000
17-6593	Annual Sewer System Street Improvement Coordination	\$ 100,000
SEWER OPERATIONAL EFFICIENCY PROJECTS		
17-6594	Sewer Water Rights	\$ 75,000
17-6595	Rate Study 5 Year Update	\$ 75,000
17-6597	Annual Contingency for Emergencies	\$ 100,000
FUND 1630 & 1631 Subtotal		\$ 4,484,503
STORM DRAIN PROJECTS		
EXPANSION / REHABILITATION OF STORM DRAINS INFRASTRUCTURE SYSTEMS		
17-6601	Bergin Way Storm Drain System	\$ 1,250,000
17-6602	Alamo Driveway Drainage Project	\$ 50,000
17-6603	19th Street Storm Drain Project	\$ 85,000
17-6604	Pyramid Greenbrae Storm Drainage Project	\$ 150,000
17-6605	Rock Boulevard Storm Drain Project	\$ 100,000
17-6690	Annual Storm Drain Street Improvement Coordination	\$ 515,000
17-6691	Annual Storm Drain System Dam, Ditch, Flood & Drainage Structures	\$ 200,000
17-6692	* Annual Curb, Gutter, and Sidewalk Projects	\$ 500,000
STORM DRAINS OPERATIONAL EFFICIENCY PROJECTS		
17-6693	FEMA CRS/CAV	\$ 50,000
17-6694	Rate Study 5 Year Update	\$ 50,000
17-6695	Storm Drain Outreach Maintenance Program	\$ 15,000
17-6696	Annual Contingency for Emergencies	\$ 100,000
17-6697	GPS Equipment	\$ 40,000
FUND 1640 & 1641 Subtotal		\$ 3,105,000

CITY OF SPARKS

Five Year Capital Improvement Plan 2016/17 - 2020/21

Proj. #	Project Description	Total Budget 2016-2017
EFFLUENT REUSE PROJECTS		
EFFLUENT REUSE OPERATIONAL EFFICIENCY PROJECTS		
17-6790	Effluent Metered Site Upgrades	\$ 25,000
17-6791	Annual Contingency for Emergencies	\$ 50,000
17-6792	Rate Study 5 Year Update	\$ 25,000
17-6793	Reuse Pump Station Electrical and Building Design	\$ 250,000
FUND 1650 & 1651 Subtotal		\$ 350,000
TOTAL SEWER IMPROVEMENT FUNDS		\$ 7,939,503
RIVER FLOOD PROJECTS		
17-6800	North Truckee Drain Existing Ditch Piping	\$ 2,400,000
TOTAL RIVER FLOOD PROJECTS		\$ 2,400,000
TOTAL SEWER IMPROVEMENT FUNDS & RIVERFLOOD PROJECTS		\$ 10,339,503
MOTOR VEHICLE FUND (1702):		
CITY VEHICLE AND EQUIPMENT REPLACEMENTS		
17-7500	Vehicle & Equipment Replacement Plan - current year	\$ 958,000
100902	Fire Apparatus Replacement Plan - 1702	\$ 1,157,625
100903	Fire Capital Equipment Replacement Plan - 1702	\$ 65,280
TOTAL MOTOR VEHICLE RELATED PROJECTS		\$ 2,180,905

City of Sparks

Five Year Capital Improvement Plan 2016/17 - 2020/21

Project # Project Description	FY17	FY18	FY19	FY20	FY21
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ROAD FUND (1401): Transportation Systems, Road Improvements & related road maintenance projects

Capital Resources

Funding Available from Prior Year	2,407,934	901,415	1,168,742	1,753,843	2,087,048
Fuel Tax Revenues	2,376,282	2,423,808	2,472,284	2,521,729	2,572,164
TMWA MUA Revenue	634,596	647,288	660,234	673,438	686,907
Electric and Gas Franchise Fees	2,262,404	2,307,652	2,353,805	2,400,881	2,448,899
Miscellaneous. Revenue/Expenses	34,200	25,000	25,000	25,000	25,000
Less Road Maintenance Personnel	(2,024,317)	(2,085,047)	(2,147,598)	(2,212,026)	(2,278,387)
Total Available For Road Projects	5,691,099	4,220,116	4,532,466	5,162,866	5,541,631

PAVEMENT MANAGEMENT PROGRAM

Planned Capital Improvements

Street Improvement - Corrective / Rehabilitation

17-0500 Street Improvements - Corrective & Rehab (see "2017 Rehab" map)	3,000,000	1,500,000	1,500,000	1,500,000	1,500,000
17-0501 Sidewalk Rehabilitation	350,000	250,000	250,000	250,000	250,000
17-0502 Alley, Parking Lot and Pathway - Rehab	200,000	200,000	200,000	200,000	200,000

Annual Recurring Capital Projects and Maintenance / Materials

17-0503 Street & Alley Surfaces - Preventative (see "2017 Prev" map)	375,000	375,000	375,000	375,000	375,000
17-0590 Annual Pavement Management Program Support: Design/Geotechnical Support	250,000	100,000	100,000	100,000	100,000
RTC- 2011-12 / 2015-16 Fuel TAX Supported Roadway Projects and NDOT Enhancement Supported Projects Real Property / Right of Way Services					
17-0591 Annual Street Surface Maintenance and Materials for: Crack Seal and Road Surfacing	268,444	276,497	284,792	293,336	302,136
Sub-total	4,443,444	2,701,497	2,425,000	2,718,336	2,727,136

TRAFFIC PROGRAM

Planned Capital Improvements

Annual Recurring Capital Projects and Maintenance/Supplies

17-0690 Traffic Safety Safe Route To School Plan Updates Citywide Signal Coordination/Capacity Improvements Traffic Calming Enhancements	75,000	75,000	75,000	75,000	75,000
17-0691 Electrical System Upgrades Traffic Signal Detection Upgrades Traffic Signal Conflict Monitor Replacement Projects Traffic Computer Maintenance and Upgrades Traffic Signal LED Replacement Program Contracting Services - Street Sign & Traffic Signal Electrical	100,000	100,000	100,000	100,000	100,000
17-0692 MUTCD Sign Compliance Requirements Program	50,000	50,000	50,000	50,000	50,000
17-0693 Traffic Signs and Paint Line Laser for Traffic Paint and Signs Traffic Paint Materials Street Signs	121,240	124,877	128,624	132,482	136,457
Sub-total	346,240	349,877	353,624	357,482	361,457

TOTAL ROAD FUND PROJECTS	4,789,684	3,051,375	2,778,624	3,075,818	3,088,593
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City of Sparks

Five Year Capital Improvement Plan 2016/17 - 2020/21

Project # Project Description	FY17	FY18	FY19	FY20	FY21
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CAPITAL PROJECTS FUND (1404): Acquisition and construction of fixed assets and rehabilitation of capital facilities.

Capital Resources

Funding Available from Prior Year	138,230	177,480	851,980	1,153,980	1,946,480
General Fund Transfer for Public Works Projects	1,575,000	1,575,000	1,575,000	1,575,000	1,575,000
Unspent Bond Proceeds Dedicated to Debt Service	0	0	0	0	0
Miscellaneous Revenue/Expenses	8,250	8,500	8,500	8,500	8,500
Total Available For Capital Projects	1,721,480	1,760,980	2,435,480	2,737,480	3,529,980

CITY FACILITIES

Planned Capital Improvements

17-1000 City Hall Basement Carpet Replacement Project	25,000				
17-1001 Police Dept. - Window Energy Efficiency Project	25,000				
17-1002 Police Dept.- HVAC System Retrofit 1st/2nd/Basement Construction	425,000				
17-1003 Maintenance Yard Main Building Carpet Replacement Project	15,000				
17-1004 Fire Station #3 Grout Repair and Exterior Painting	40,000				
17-1005 Maintenance Garage Generator Connection and Refurbishment	50,000				
17-1006 Fire Station #1 - West Parking Lot Rehabilitation	50,000				
17-1007 Fire Station #4 - Parking Lot Rehabilitation	250,000				
17-1008 Museum Carpet and Facade Upgrades	100,000				
17-1009 Alf Sorensen Air Handler/Dehumidifier Improvement Project	230,000				
Museum Roof Replacement Project		90,000			
City Hall Exterior Paint, Trim, and Skylight Upgrades		200,000			
City Hall Carpet Replacement Community Services Wing		60,000			
Police Dept. - Fire Alarm to Garage & 30 amp Service Upgrade		25,000			
City Hall Legislative Bldg Restroom Renovation and ADA Upgrades		250,000			
Alf Sorensen Boiler Replacement Project			550,000		
Maintenance Yard Building Exterior Painting Project			150,000		
Police Dept.- Parking Lot Paving Project Unimproved Area			225,000		
Police Dept.- Evidence Building Bird Netting Project			7,500		
Police Dept.- Records Area Remodel			65,000		
Fire Station #1 - Carpet Replacement				95,000	
Police Dept.- Basement Painting Project				17,000	
Fire Station #4 - Carpet Replacement				45,000	
Police Dept.- Dispatch Expansion Project				350,000	
Maintenance Garage Electrical Upgrade Project					300,000
C Street Garage Rehab Phase 2					550,000
Maintenance Yard West Vehicle Storage Building Enclosure					300,000
Sub-total	1,210,000	625,000	997,500	507,000	1,150,000

Annual Recurring Capital Projects and Maintenance/Supplies

17-1090 Annual Citywide Facilities Improvements	100,000	100,000	100,000	100,000	100,000
17-1091 City Lighting Energy Retrofits	25,000	25,000	25,000	25,000	25,000
17-1092 Annual Maintenance Contract for Photovoltaic Systems	14,000	14,000	14,000	14,000	14,000
17-1093 City Facilities ADA Mitigation Improvements	25,000	25,000	25,000	25,000	25,000
17-1094 Annual City Wide Elevator Retrofit & Upgrades	150,000	100,000	100,000	100,000	100,000
17-1095 Annual Citywide Door Replacement Project	20,000	20,000	20,000	20,000	20,000
Sub-total	334,000	284,000	284,000	284,000	284,000

TOTAL CAPITAL PROJECTS	1,544,000	909,000	1,281,500	791,000	1,434,000
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City of Sparks

Five Year Capital Improvement Plan 2016/17 - 2020/21

Project # Project Description	FY17	FY18	FY19	FY20	FY21
Capital Resources - IT Sustainability Plan #1 - Hardware					
Funding Available from Prior Year	88,486	74,636	128,463	36,684	(0)
General Fund transfer	404,240	427,007	550,537	146,736	
Total Available For Capital Projects	492,726	501,643	679,000	183,420	(0)

Annual Recurring Capital Projects and Maintenance/Supplies					
080730 IT Sustainability Plan (City's Wildly Important Goal WIG) -	418,090	373,180	642,316	183,420	5,770
Sub-total	418,090	373,180	642,316	183,420	5,770

TOTAL CAPITAL PROJECTS - IT Sustainability Plan #1	418,090	373,180	642,316	183,420	5,770
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Capital Resources - IT Sustainability Plan #2 - Software					
Funding Available from Prior Year	113,000	239,000	24,000	40,000	37,000
General Fund transfer	676,000	980,000	136,000	197,000	148,000
Total Available For Capital Projects	789,000	1,219,000	160,000	237,000	185,000

Annual Recurring Capital Projects and Maintenance/Supplies					
080731 IT Sustainability Plan (City's Wildly Important Goal WIG) -	550,000	1,195,000	120,000	200,000	185,000
Sub-total	550,000	1,195,000	120,000	200,000	185,000

TOTAL CAPITAL PROJECTS - IT Sustainability Plan #2	550,000	1,195,000	120,000	200,000	185,000
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TOTAL CAPITAL PROJECTS FUND 1404	2,512,090	2,477,180	2,043,816	1,174,420	1,624,770
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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	304,416	29,142	127,603	222,909	322,102
Ad Valorem Taxes designated for Capital Projects per NRS 354.59815 & 354.598155	186,761	190,496	194,306	198,192	202,156
Miscellaneous Revenue/Expenses	2,965	2,965	1,000	1,000	1,000
Total Available For Capital Projects	494,142	222,603	322,909	422,102	525,258

CAPITAL FACILITIES PROJECTS

Planned Capital Improvements					
17-1500 Special Events Area CCTV	60,000				
17-1501 C Street Parking Garage - Video Surveillance Upgrade	60,000				
17-1502 Citywide Re-Keying/Security Infrastructure	25,000				
17-1503 PD South Exterior Stairway Renovation	60,000				
17-1504 Fire Station #2 - Rollup Door Replacement	30,000				
17-1505 Fire Station #1 - Security & Paging System Replacement	65,000				
17-1506 Fire Station #1 - Fire Prevention Office Renovation & ADA Upgrades	60,000				
17-1507 Community Services Wing Restroom Renovation & ADA Upgrade	105,000				
Fire Station #2 - Dorm Room Remodel and Tile Replacement		45,000			
Maintenance Yard Bull Pen Ventilation Improvement Project		50,000			
Citywide Re-Keying/Security Improvements			100,000	100,000	
Sub-total	465,000	95,000	100,000	100,000	0

TOTAL CAPITAL PROJECTS - CAPITAL FACILITIES	465,000	95,000	100,000	100,000	0
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City of Sparks

Five Year Capital Improvement Plan 2016/17 - 2020/21

Project # Project Description	FY17	FY18	FY19	FY20	FY21
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PARKS & RECREATION PROJECTS (1402): Park Improvement Projects, including Sparks Marina.

Capital Resources					
Funding Available from Prior Year	251,313	25,346	4,748	154,603	129,993
Electric and Gas Franchise Fees	1,131,203	1,153,827	1,176,904	1,200,442	1,224,451
Miscellaneous Revenue/Expenses	4,000	4,080	4,162	4,245	4,330
Less Park and Recreation Personnel	(411,170)	(423,505)	(436,210)	(449,297)	(462,775)
Total Available For Capital Projects	975,346	759,748	749,603	909,993	895,998

PARKS & RECREATION PROJECTS					
Planned Capital Improvements					
17-1600 Del Cobre Path Rehabilitation Project	150,000				
17-1601 Alf Sorensen Air Handler/Dehumidifier Improvement Project	355,000				
17-1602 LDJ Fitness Center Window Energy Efficiency Project	10,000				
17-1603 Alf Sorensen HVAC Design	50,000				
Burgess Park Skateboard Park and Sidewalk Rehabilitation		100,000			
Alf Sorensen Lobby/Pre-School/Shower HVAC Modifications		270,000			
Rock Park Additional Parking			150,000		
Richards Way Gym Floor Repair/Replacement			60,000		
Victorian Amphitheater Side Enclosure - Phase 2				180,000	
Pah Rah Park Additional Parking				100,000	
Marina Shade Structure over Playground				20,000	
Shadow Mountain Barn Replacement Project				95,000	
Marina Amphitheater Project					150,000
Sub-total	565,000	370,000	210,000	395,000	150,000

Annual Recurring Capital Projects and Maintenance/Supplies					
17-1690 Bike Path Rehabilitation	100,000	100,000	100,000	100,000	100,000
17-1691 Annual Sports Court Rehabilitation Project	20,000	20,000	20,000	20,000	20,000
17-1692 Nursery Re-Stock	5,000	5,000	5,000	5,000	5,000
17-1693 Sports Fields Grass Turf Replacement	15,000	15,000	15,000	15,000	15,000
17-1694 Marina Park Landscape, Path Modifications, and Upgrades	30,000	30,000	30,000	30,000	30,000
17-1695 Victorian Square Enhancements	170,000	170,000	170,000	170,000	170,000
17-1696 Annual Park Facilities Improvements	45,000	45,000	45,000	45,000	45,000
Sub-total	385,000	385,000	385,000	385,000	385,000

TOTAL CAPITAL PROJECTS PARKS AND RECREATION	950,000	755,000	595,000	780,000	535,000
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Capital Resources - Golden Eagle Regional Park					
Funding Available from Prior Year	737,668	935,502	1,125,961	1,316,029	355,694
GERP Facility Rentals, Sponsorship, Advertising, and Lighting Revenue	108,000	108,000	108,000	108,000	108,000
GERP Concession Franchise Fee & Park Fees	149,996	149,996	149,996	149,996	149,996
Miscellaneous Revenue	7,500	505	505	505	505
Less Golden Eagle Regional Park Operations	(12,662)	(13,042)	(13,433)	(13,836)	(14,251)
Total Available For Capital Projects	990,502	1,180,961	1,371,029	1,560,694	599,944

GOLDEN EAGLE REGIONAL PARK PROJECTS					
Planned Capital Improvements					
Synthetic Turf Replacement				1,150,000	
Annual Recurring Capital Projects and Maintenance/Supplies					
17-1790 Annual GERP Site & Facilities Improvements	25,000	25,000	25,000	25,000	25,000
17-1791 Annual Turf Maintenance Contract	30,000	30,000	30,000	30,000	30,000
Sub-total	55,000	55,000	55,000	1,205,000	55,000

TOTAL CAPITAL PROJECTS - GERP	55,000	55,000	55,000	1,205,000	55,000
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TOTAL PARKS AND REC PROJECTS FUND 1402	1,005,000	810,000	650,000	1,985,000	590,000
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City of Sparks

Five Year Capital Improvement Plan 2016/17 - 2020/21

Project # Project Description	FY17	FY18	FY19	FY20	FY21
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PARK CONSTRUCTION TAX DIST #1 (1406): Construction of new park facilities located in Park District #1.

Capital Resources

Funding Available from Prior Year	356,419	607,399	633,399	634,399	635,399
Budgeted Residential Park Construction Tax	300,000	75,000	50,000	50,000	50,000
Miscellaneous Revenue/Expenses	980	1,000	1,000	1,000	1,000
Total Available For Neighborhood Parks	657,399	683,399	684,399	685,399	686,399

PARK DISTRICT #1 PROJECTS

Park District #1 Park Improvement Projects

17-1890 Annual Park District 1 Improvements	50,000	50,000	50,000	50,000	50,000
Sub-total	50,000	50,000	50,000	50,000	50,000

TOTAL CAPITAL PROJECTS - PARK DISTRICT #1	50,000	50,000	50,000	50,000	50,000
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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	570,452	703,702	837,117	966,962	1,096,807
Budgeted Residential Park Construction Tax	350,000	350,000	350,000	350,000	350,000
Miscellaneous Revenue/Expenses	8,250	8,415	4,845	4,845	4,845
Total Available For Neighborhood Parks	928,702	1,062,117	1,191,962	1,321,807	1,451,652

PARK DISTRICT #2 PROJECTS

Park District #2 Park Improvement Projects

17-1990 Annual Park District 2 Improvements	225,000	225,000	225,000	225,000	225,000
Sub-total	225,000	225,000	225,000	225,000	225,000

TOTAL CAPITAL PROJECTS - PARK DISTRICT #2	225,000	225,000	225,000	225,000	225,000
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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	1,204,495	1,038,795	873,281	848,281	988,281
Budgeted Residential Park Construction Tax	350,000	350,000	350,000	350,000	350,000
Miscellaneous Revenue/Expenses	9,300	9,486	15,000	15,000	15,000
Total Available For Neighborhood Parks	1,563,795	1,398,281	1,238,281	1,213,281	1,353,281

PARK DISTRICT #3 PROJECTS

Planned Capital Improvements

17-2091 Silverton Shores Park	500,000				
Black Hills Drive (Foothill #3)		500,000			
Truth Drive (Foothill #4)			365,000		

Annual Recurring Capital Projects and Maintenance/Supplies

17-2090 Annual Park District 3 Improvements	25,000	25,000	25,000	225,000	225,000
Sub-total	525,000	525,000	390,000	225,000	225,000

TOTAL CAPITAL PROJECTS - PARK DISTRICT #3	525,000	525,000	390,000	225,000	225,000
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City of Sparks

Five Year Capital Improvement Plan 2016/17 - 2020/21

Project # Project Description	FY17	FY18	FY19	FY20	FY21
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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	2,987,797	3,448,047	3,783,497	4,174,903	4,723,044
Anticipated Victorian Square Room Tax Revenues	840,000	865,200	891,156	917,891	945,427
Miscellaneous Revenue/Expenses	20,250	20,250	20,250	20,250	20,250
Total Available For Room Tax Projects	3,848,047	4,333,497	4,694,903	5,113,044	5,688,721

VICTORIAN SQUARE ROOM TAX PROJECTS

Planned Capital Improvements

17-2100	Victorian Square Infrastructure Improvement Project Phase 1	350,000				
	Victorian Square Infrastructure Improvement Project Phase 2 & 5		500,000			
	Victorian Square Infrastructure Improvement Project Phase 3			470,000		
	Victorian Square Infrastructure Improvement Project Phase 4				340,000	
	Victorian Square Infrastructure Improvement Project Phase 6					300,000
	Sub-total	350,000	500,000	470,000	340,000	300,000

Annual Recurring Capital Projects and Maintenance/Supplies

17-2190	Victorian Square Development Contribution	50,000	50,000	50,000	50,000	50,000
	Sub-total	50,000	50,000	50,000	50,000	50,000

TOTAL VICTORAIN SQUARE ROOM TAX PROJECTS	400,000	550,000	520,000	390,000	350,000
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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	300,000	300,000	300,000	300,000	300,000
Total Available For CDBG Projects	300,000	300,000	300,000	300,000	300,000

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECTS

Planned Capital Improvements

17-2290	Pedestrian and Street Improvements (see "2016 CDBG Pedestrian & Street Improvement" Map)	300,000	300,000	300,000	300,000	300,000
	Sub-total	300,000	300,000	300,000	300,000	300,000

TOTAL CDBG CAPITAL PROJECTS	300,000	300,000	300,000	300,000	300,000
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City of Sparks

Five Year Capital Improvement Plan 2016/17 - 2020/21

Project # Project Description	FY17	FY18	FY19	FY20	FY21
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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	115,918	918	15,918	(9,082)	(24,082)
Admin Assessment Fees per NRS 176.0611	55,000	55,000	55,000	55,000	55,000
Total Available For Muni Court Projects	170,918	55,918	70,918	45,918	30,918

MUNICIPAL COURT ADMIN ASSESSMENT PROJECTS

Planned Capital Improvements

17-2300 Security/Entrance Remodel	150,000				
Employee Parking Lot Rehab		20,000			
Muni-Court Carpet Replacement			25,000		
Muni-Court Fence Installation (West Side of Building)				15,000	
Sub-total	150,000	20,000	25,000	15,000	0

Annual Recurring Capital Projects and Maintenance/Supplies

17-2390 Annual Municipal Court Facility Improvements	20,000	20,000	55,000	55,000	55,000
Sub-total	20,000	20,000	55,000	55,000	55,000
TOTAL MUNI COURT CAPITAL PROJECTS	170,000	40,000	80,000	70,000	55,000

STREET CUT (1224): Street repairs as a result of street cuts from local vendors.

Capital Resources

Funding Available from Prior Year	253,996	288,326	405,684	531,209	665,067
Street Cut Permits	500,000	510,000	520,200	530,604	541,216
Miscellaneous Revenue/Expenses	80	80	80	100	100
Less Street Cut personnel and operational costs	(65,750)	(67,723)	(69,754)	(71,847)	(74,002)
Total Available For Street Cut Projects	688,326	730,684	856,209	990,067	1,132,380

STREET CUT PROJECTS

Annual Recurring Capital Projects and Maintenance/Supplies

17-2490 Street Cut Repair Contract	400,000	325,000	325,000	325,000	325,000
Sub-total	400,000	325,000	325,000	325,000	325,000

TOTAL STREET CUT PROJECTS	400,000	325,000	325,000	325,000	325,000
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SPARKS UTILITIES (1600's): Sanitary sewer, storm drain, and effluent projects

Capital Resources

Capital Funding Available from Prior Year	30,173,750	27,443,049	25,650,908	25,610,214	25,798,101
Connection Fees	3,848,843	3,925,820	4,004,336	4,084,423	4,166,111
Sun Valley TMWRF capital contributions	1,173,538	1,088,506	1,017,359	992,379	1,021,425
Miscellaneous Revenue	257,843	250,000	250,000	250,000	250,000
System Reinvestment Transfer from Operating	4,500,000	4,000,000	4,000,000	4,000,000	4,000,000
Operational Efficiency Projects paid for out of Operating Funds	855,000	1,915,000	415,000	415,000	415,000
Sparks share of TMWRF staff capital (capital budget in fund 5605)	(551,970)	(500,000)	(500,000)	(500,000)	(500,000)
Debt Service	(4,874,452)	(4,614,282)	(4,614,282)	(4,614,282)	(4,374,166)
Total Resources Available for Utilities Projects	35,382,552	33,508,094	30,223,322	30,237,733	30,776,471

City of Sparks

Five Year Capital Improvement Plan 2016/17 - 2020/21

Project # Project Description	FY17	FY18	FY19	FY20	FY21
SEWER PROJECTS					
<i>EXPANSION / REHABILITATION OF SEWER INFRASTRUCTURE SYSTEMS</i>					
17-6580	TMWRF Aeration System Improvements	94,110			
17-6581	TMWRF Nitrification System Valve Improvements	909,730			
17-6582	TMWRF Plant Wide - Water Systems 2 & 3 Piping Upgrades	313,700	156,850	156,850	156,850
17-6583	TMWRF Clarifier Basin Concrete & Steel Rehab	94,110	131,754	138,028	144,302
17-6584	TMWRF Plant Wide HVAC Rehab	439,180	156,850	188,220	156,850
17-6585	TMWRF Activated Sludge Flow Improvements	1,097,950	1,010,114	871,145	
17-6586	TMWRF Substation Electrical Rehab	470,550			
17-6587	TMWRF Nitrification Tower Rehab & Improvements	133,323	1,121,478	1,192,060	1,192,060
17-6588	TMWRF Rapid Infiltration Basin (RIB) Permitting & Design	156,850			
	TMWRF Projects - Future FY18-FY21		690,140	1,097,950	78,425
17-6591	Sewer Pipeline Rapid Assessment Tool	25,000			
17-6592	Annual Sewer System Rehab	400,000	400,000	400,000	400,000
17-6593	Annual Sewer System Street Improvement Coordination	100,000	50,000	50,000	50,000
	*Annual Road Ahead				
	*RTC Road Ahead				
	El Rancho Sanitary Sewer Project		1,250,000		
	Sub-total	4,234,503	4,967,186	3,223,108	3,049,632
SEWER OPERATIONAL EFFICIENCY PROJECTS					
17-6594	Sewer Water Rights	75,000	75,000	75,000	75,000
17-6595	Rate Study 5 Year Update	75,000			
17-6597	Annual Contingency for Emergencies	100,000	100,000	100,000	100,000
	Sub-total	250,000	175,000	175,000	175,000
TOTAL SANITARY SEWER PROJECTS		4,484,503	5,142,186	3,398,108	3,224,632
STORM DRAIN PROJECTS					
<i>EXPANSION / REHABILITATION OF STORM DRAINS INFRASTRUCTURE SYSTEMS</i>					
17-6601	Bergin Way Storm Drain System	1,250,000			
17-6602	Alamo Driveway Drainage Project	50,000			
17-6603	19th Street Storm Drain Project	85,000			
17-6604	Pyramid Greenbrae Storm Drainage Project	150,000			
17-6605	Rock Boulevard Storm Drain Project	100,000			
17-6690	Annual Storm Drain Street Improvement Coordination	515,000	275,000	275,000	275,000
	*Annual Road Ahead Projects				
	*RTC Road Ahead Projects				
17-6691	Annual Storm Drain System Dam, Ditch, Flood & Drainage Structures	200,000	200,000	200,000	200,000
	*Annual SD System & Ditch Rehab				
	*Annual Dam/Flood Structure/Citywide Flood Rehab Construction				
17-6692	* Annual Curb, Gutter, and Sidewalk Projects	500,000	500,000	500,000	500,000
	Sub-total	2,850,000	975,000	975,000	975,000
STORM DRAINS OPERATIONAL EFFICIENCY PROJECTS					
17-6693	FEMA CRS/CAV	50,000	50,000	50,000	50,000
17-6694	Rate Study 5 Year Update	50,000			
17-6695	Storm Drain Outreach Maintenance Program	15,000	15,000	15,000	15,000
17-6696	Annual Contingency for Emergencies	100,000	100,000	100,000	100,000
17-6697	GPS Equipment	40,000			
	Sub-total	255,000	165,000	165,000	165,000
TOTAL STORM DRAINS PROJECTS		3,105,000	1,140,000	1,140,000	1,140,000

City of Sparks

Five Year Capital Improvement Plan 2016/17 - 2020/21

Project # Project Description	FY17	FY18	FY19	FY20	FY21
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EFFLUENT REUSE PROJECTS					
<i>EXPANSION / REHABILITATION OF EFFLUENT REUSE INFRASTRUCTURE SYSTEMS</i>					
Sub-total	0	0	0	0	0

EFFLUENT REUSE OPERATIONAL EFFICIENCY PROJECTS					
17-6790 Effluent Metered Site Upgrades	25,000	25,000	25,000	25,000	25,000
17-6791 Annual Contingency for Emergencies	50,000	50,000	50,000	50,000	50,000
17-6792 Rate Study 5 Year Update	25,000				
17-6793 Reuse Pump Station Electrical and Building Design	250,000				
Reuse Pump Station Electrical and Building Construction		1,500,000			
Sub-total	350,000	1,575,000	75,000	75,000	75,000
TOTAL EFFLUENT REUSE PROJECTS	350,000	1,575,000	75,000	75,000	75,000

TOTAL SEWER UTILITIES PROJECTS	7,939,503	7,857,186	4,613,108	4,439,632	4,641,341
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Capital Resources - RIVER FLOOD					
Funding Available from Prior Year	4,370,337	3,148,421	4,149,476	5,164,348	6,186,686
River Flood User Fees	3,047,972	3,026,112	3,037,329	3,048,545	3,048,545
River Flood Connection Fees	206,823	35,543	35,543	35,543	35,543
Bond/Loan Proceeds	0	0	0	0	0
Contribution from the Flood Project					
Miscellaneous Revenue	20,000	40,000	40,000	40,000	40,000
Debt Service	(2,096,711)	(2,100,600)	(2,098,000)	(2,101,750)	(2,101,750)
Total Available For RIVER FLOOD Capital Projects	5,548,421	4,149,476	5,164,348	6,186,686	7,209,024

RIVER FLOOD PROJECTS					
<i>Planned Capital Improvements</i>					
17-6800 North Truckee Drain Existing Ditch Piping	2,400,000				
Sub-total	2,400,000	0	0	0	0

TOTAL CAPITAL PROJECTS - RIVER FLOOD	2,400,000	0	0	0	0
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TOTAL SEWER UTILITIES PROJECTS FUNDS 1630-1651	10,339,503	7,857,186	4,613,108	4,439,632	4,641,341
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City of Sparks

Five Year Capital Improvement Plan 2016/17 - 2020/21

Project # Project Description	FY17	FY18	FY19	FY20	FY21
<i>MOTOR VEHICLE FUND (1702): Vehicle replacement and capital improvements to the vehicle maintenance facility.</i>					

Capital Resources

Funding Available from Prior Year	1,408,376	675,823	1,221,315	1,868,736	2,561,140
Vehicle Rent and Replacement Cost Contributions from other Funds	2,977,972	3,126,871	3,283,215	3,447,375	3,619,744
Fuel Reimbursement from other Funds	328,441	575,000	575,000	575,000	575,000
Miscellaneous Revenue	81,000	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, services & supplies, debt service	(2,161,966)	(2,270,064)	(2,383,568)	(2,502,746)	(2,627,883)
Total Available For Vehicle Replacement and Capital Projects	1,633,823	2,214,630	2,802,962	3,495,366	4,235,000

CITY VEHICLE AND EQUIPMENT REPLACEMENTS

17-7500 Vehicle & Equipment Replacement Plan - current year	958,000	993,315	934,226	934,226	934,226
Maintenance Garage Welding Room Electrical Upgrades		100,000			
	958,000	993,315	934,226	934,226	934,226
TOTAL MOTOR VEHICLE RELATED PROJECTS	958,000	993,315	934,226	934,226	934,226

Capital Resources - Fire Apparatus Replacement Plan

Funding Available from Prior Year	689,993	307,081	398,555	583,640	726,538
Vehicle Cost Recovery from General Fund for Fire apparatus	739,993	739,993	739,993	734,054	710,297
Vehicle Rent from General Fund Fire Dept for Capital Equipment Plan	100,000	100,000	100,000	100,000	100,000
Total Available For Fire Apparatus & Capital Equip Replacement	1,529,986	1,147,074	1,238,548	1,417,694	1,536,835

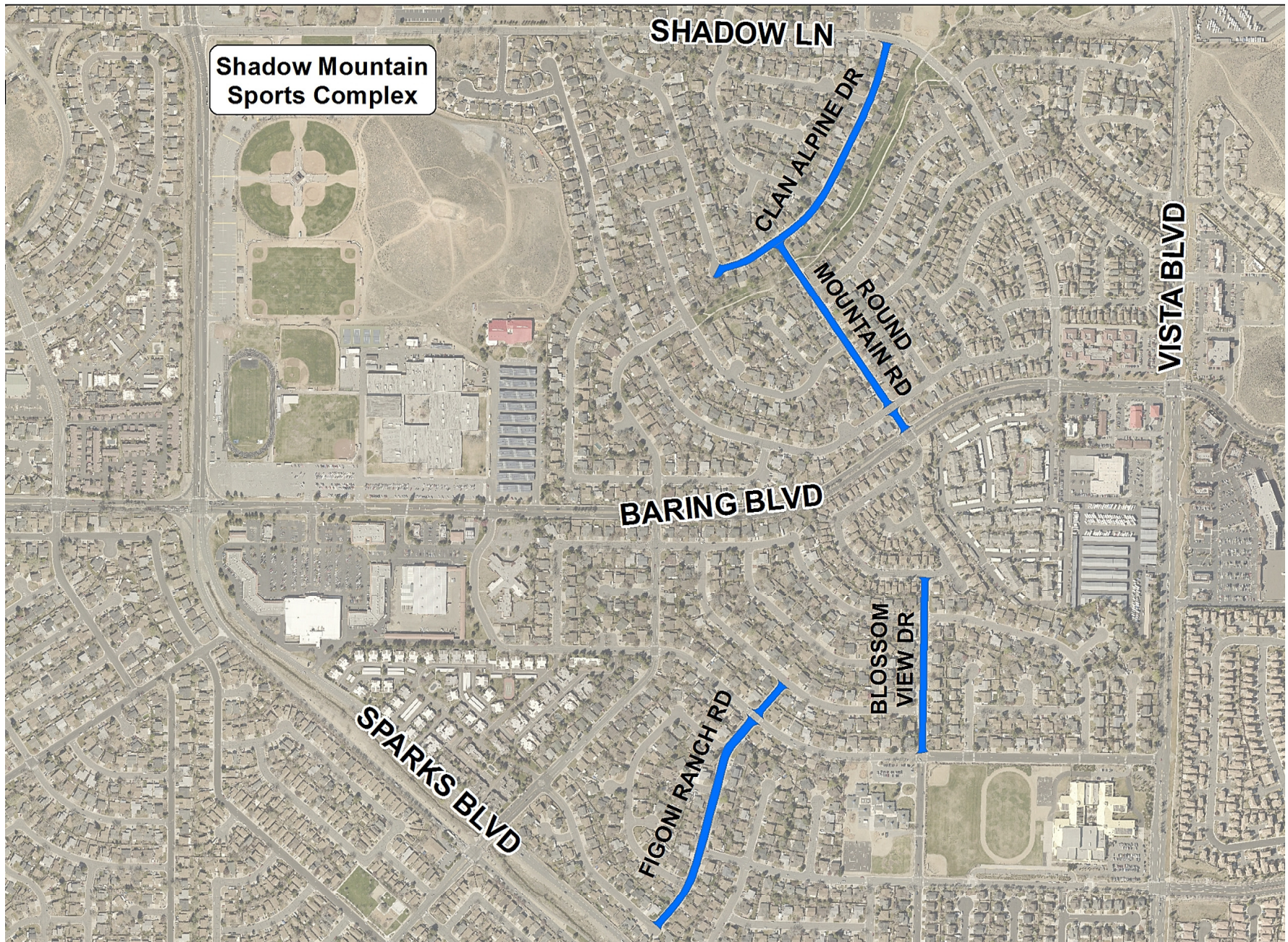
100902 Fire Apparatus Replacement Plan - 1702	1,157,625	607,753	638,141	670,048	670,048
100903 Fire Capital Equipment Replacement Plan - 1702	65,280	140,766	16,767	21,107	9,164
Sub-total	1,222,905	748,519	654,908	691,155	679,212

TOTAL Fire Apparatus & Capital Equip Replacement Plan	1,222,905	748,519	654,908	691,155	679,212
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TOTAL VEHICLE & FIRE APPARATUS AND CAPITAL EQUIPMENT REPLACEMENT FUND 1702	2,180,905	1,741,834	1,589,134	1,625,381	1,613,438
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2017 Rehab Unit 1



2017 Rehab Unit 2



Sparks High School

SULLIVAN LN

ROCK BLVD

PYRAMID WAY

RICHARDS PL

PRATER WAY

CAUBLE PL

NASH ST

19TH ST

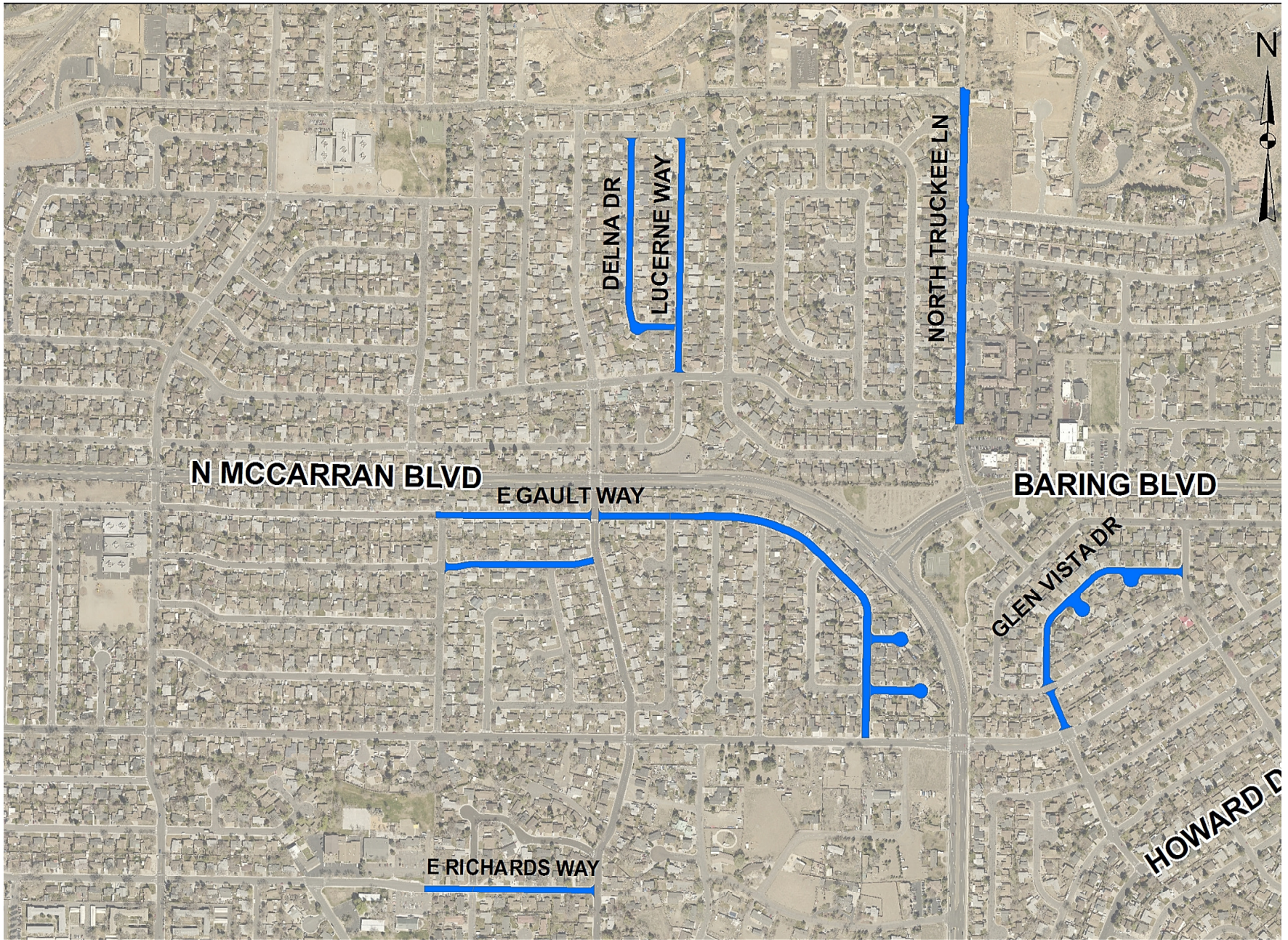
18TH ST

F ST

D ST

E INTERSTATE 80

2017 Rehab Unit 3



2017 Prev Unit 1

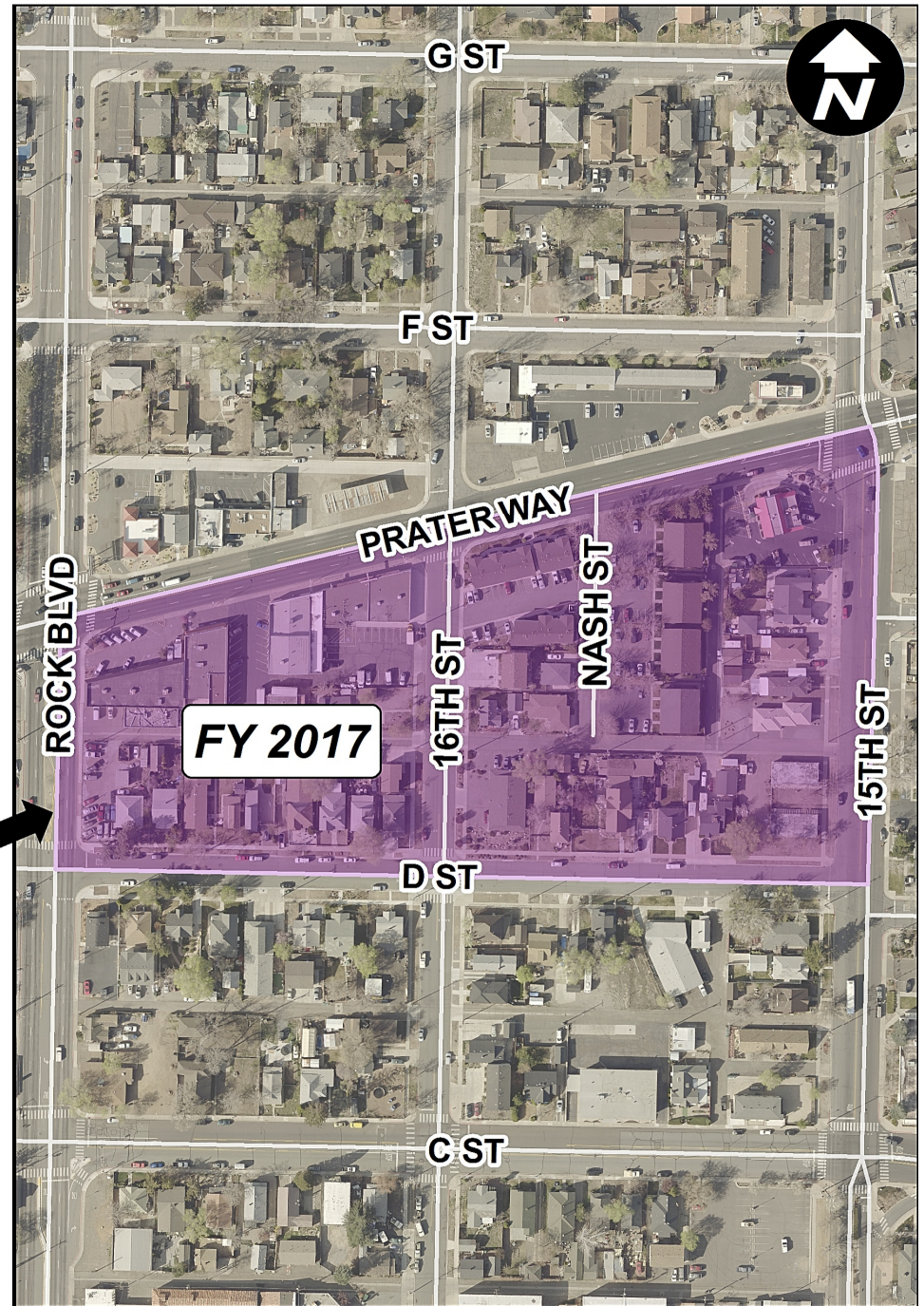
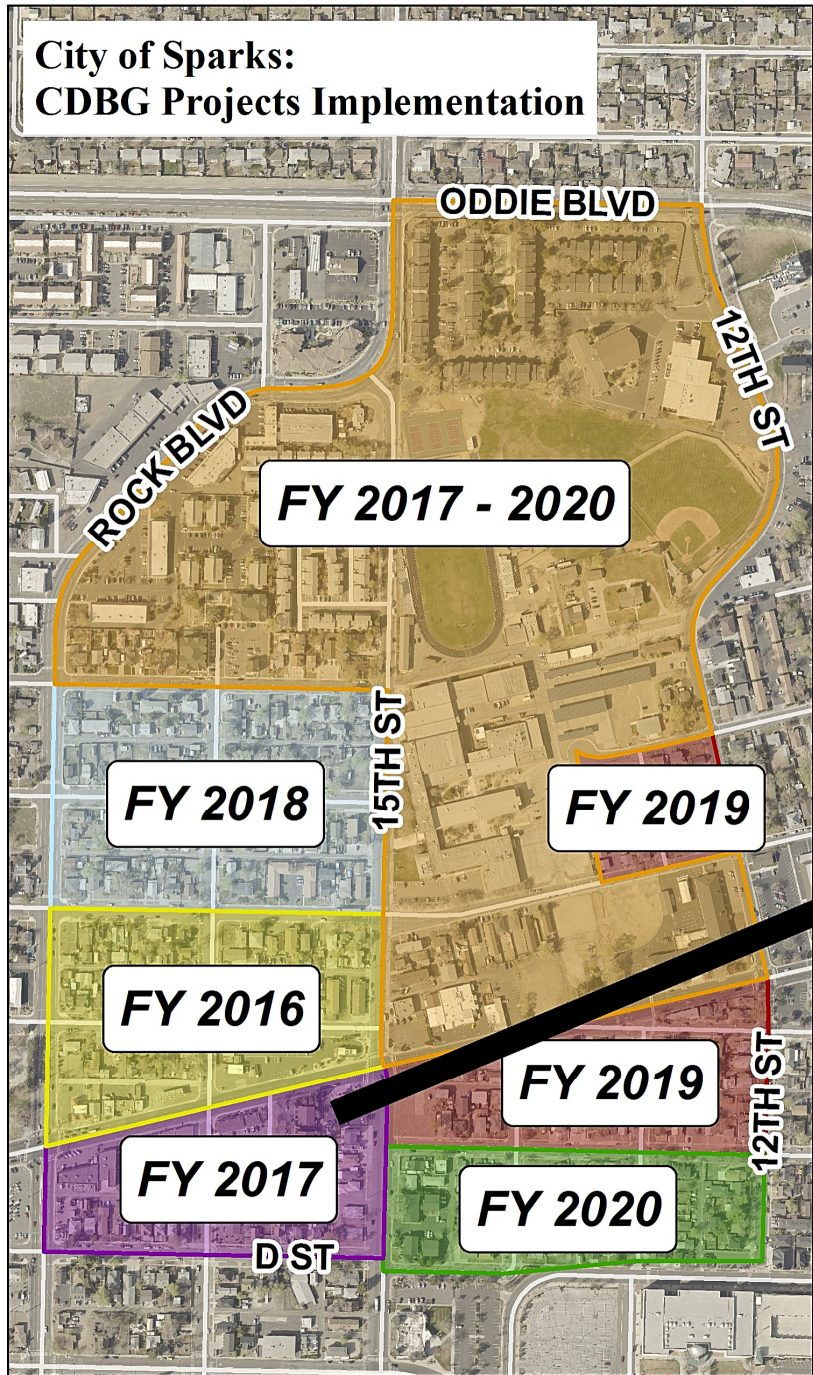


2017 Prev Unit 2

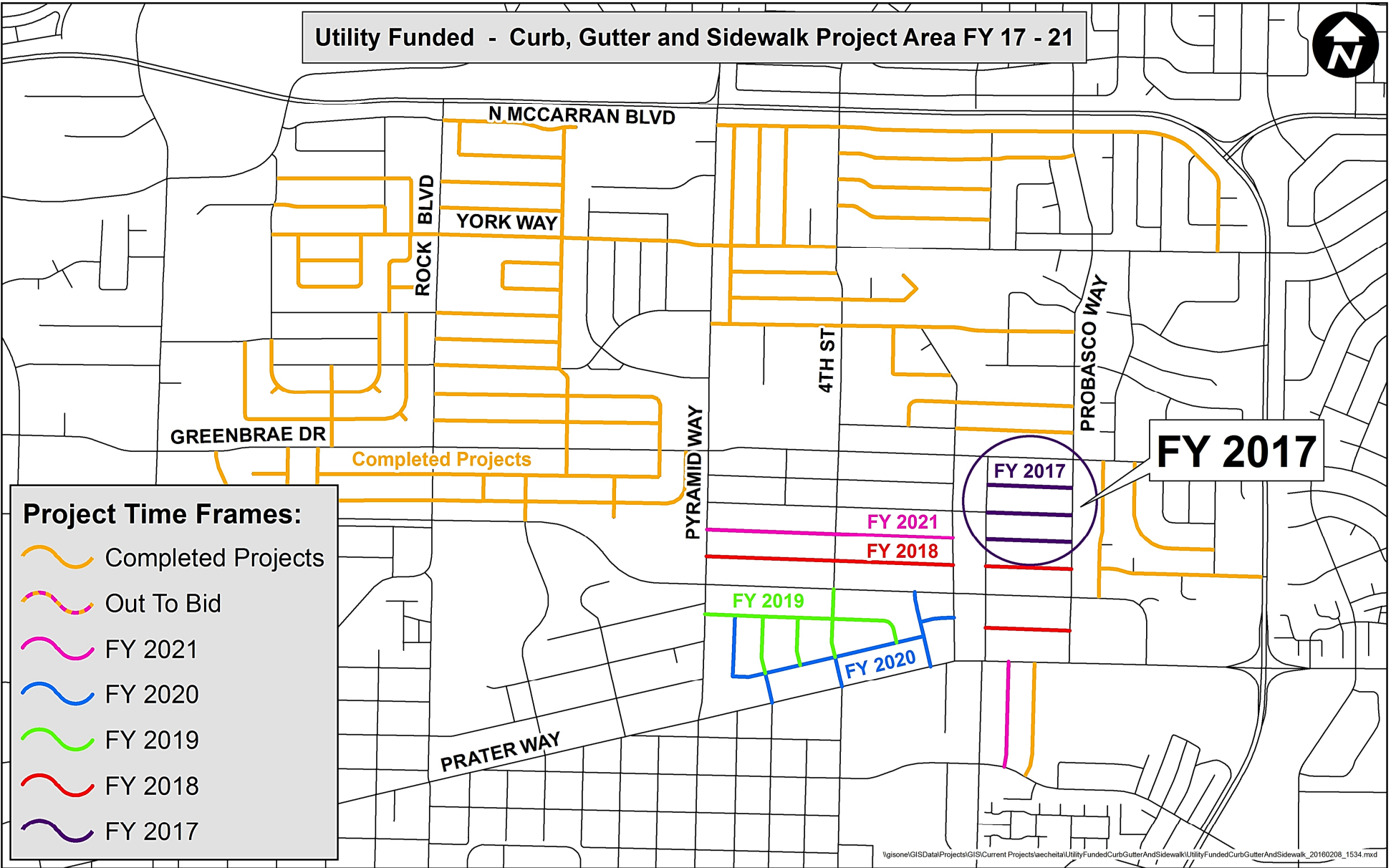


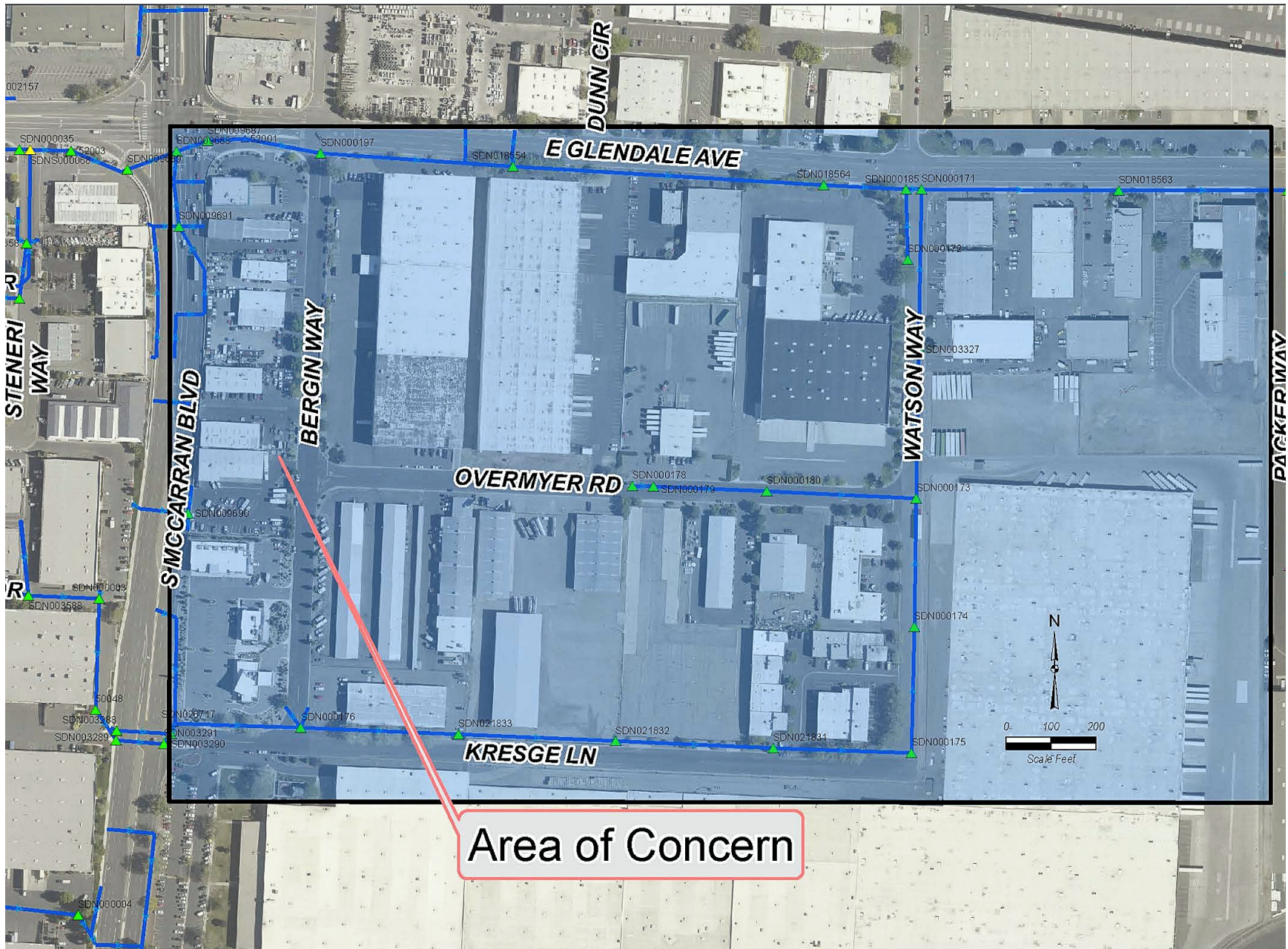
2017 Prev Unit 3

**City of Sparks:
CDBG Projects Implementation**



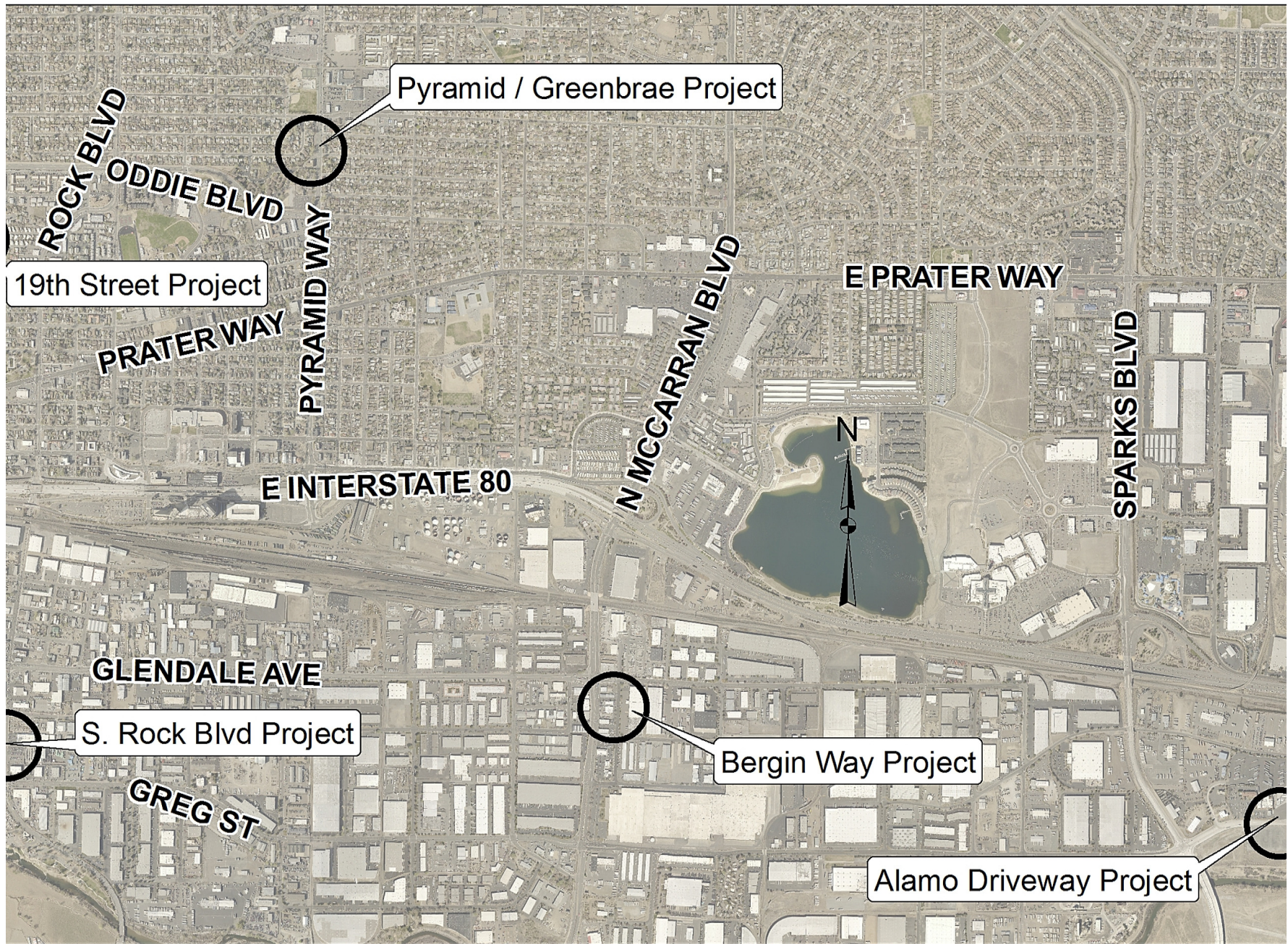
Utility Funded - Curb, Gutter and Sidewalk Project Area FY 17 - 21





Area of Concern

Bergin Way Storm Drain Project



Various Storm Drain Projects

FY17 Equipment Replacement Plan

Priority	Dept.	Division	Vehicle #	Year	Current Mileage	Current Condition	Expected Life Miles	Purchase Price	Replacement Cost	Replacement Vehicle Type	Replace With
one	PD	Detective	210D	2006	94,932	fair	5 years/ 125,000	\$14,617.00	\$37,000.00	p/u 4x4	
one	PD	Patrol	2200	2011	135,704	fair	5 years/ 125,000	\$33,065.00	\$72,000.00	SUV 4X2	Tahoe
one	PD	Patrol	2202	2011	128,882	fair	5 years/ 125,000	\$33,065.00	\$72,000.00	SUV 4X2	Tahoe
one	PD	Patrol	2401	2011	116,150	fair	5 years/ 125,000	\$33,065.00	\$72,000.00	SUV 4X4	Tahoe
one	PD	Patrol	2501	2001	102,844	fair	5 years/ 125,000	\$22,630.00	\$72,000.00	Sedan AWD	Charger
one	Community Services	TMWRF	403C	1997	77,028	poor	15 years/ 150,000	\$14,200.00	\$31,000.00		1/2 ton P/U
one	Community Services	Parks Maintenance	457B	1995	85,125	poor	20 years/ 125,000	\$19,990.50	\$50,000.00	chassis	one ton
one	Community Services	Drains O&M	526B	1998	70,940	poor	20 years/ 125,000	\$27,503.51	\$42,000.00	Small Dump	F450
	Community Services	Effluent	465B	2005	109,586	poor	20 years/ 125,000	\$20,765.00	\$35,000.00	1Ton chassis	Utility bed
	Community Services	Drains O&M	723F	2001	2,733 hrs	poor	15 years/ 7,500 hours	\$90,493.63	\$98,000.00	Bobcat Excavator	Bobcat Excavator
	Community Services	TMWRF	25A	2000	80,551	fair	15 years/ 150,000	\$22,998.00	\$40,000.00	SUV 4x4	
	Community Services	streets	730	2004	28,535	good	15 years/ 7,500 hours	\$184,409.00	\$40,000.00	add barricade	refurbish
one	Community Services	Drains O&M	733D	2000	6,369	fair	15 years/ 7,500 hours	\$93,926.00	\$150,000.00	refurbish	refurbish
one	PD	Patrol	234L	2088	122,719	poor	5 years/ 125,000	25,952.25	\$72,000.00	Sedan AWD	Charger
one	PD	Patrol	217G	2008	148,066	poor	5 years/ 125,000	34531.25	\$75,000.00	SUV 4X4	Tahoe
Total FY17 replacement Cost									\$958,000.00		

This vehicle is a planned purchase through the Fire Apparatus replacement program.

one	FD	Emergency services	396B	2006	52230	fair	5 years/ 125,000	LEASED	\$600,000.00	Fire Engine/pumper	Fire Engine/pumper
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FY17 list deferred to next yr to meet \$1m spending limitation in fy17

one	PD	Patrol	2201	2011	116,905	fair	5 years/ 125,000	\$33,065.00	\$0.00	SUV 4X2	Tahoe
one	PD	Patrol	2400	2011	113,641	fair	5 years/ 125,000	\$33,065.00	\$0.00	SUV 4X2	Tahoe
one	PD	Patrol	2402	2011	58,574	fair	5 years/ 125,000	\$33,065.00	\$0.00	SUV 4X2	Tahoe
one	PD	Patrol	233K	2005	83,575	fair	5 years/ 125,000	\$23,110.00	\$0.00	p/u 4x4	Ram

FIRE APPARATUS REPLACEMENT PLAN - dates reflect order/pay dates not in serv dates, 5% annual inflationary factor

	FY17	FY18	FY19	FY20	FY21
FUNDING FOR PLAN:					
*Utilized expiring lease pymnt amts then fund annually for \$700,000 per J Cronk	\$ 700,000.00	\$ 700,000.00	\$ 700,000.00	\$ 700,000.00	\$ 700,000.00
*Additional funding including sale of old apparatus.					
*Vehicle #3201 cost recovery to be discontinued as part of this program - 11.5 yrs remain @fy15	\$ 10,297.00	\$ 10,297.00	\$ 10,297.00	\$ 10,297.00	\$ 10,297.00
*Vehicle #343385 cost recovery to be discontinued as part of this program - 4.8 yrs remain @fy15	\$ 29,696.00	\$ 29,696.00	\$ 29,696.00	\$ 23,756.80	
resource subtotal:	\$ 739,993.00	\$ 739,993.00	\$ 739,993.00	\$ 734,053.80	\$ 710,297.00

REPLACEMENT OF CURRENT LEASED APPARATUS - orig purchase price in Col C - replacement cost with inflation in 5 yr plan.

PUMPER #3 & #4	\$ 525,000.00		\$ (1,157,625.00)		
PUMPER #5	\$ 525,000.00		\$ (607,753.13)		
PUMPER #6	\$ 525,000.00		\$ (638,140.78)		
PUMPER #7	\$ 525,000.00			\$ (670,047.82)	
PUMPER #7	\$ 525,000.00				\$ (703,550.21)
planned purchase subtotal:			\$ (1,157,625.00)	\$ (607,753.13)	\$ (638,140.78)
				\$ (670,047.82)	\$ (703,550.21)

(fy16 end bal was \$589,993)

plan running balance:	\$ 172,361.00	\$ 304,600.88	\$ 406,453.09	\$ 470,459.07	\$ 477,205.86
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CITY OF SPARKS

Five Year Capital Improvement Plan 2016/17 - 2020/21 - Project Descriptions

Project. #	Project Title	Project Description
17-0500	Street Improvements - Corrective & 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 Fiscal Year 2014-2015 is included in this book.
17-0501	Sidewalk Rehab	
17-0502	Alley, Parking Lot and Pathway Rehab	
17-0503	Street & Alley Surfaces - Preventative	
17-0590	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 & 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 & 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>
17-0591	Annual Street Surface Maintenance & 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>

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Five Year Capital Improvement Plan 2016/17 - 2020/21 - Project Descriptions

Project. #	Project Title	Project Description
17-0690	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. Citywide 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>
17-0691	Electrical Systems Upgrade	<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>
17-0692	MUTCD Sign Compliance Requirements Review 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>
17-0693	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>
17-1000	Capital Projects - City Facilities - Annual Carpet Replacement - City Hall Basement Carpet Replacement Project	<p>Existing carpet has a limited life and when carpet begins to deteriorate and fray replacement is required over time. The carpet in the basement of City Hall will need replacement in Fiscal Year 2014-2015.</p>

CITY OF SPARKS

Five Year Capital Improvement Plan 2016/17 - 2020/21 - Project Descriptions

Project. #	Project Title	Project Description
17-1001	Capital Projects - City Facilities - Police Department Window Energy Efficiency Project	The Police Department 2nd Floor Window Treatment Project is planned to install window treatments (shades) all along the South, East, and West windows on the second floor. The existing windows do not have treatment and due to thermal heating from the sun in the summer and winter it creates heating/cooling issue throughout the building that is impossible to regulate. Mechanical/Electrical Issue
17-1002	Capital Projects - City Facilities - Police Department HVAC System Retrofit 1st/2nd/Basement Construction	This project will consist of the design of HVAC system upgrades at the Police Department. It will include the installation of a standalone system for the basement and modification of the existing system for the 1st and 2nd floors. This will provide a more efficient balanced system to the facility.
17-1003	Capital Projects - City Facilities - Carpet Replacement - Maintenance Yard Main Building Carpet Replacement Project	Existing carpet has a limited life and when carpet begins to deteriorate and fray replacement is required over time. The carpeting at the Maintenance Yard Main Building is planned for Fiscal Year 2016-2017.
17-1004	Capital Projects - City Facilities - Fire Station #3 Grout Repair & Exterior Painting Project	This project is for the repair of the cracking grout all around the exterior of Fire Station No. 3 and installation of a concrete cap to prevent further issues. The project will also provide for the painting of the exterior metal fascia, trim, and doors.
17-1005	Capital Projects - City Facilities - Maintenance Garage Generator Connection & Refurbishment	The existing generator at the maintenance garage is out of service and requires some minor refurbishment and electrical work to get the generator hooked up and back on line. The largest part of this project will be to get the generator properly hooked up to the building and getting the electrical service connected properly. This is an important safety feature in the event of a power outage especially since the garage needs to be up and running during emergencies to keep equipment up and running.
17-1006	Capital Projects - City Facilities - Fire Station #1 West Parking Lot Rehabilitation	The west parking lot at Fire Station #1 has not been resurfaced or repair for many years and it is deteriorating rapidly. This project will repair and slurry seal the existing parking lot.
17-1007	Capital Projects - City Facilities - Fire Station #4 Parking Lot Rehabilitation	The parking lot at Fire Station #4 has poor subsurface conditions and must be rehabilitated in order to continue safely handling the fire trucks that travel on the existing surface daily. This project will rehabilitate the existing parking lot.
17-1008	Capital Projects - City Facilities - Museum Carpet and Façade Upgrades	The existing carpet in the main floor of the building is well past it's life span and is in need of replacement. The front facade is also deteriorating and in need of repair along with the existing windows. This project will repair the facade, perform minor painting of the facade, and will repair and paint the existing windows.

CITY OF SPARKS

Five Year Capital Improvement Plan 2016/17 - 2020/21 - Project Descriptions

Project. #	Project Title	Project Description
17-1009	Capital Projects - City Facilities - Alf Sorensen Air Handler/Dehumidifier Improvement Project	The existing system does not include a true dehumidifier, the air handler is aging, and freezes up during the winter because of the way it is set up. This project will replace the existing system supplying the pool area and will incorporate a true dehumidifier into the system. This will greatly improve the air quality within the pool area and extend the life of the building within this area.
	Capital Facilities - Facilities - Alf Sorensen Boiler Refurbishment Project	The Alf Sorensen Boiler Refurbishment Project is intended to refurbish the existing boiler. The current boiler is approx. 20 years old, but overall in good shape. The refurbishment will upgrade the firebox and systems within and is more cost efficient than a full replacement. Mechanical/Electrical.
	Capital Projects - City Facilities - Carpet Replacement - Fire Department Station 1 Project	Existing carpet has a limited life and when carpet begins to deteriorate and fray replacement is required over time. The carpeting at Fire Station 1 is planned for Fiscal Year 2016-2017.
	Capital Projects - City Facilities - Annual Carpet Replacement - City Hall Community Services Wing	Existing carpet has a limited life and when carpet begins to deteriorate and fray replacement is required over time. The carpet in the basement of City Hall will need replacement in Fiscal Year 2014-2015.
	Capital Projects - City Facilities - C Street Garage Rehab Phase 2	This project is the second phase of rehabilitation of the C Street Parking Garage. The project will include obtaining professional services for a major evaluation by a structural engineer, design and construction/rehabilitation of the two stairwells, and crack sealing and painting of the structure.
	Capital Projects - City Facilities - Police Department Parking Lot Paving Project Unimproved Area	This project will construct additional asphalt cement parking area at the Police Department in the existing dirt unimproved area within the security fence.
	Capital Projects - City Facilities - Police Department Evidence Building Bird Netting Project	The Police Department Evidence Building Bird Netting Project will install bird netting and spikes throughout the facility to help eradicate birds from this facility. The birds are creating a continual maintenance issue, as well as possible contamination of evidence. Maintenance Issue.
	Capital Projects - City Facilities - Police Department Records Area Remodel	This project will construct four new offices in the existing records area on the 1st Floor at the Police Department. These offices will be for the sergeants and lieutenants.
	Capital Projects - City Facilities - Police Department Basement Painting Project	This project is for the preparation and painting of the basement.

CITY OF SPARKS

Five Year Capital Improvement Plan 2016/17 - 2020/21 - Project Descriptions

Project. #	Project Title	Project Description
	Capital Projects - City Facilities - Carpet Replacement - Fire Department Station 4 Project	Existing carpet has a limited life and when carpet begins to deteriorate and fray replacement is required over time. The life expectancy is longer at Fire Station 4 with replacement planned in Fiscal Year 2016-2017.
	Capital Projects - City Facilities - Police Department Dispatch Expansion Project	This project will design and construct the expansion of the existing Dispatch area into the adjacent conference room on the 2nd floor.
	Capital Projects - City Facilities - Museum Roof Replacement Project	The existing roof on east building of the museum is in very poor shape and requires replacement in order to minimize leaks that have been occurring for many years.
	Capital Projects - City Facilities - City Hall Exterior Paint, Trim & Skylight Upgrade Project	The City Hall Roof Trim Replacement Project is for the removal of the existing metal roof trim and replacement with a new metal roof trim along with repainting the building and replacing the existing skylights. All of these items are showing wear and in need of replacement and/or repair.
	Capital Projects - City Facilities - Police Dept. Fire Alarm to Garage & 30 amp Service Upgrade Project	The existing garage outbuilding at the police department is not connected to the main building with a fire alarm system also a 30 amp service is required for vehicles outside the garage. This project will provide both.
	Capital Projects - City Facilities - City Hall Legislative Bldg. Restroom Renovation & ADA Upgrade Project	The existing restrooms in the City Hall Legislative Building are outdated, the floor is warped, and lacks ADA accessibility. This project will renovate both restrooms and make them ADA accessible.
	Capital Projects - City Facilities - Maintenance Yard Building Exterior Painting Project	The maintenance building is in need of exterior paint. This project includes the preparation and painting of the maintenance yard main building.
	Capital Projects - City Facilities - Maintenance Garage Building Electrical Upgrade Project	The maintenance garage is in need of an electrical upgrade because the current system is outdated and showing its age. This project will upgrade the current system.
	Capital Projects - City Facilities - Maintenance Yard West Vehicle Storage Building Enclosure Project	The maintenance yard is in need of additional enclosed storage space for maintenance equipment. This project will enclose the existing building that is located on the east end of the U shaped storage building area.
17-1090	Capital Projects - City Facilities - Annual Citywide Facilities 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.

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Five Year Capital Improvement Plan 2016/17 - 2020/21 - Project Descriptions

Project. #	Project Title	Project Description
17-1091	Capital Projects - City Facilities - Energy Conservation Projects - 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.
17-1092	Capital Projects - City Facilities - 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.
17-1093	Capital Projects - 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, right-of-ways, and public access.
17-1094	Capital Projects - City Facilities - Annual City Wide Elevator Retrofit & 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.
17-1095	Capital Projects - City Facilities - 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.
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.

CITY OF SPARKS

Five Year Capital Improvement Plan 2016/17 - 2020/21 - Project Descriptions

Project. #	Project Title	Project Description
17-1500	Capital Facilities - Facilities - Special Events Area CCTV	This project will be for purchase and installation of CCTV camera's and associated hardware in the Victorian Square and Sparks Marina areas to aid emergency responders during special events. This may also include areas at Golden Eagle Regional Park. This project was developed from the Emergency Management Team meetings.
17-1501	Capital Facilities - Facilities -Parks and Recreation - C Street Parking Garage(s) Video Surveillance Upgrades	Both parking garages off of C Street are vandalized on a regular basis. There is existing surveillance systems, but they are outdated and at times do not work. Upgrading the video surveillance system would help reduce vandalism and provide higher quality recordings.
17-1502	Capital Facilities - Facilities - Citywide Re-Keying/Security Infrastructure Project	The existing key system is outdated and requires a considerable amount of time to keep up with the current system. This project will provide for a more robust system that is more secure and ultimately will take less time for City staff to provide keys to City personnel. This is the first phase that will allow maintenance to purchase a set number of key options along with some equipment needed for the change over. Future phases will provide for the implementation of re-keying the buildings throughout the City.
17-1503	Capital Facilities - Facilities - PD South Exterior Stairway Renovation	The existing stairway on the south side of the building is deteriorating and becoming a safety hazard. This project will include removal and replacement of the existing stairway, replacement of various concrete sidewalk panels that are crack or damaged, along with the replacement of the existing hand rail.
17-1504	Capital Facilities - Facilities - Fire Station #2 - Rollup Door Replacement	The existing rollup doors are worn out and have the potential to close while equipment or personnel are within the opening. This project will provide a mechanism that will sense anything within the opening and will open the door if this occurs.
17-1505	Capital Facilities - Facilities - Fire Station #1 - Security & Paging System Replacement	The current security system is operating on the obsolete Windows XP Operating System. This system has been isolated off the city network and is functioning as a standalone system. The system is beginning to show it's age and eventually the system will become inoperable. The existing security system is in need of replacement.
17-1506	Capital Facilities - Facilities - Fire Station #1 - Fire Prevention Office Renovation & ADA Upgrades	The Fire Prevention Bureau Office just south of Fire Station #1 is an old house that has been converted into offices for Fire Prevention. This building requires multiple improvements to ensure it is safe and up to code. The primary issue is the lack of ADA accessibility, but it also requires new windows and improvements to the brick foundation and roof.
17-1507	Capital Facilities - Facilities - Community Services Wing Restroom Renovation & ADA Upgrade	The existing restrooms in the City Hall Community Services Wing are outdated, the floor is warped, and lacks ADA accessibility. This project will renovated both restrooms and make them ADA accessible.

CITY OF SPARKS

Five Year Capital Improvement Plan 2016/17 - 2020/21 - Project Descriptions

Project. #	Project Title	Project Description
	Capital Facilities - Facilities - Fire Station #2 - Dorm Room Remodel and Tile Replacement	Fire Station #2 is an aging building that needs to be updated and remodeled to allow for better use of the space. This project will be providing a remodel to the dorm rooms and will replace the existing flooring with tile.
	Capital Facilities - Facilities - Maintenance Yard Bull Pen Ventilation Improvement Project	This project will upgrade the existing ventilation system. The existing system does not provide proper ventilation of the facility.
	Capital Facilities - Facilities - Citywide Re-Keying/Security Improvements	This project will be phased over several years re-keying and providing security upgrades to all City Buildings. The first phase of the project would begin at City Hall. FY15/16 - FY19/20
17-1600	Parks and Recreation - Del Cobre Path Rehabilitation Project	This project is for the removal and replacement of approximately 60% of the existing concrete pathway, preparation of subgrade, and removal of 41,000 square feet of turf. This part of the pathway has become unsafe because of tree roots and subgrade settlement. The new pathway will be moved in to get the concrete away from the existing trees and will work in conjunction with a TMWA grant to reduce the grass area and therefore the water usage at this park.
17-1601	Parks and Recreation - Alf Sorensen Air Handler/Dehumidifier Improvement Project	The existing system does not include a true dehumidifier, the air handler is aging, and freezes up during the winter because of the way it is set up. This project will replace the existing system supplying the pool area and will incorporate a true dehumidifier into the system. This will greatly improve the air quality within the pool area and extend the life of the building within this area.
17-1602	Parks and Recreation - LDJ Window Energy Efficiency Project	The windows on the fitness center at LDJ face due south and it gets very warm in that room during the summer months. This project will provide a method of reducing the heat that radiates into the room and improve cooling efficiency.
17-1603	Parks and Recreation - Alf Sorensen HVAC Design	This project will provide the funding available to design the HVAC systems for the Air Handler/Dehumidifier system for the pool, Lobby/Pre-School HVAC Upgrades, and the Shower area ventilation project.
	Parks and Recreation - Burgess Park Skateboard Park & Sidewalk Rehabilitation	This project will repair the existing skate park and sidewalks to improve safety and ADA accessibility.
	Parks and Recreation - Alf Sorensen Lobby /Pre-School/Shower HVAC Modifications	The existing HVAC system that serves the Lobby and Pre-School area is incorrectly designed because of past remodels that have occurred within the building. The shower area is also inadequately exhausted which creates a humid environment. Both of these items will be corrected with this project.

CITY OF SPARKS

Five Year Capital Improvement Plan 2016/17 - 2020/21 - Project Descriptions

Project. #	Project Title	Project Description
	Parks and Recreation - Rock Park Additional Parking	Since the white water park was constructed at Rock park there has been a deficiency in parking within the park. At times there are cars lining the streets outside of the park which can be a safety hazard. This project will expand the size of the existing parking area within the park.
	Parks and Recreation - Richards Way Gym Floor Repair/Replacement	The existing gym floor is coming to the end of it's life cycle and is in need of repair and/or replacement.
	Parks and Recreation - Victorian Amphitheatre Side Enclosure - Ph. 2	This is Phase 2 of enclosing the Victorian Amphitheater. This would provide bird screens and roll up doors to enclose the Amphitheater when not in use. This will reduce vandalism and prevent birds from entering the building.
	Parks and Recreation - Pah Rah Park Additional Parking	Since the new play structure was constructed at Pah Rah park there has been a deficiency in parking within the park. At times there are cars lining the streets outside of the park which can be a safety hazard. This project will expand the size of the existing parking area within the park.
	Parks and Recreation - Marina Shade Structure over Playground	This project will provide a shade structure over the existing park structures to provide shade for children playing within the park.
	Parks and Recreation - Shadow Mountain Barn Replacement Project	This project is the removal of the existing wooden barn structure at Shadow Mountain and replacement with a smaller vandal secure structure for maintenance. The existing structure has become hazardous and impossible to secure. The structure is broken into and vandalized on a regular basis. The existing roof structure and siding would need to be completely removed and replaced and would require major structural improvements. A new smaller metal or CMU structure would provide a more secure structure used for maintenance activities.
	Parks and Recreation - Marina Amphitheater Project	This project is for the construction of an amphitheater at the Sparks Marina. Staff will work with City Manager, Senior Staff, and promoters to determine best location and type of improvements to construct.
17-1690	Parks and Recreation - Bike Path Rehabilitation Project	The City can be proactive with the rehabilitation to bike paths addressing improvements as well as potential safety hazards. Rehabilitation will include using more durable concrete path surfacing.
17-1691	Parks and Recreation - Annual Sports Court Rehabilitation Project	This project is for the rehabilitation of various Sports Courts throughout the City. Prior to the beginning of each fiscal year staff will review the various facilities and schedule resurfacing/rehabilitation of the most critical facilities. The Sports Courts include tennis, basketball, handball, bocce ball, horse shoe, etc.

CITY OF SPARKS

Five Year Capital Improvement Plan 2016/17 - 2020/21 - Project Descriptions

Project. #	Project Title	Project Description
17-1692	Parks and Recreation - Nursery Restock	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.
17-1693	Parks and Recreation - 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.
17-1694	Parks and Recreation - Marina Park Landscape, Path Modifications, and Upgrades Project	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.
17-1695	Parks and Recreation - Victorian Square Enhancements	This project is the revitalization of Victorian Ave between Pyramid Way to 15th Street.
17-1696	Parks and Recreation - Annual Park Facility Improvement Project	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 & Maintenance and Parks staff as facility issues arise.
	Parks and Recreation - Golden Eagle Regional Park (GERP) - Synthetic Turf Replacement	The artificial turf installed originally had an expected life of approximately seven years. With heavy use of the playing fields as well as weather elements it is expected portions will need to be replaced after the warranty period ends.
17-1790	Parks and Recreation - Golden Eagle Regional Park (GERP) - Annual GERP Site & 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 & Recreation staff.
17-1791	Parks and Recreation - Golden Eagle Regional Park (GERP) - 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.
17-1890	Park District #1 - Annual Park District #1 Improvements	This appropriation will allow for some flexibility if projects are identified during the year in Park District 1.
17-1990	Park District #2 - Annual Park District #2 Improvements	This appropriation will allow for some flexibility if projects are identified during the year in Park District 2.
17-2091	Park District #3 - Silverton Shores Park	Silverton Shores will be a new park in the Wingfield Springs area of Sparks located within a current single family home development.

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Five Year Capital Improvement Plan 2016/17 - 2020/21 - Project Descriptions

Project. #	Project Title	Project Description
17-2090	Park District #3 - Annual Park District #3 Improvements	This appropriation will allow for some flexibility if projects are identified during the year in Park District 3.
17-2100	Room Tax Projects - Victorian Square Infrastructure Improvement Project Phase 1	This is an infrastructure project that is aimed at upgrading and improving the overall aesthetics and safety of Victorian Square. The project has been broken up into four phases starting from Pyramid Way moving west. The first phase includes the section along Victorian Avenue on the north and south side from Pyramid Way to 10th Street.
	Room Tax Projects - Victorian Square Infrastructure Improvement Project Phase 2	This is an infrastructure project that is aimed at upgrading and improving the overall aesthetics and safety of Victorian Square. The project has been broken up into four phases starting from Pyramid Way moving west. The second phase includes the section along Victorian Avenue on the north and south side from 10th Street to 11th Street.
	Room Tax Projects - Victorian Square Infrastructure Improvement Project Phase 3	This is an infrastructure project that is aimed at upgrading and improving the overall aesthetics and safety of Victorian Square. The project has been broken up into four phases starting from Pyramid Way moving west. The third phase includes the section along Victorian Avenue on the north and south side from 11th Street to the newer core plaza area south of the theater.
	Room Tax Projects - Victorian Square Infrastructure Improvement Project Phase 4	This is an infrastructure project that is aimed at upgrading and improving the overall aesthetics and safety of Victorian Square. The project has been broken up into four phases starting from Pyramid Way moving west. The fourth phase includes the section along Victorian Avenue on the north and south side from the newer core plaza area south of the theater and ending at 15th Street.
17-2190	Room Tax Projects - Victorian Square Development Contribution Plan	Funding will let engineering staff personnel costs that support qualified capital projects in Victorian Square be re-captured and hire professional services as required to develop projects.
17-2290	CDBG Projects- Pedestrian and Street Improvements Project	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.
17-2300	Municipal Court - Security/Entrance Remodel	The security area along with the vestibule at the Muni-Court are becoming outdated. This project will improve public access and security of the existing Municipal Court Building.
17-2390	Municipal Court - Annual Municipal Court Facility Improvements	This appropriation will allow for some flexibility if projects are identified during the year at the Municipal Court facility.
17--2490	Street Cut - Street Cut Repair Contract	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.
17-6580	TMWRF - Aeration System Improvements	Aeration System Improvements

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Five Year Capital Improvement Plan 2016/17 - 2020/21 - Project Descriptions

Project. #	Project Title	Project Description
17-6581	TMWRF - Nitrification System Valve Improvements	Nitrification System Valve Improvements: Install below ground motor operated valves with Vaults 3/Tower at all Towers - Replace Hand Operated Valves (24", 30" & 36")
17-6582	TMWRF - Plant Wide - Water Systems 2 & 3 Piping Upgrades	Plant Wide - Water Systems 2 & 3 Piping Upgrades Replacements
17-6583	TMWRF - Clarifier Basin Concrete & Steel Rehab	Clarifier Basin Concrete and Steel Rehabilitation (One per year):
17-6584	TMWRF - Plant Wide HVAC Rehab	Plant Wide - HVAC Rehabilitation
17-6585	TMWRF - Activated Sludge Flow Improvements	Activated Sludge Flow Improvements: RAS/WAS Flow Splitting, Controls and Pump Improvements
17-6586	TMWRF - Substation Electrical Rehab	Substation Electrical Rehabilitation
17-6587	TMWRF - Nitrification Tower Rehab & Improvements	Nitrification Tower Rehabilitation & Improvements: Structural Evaluation, Design & Construction: Includes addressing the following items, media, grates, ventilation, individual instrumentation
17-6588	TMWRF - Rapid Infiltration Basin (RIB) Permitting & Design	Rapid Infiltration Basin (RIB) Permitting & Design
	TMWRF Projects - Future FY18-21	TWAS air saturation system eval; Ingersoll air compressor & air dryer A, B, C; Blower Building Air Intake; Digester Cover #2 repair; Heat Loop Systems Upgrades; Structural Concrete Eval Ph. 2; Gravity Thickener Bypass; Outdoor lighting; Sludge Bed Relocation Design; Media Storage Facility; AC Paving Ph. 1; Enhance Nitrogen Removal Reactor Design; Effluent Pipeline to Huffaker; WRF Master Plan Update; Centrate Pretreatment Project; Digester Cover #4 Repair; Sludge Bed Relocation Design.
17-6591	Sparks Utilities Projects - Sewer System - Sewer Pipeline Rapid Assessment Tool	Purchase of SL-RAT sewer rapid assessment tool to be used to quickly identify potential line blockages

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Five Year Capital Improvement Plan 2016/17 - 2020/21 - Project Descriptions

Project. #	Project Title	Project Description
17-6592	Sparks Utilities Projects - Sewer System - Sewer System Rehabilitation Project	<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>
17-6593	Sparks Utilities Projects - Sewer System - Sewer System Street Improvement Coordination - Annual Road Ahead and RTC Road Ahead	<p>These appropriations are for sewer infrastructure rehabilitations in support of annual RTC Regional Road Projects. This may include removal and replacement /lining/bursting of SS main/laterals, SSMH's, and SSMH Lids.</p> <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>
	Sparks Utilities Projects - Sewer System - El Rancho Sanitary Sewer Project	Rerouting of existing and proposed sanitary sewer flows from the Oddie & Greenbrae corridor redevelopment
17-6594	Sparks Utilities Projects - Sewer System - Sewer Water Rights/TROA	The Cities of Reno and Sparks currently have been granted 6,700 acre-feet of ground water under our public right of ways. Through the TROA negotiations, the Cities and TMWRF are investing and building up a water rights fund to purchase water rights for downstream water quality through instream flows. Sparks share for this future investment is approximately \$10 million of the \$30 million total water right program. This item is to specifically purchase water rights that would go toward expanded effluent use.
17-6595	Sparks Utilities Projects - Sewer System - Rate Study 5 Year Update	5-year rate study Update, equity analysis.

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Five Year Capital Improvement Plan 2016/17 - 2020/21 - Project Descriptions

Project. #	Project Title	Project Description
17-6597	Sparks Utilities Projects - Sewer System - Emergency/ Contingency Funds- 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>
17-6601	Sparks Utilities Projects - Storm Drain System - Bergin Way Storm Drain System	Improvements to Bergin Way and Glendale Boulevard drainage system to alleviate localized flooding. Approximately 3200 linear feet of new piping.
17-6602	Sparks Utilities Projects - Storm Drain System - Alamo Driveway Drainage Project	Replacement of drainage inlet structure at Alamo Driveway area adjacent to Greg Street

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Five Year Capital Improvement Plan 2016/17 - 2020/21 - Project Descriptions

Project. #	Project Title	Project Description
17-6603	Sparks Utilities Projects - Storm Drain System - 19th Street Storm Drain Project	Storm Drainage improvements to 19th Street in the area of J Street to Brunetti Way
17-6604	Sparks Utilities Projects - Storm Drain System - Pyramid Greenbrae Storm Drainage Project	Storm Drainage improvements to existing ditch piping adjacent to Pyramid Way south of Greenbrae Drive
17-6605	Sparks Utilities Projects - Storm Drain System - Rock Boulevard Storm Drain Project	Storm Drainage improvements to Rock Boulevard between Greg Street and Glendale Avenue.
17-6690	Sparks Utilities Projects - Storm Drain System - Annual Street Improvement Coordination - Annual Road Ahead Projects and RTC Road Ahead Projects.	These appropriations are for sewer infrastructure rehabilitations in support of annual RTC Regional Road Projects. This may include removal and replacement /lining/bursting of SS main/laterals, SSMH's, and SSMH Lids.
		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.
		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.
17-6691	Sparks Utilities Projects - Storm Drain System - Annual System Dam, Ditch, Flood & Drainage Structures - Annual SD System & Ditch Rehab and Annual Dam/Flood Structure/Citywide Flood Rehab Construction	Appropriations for this project will allow for storm drain, ditch, and channel 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.
		Potential projects include open ditch piping improvements, North Truckee Ditch drainage improvements, Stanford Way storm drain rerouting, and other improvements as needed.
		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.

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Five Year Capital Improvement Plan 2016/17 - 2020/21 - Project Descriptions

Project. #	Project Title	Project Description
17-6692	Sparks Utilities Projects - Storm Drain System - Annual Curb, Gutter, Sidewalk Projects	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.
17-6693	Sparks Utilities Projects - Storm Drain System - FEMA CRS/CAV Flood Mitigation Project	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.
17-6694	Sparks Utilities Projects - Storm Drain System - Rate Study 5 year update	5-year rate study Update, equity analysis
17-6695	Sparks Utilities Projects - Storm Drain System - 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.
17-6696	Sparks Utilities Projects - Storm Drain System - Emergency/Contingency Funds-Storm Drains Projects	<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>
17-6697	Sparks Utilities Projects - Storm Drain System - GPS Equipment	Purchase of new GPS field equipment
17-6790	Sparks Utilities Projects - Effluent Projects- Metered Site Upgrades Projects	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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Five Year Capital Improvement Plan 2016/17 - 2020/21 - Project Descriptions

Project. #	Project Title	Project Description
17-6791	Sparks Utilities Projects - Effluent Projects - Emergency/Contingency Funds- Effluent Projects	<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>
17-6792	Sparks Utilities Projects - Effluent System - Rate Study 5 Year Update	5-year rate study Update, equity analysis.
17-6793	Sparks Utilities Projects - Effluent System - Reuse Pump Station Electrical and Building Design	Design and construction of electrical and building upgrades to the main reclaimed effluent reuse pump station located at TMWRF
	Sparks Utilities Projects - Effluent System - Reuse Pump Station Electrical and Building Construction	Design and construction of electrical and building upgrades to the main reclaimed effluent reuse pump station located at TMWRF
17-6800	Sparks Utilities Projects - Storm Drain System - RIVERFLOOD - North Truckee Drain Existing Ditch Piping	Piping of the remaining open-ditch section of the North Truckee Drain located south of the relocated alignment to the Truckee River.
17-7500	Municipal Yard - City Vehicle & Equipment Replacement - Replacement Plan	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.

CITY OF SPARKS

Five Year Capital Improvement Plan 2016/17 - 2020/21 - Project Descriptions

Project. #	Project Title	Project Description
100902	Municipal Yard - City Vehicle & Equipment Replacement -FIRE APPARATUS REPLACEMENT PLAN	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 the FY17 Vehicle Replacement List tab.
100903	Municipal Yard - City Vehicle & Equipment Replacement -FIRE CAPITAL EQUIPMENT REPLACEMENT PLAN	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.

City of Sparks Redevelopment Agency
Five Year Capital Improvement Plan 2016/17 - 2020/21

Project # Project Description	FY17	FY18	FY19	FY20	FY21
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REDEVELOPMENT AREA I: Projects in the downtown area funded by property taxes.

Redevelopment Area I Projects					
<i>Planned Capital Improvements</i>					
NO PROJECTS SLATED	0	0	0	0	0
Sub-total	0	0	0	0	0
TOTAL REDEVELOPMENT AREA 1 PROJECTS	0	0	0	0	0

REDEVELOPMENT AREA II REVOLVING AND BOND PROCEEDS FUNDS: Projects in the Marina, Oddie Boulevard and Conductor Heights areas funded by property taxes.

Redevelopment Area II Projects					
<i>Planned Capital Improvements</i>					
NO PROJECTS SLATED	0	0	0	0	0
Sub-total	0	0	0	0	0
TOTAL REDEVELOPMENT AREA II PROJECTS	0	0	0	0	0

CITY OF SPARKS REDEVELOPMENT AGENCY

Five Year Capital Improvement Plan 2016/17 - 2020/21 - Project Descriptions

Proj. #	Project Title	Project Description
	Redevelopment Area 1 -No Projects Slated	Until resources are once again available no projects are planned.
	Redevelopment Area 2 -No Projects Slated	Until resources are once again available no projects are planned.

Appendix B: New Needs



FY17 Budget
New Needs Requests

FY17 New Needs - City Manager General Fund Approvals

prioritized at Senior Staff 1/27/16

Total Prioritized:

\$605,556

General & Parks and Rec Fund

Funding Priority	Core Service	New Need	FY17	FY18	FY19
1	City Svc #04 - SPD Detectives	Police Sergeant - Repeat Offender Program	159,005	156,816	156,817
2	City Svc #14 - SPD Essential Training (incl. Marshals)	Police Officer - Academy Staff - delayed hire	57,390	104,573	108,352
3	City Administration	Safety Coordinator (20% General Fund, 40% Sewer, 40% Drains)	19,043	19,884	20,701
4	City Svc #17 - CSD Parks Maintenance	Parks Maintenance Worker	68,220	74,807	78,705
5	City Administration	Fire Prevention Inspector	112,548	116,430	121,752
6	City Administration	Assistant City Clerk/Records Coordinator - delayed hire	53,092	107,996	43,879
7	City Administration	Systems Analyst	88,340	93,886	99,642
8	City Svc #24 - P&R Alf Sorensen Community Center & Aquatics	Recreation Assistant I (Aquatics) offset by elimination of Temp position	47,918	54,815	58,964
9	City Administration	Class and Compensation Study - Cost = \$90k, but G.F. Net New Costs = \$0, if cost use \$45k Wellness one-time, \$25k from PD travel and training & \$20k from Development Services Fund 2201	0	unknown	unknown

FY17 New Needs - Summary of All Submissions

With on-going costs projected through FY19

Page	Dept Priority	Core Service	New Need	FY17	FY18	FY19	City Manager Recommendation
General & Parks and Rec Funds							
Community Services Department							
178	1	City Svc #17 - CSD Parks Maintenance	Parks Maintenance Worker	68,220	74,807	78,705	X
178	1	City Svc #17 - CSD Parks Maintenance	Parks Maintenance Worker	68,220	74,807	78,705	
179	2	City Svc #21 - CSD Community Appearance	Office Specialist - Code Enforcement	87,076	94,008	97,559	
180	1	City Administration	Safety Coordinator (20% General Fund, 40% Sewer, 40% Drains)	19,043	19,884	20,701	X
181	2	City Administration	Geographic Technology Specialist (10% General Fund, 10% Sewer, 10% Drains, 10% Road Fund, 60% Development Services Fund)	9,399	9,838	10,399	
182		City Svc #21 - CSD Community Appearance	Homeless camp cleanup	25,000	25,000	25,000	
183		City Svc #18 - CSD Facility Maintenance	Convert asset inventory database into MaintStar	30,000			
184		City Svc #17 - CSD Parks Maintenance	Additional Temp labor for Parks Maintenance (current budget of \$326k would increase to \$426k)	100,000	100,000	100,000	
185		City Svc #18 - CSD Facility Maintenance	Parking Lot, ballfield, park & area lighting maintenance	50,000	50,000	50,000	
186		City Svc #21 - CSD Community Appearance	Laptops & universal docks for mounting in Code Enforcement vehicles	6,900			
Community Services General Fund Total				463,858	448,344	461,069	
Fire Department							
187	1	City Administration	Fire Prevention Inspector	112,548	116,430	121,752	X
189	1	City Administration	Security Consultant to provide recommendations to increase security at City facilities	10,000			
Fire Department General Fund Total				122,548	116,430	121,752	

FY17 New Needs - Summary of All Submissions

With on-going costs projected through FY19

Page	Dept Priority	Core Service	New Need	FY17	FY18	FY19	City Manager Recommendation
Police Department							
190	1	City Svc #14 - SPD Essential Training (incl. Marshals)	Police Officer - Academy Staff (delayed hire)	57,390	104,573	108,352	X
191	2	City Svc #04 - SPD Detectives	Police Sergeant - Repeat Offender Program	159,005	156,816	156,817	X
193	3	City Svc #01 - SPD Patrol	Police Officer - Traffic	109,680	104,574	108,353	
193	3	City Svc #01 - SPD Patrol	Police Officer - Traffic	109,680	104,574	108,353	
194	4	City Svc #01 - SPD Patrol	Police Officer	102,889	100,883	104,662	
194	4	City Svc #01 - SPD Patrol	Police Officer	102,889	100,883	104,662	
194	4	City Svc #01 - SPD Patrol	Police Officer	102,889	100,883	104,662	
194	4	City Svc #01 - SPD Patrol	Police Officer	102,889	100,883	104,662	
194	4	City Svc #01 - SPD Patrol	Police Officer	102,889	100,883	104,662	
194	4	City Svc #01 - SPD Patrol	Police Officer	102,889	100,883	104,662	
194	4	City Svc #01 - SPD Patrol	Police Officer	102,889	100,883	104,662	
Police Department General Fund Total				1,053,089	1,075,834	1,109,846	
Management Services Department							
195	1	City Administration	Assistant City Clerk/Records Coordinator (delayed hire)	53,092	107,996	43,879	X
196	1	City Administration	Sponsorship for Nevada League of Cities & Municipalities (NLC&M) conference hosted by the City of Sparks in Oct 2016	25,000			
197	2	City Administration	Meltwater Press, media monitoring	6,000	6,000	6,000	
198	1	City Administration	Class and Compensation Study Total Cost = \$90k, \$70k from General Fund & \$20k from Development Services Fund. General Fund Net New Costs = \$0, as we will move \$45k from the Wellness fund one-time and \$25k from PD travel and training.	0	unknown	unknown	X
Management Services Department General Fund Total				84,092	113,996	49,879	

FY17 New Needs - Summary of All Submissions

With on-going costs projected through FY19

Page	Dept Priority	Core Service	New Need	FY17	FY18	FY19	City Manager Recommendation
Financial Services Department							
201	1	City Administration	Systems Analyst	88,340	93,886	99,642	X
202	2	City Administration	Disaster Recovery services- V<Ware vCloud Air (DRaaS)	51,259	51,009	51,009	
Financial Services Department General Fund Total				139,599	144,895	150,651	
Parks & Recreation Fund							
217	1	City Svc #24 - P&R Alf Sorensen Community Center & Aquatics	Recreation Assistant I (Aquatics) offset by elimination of Temp position	47,918	54,815	58,964	X
217	2	City Svc #24 - P&R Alf Sorensen Community Center & Aquatics	Recreation Assistant I (Sports) offset by elimination of Temp position	40,909	47,717	51,794	
Parks & Rec Fund Total				88,827	102,532	110,758	
Total General & Parks & Rec Fund				1,952,013	2,002,031	2,003,955	

FY17 New Needs - Summary of All Submissions

With on-going costs projected through FY19

Page	Dept Priority	Core Service	New Need	FY17	FY18	FY19	City Manager Recommendation
Other Funds							
Road Fund							
181	2	N/A ¹	<i>Geographic Technology Specialist (10% General Fund, 10% Sewer, 10% Drains, 10% Road Fund, 60% Development Services Fund)</i>	9,399	9,838	10,399	
Road Fund Total				9,399	9,838	10,399	
Truckee Meadows Water Reclamation Facility							
218	1	N/A ¹	<i>Assistant Process Engineer</i>	110,930	116,451	121,326	X
TMWRF Fund Total				110,930	116,451	121,326	
Sewer Operations Fund							
180	1	N/A ¹	<i>Safety & Training Coordinator (20% General Fund, 40% Sewer, 40% Drains)</i>	38,085	39,768	41,402	X
181	2	N/A ¹	<i>Geographic Technology Specialist (10% General Fund, 10% Sewer, 10% Drains, 10% Road Fund, 60% Development Services Fund)</i>	9,399	9,838	10,399	
219	3	N/A ¹	Asset Management hardware and software	50,000	10,000	10,000	X
Sewer Operations Fund Total				97,484	59,606	61,801	

FY17 New Needs - Summary of All Submissions

With on-going costs projected through FY19

Page	Dept Priority	Core Service	New Need	FY17	FY18	FY19	City Manager Recommendation
Drains Operations Fund							
180	1	N/A ¹	Safety & Training Coordinator (20% General Fund, 40% Sewer, 40% Drains)	38,085	39,768	41,402	X
181	2	N/A ¹	Geographic Technology Specialist (10% General Fund, 10% Sewer, 10% Drains, 10% Road Fund, 60% Development Services Fund)	9,399	9,838	10,399	
Drains Operations Fund Total				47,484	49,606	51,801	
Development Services Enterprise Fund							
220	1	City Administration	Development Services Manager	142,990	150,867	157,418	X
221	2	City Svc #07 - CSD Buildings & Safety	Permit Technician	74,958	79,054	83,204	X
222	3	City Administration	Assistant Planner	87,277	91,010	91,572	X
223	4	City Svc #07 - CSD Buildings & Safety	PW Inspector I	130,975	109,392	115,429	X
281	1	City Administration	Geographic Technology Specialist (10% General Fund, 10% Sewer, 10% Drains, 10% Road Fund, 60% Development Services Fund)	56,393	59,030	62,396	
224		City Administration	Study to project demand for and cost of providing City Services & facilities; estimating future revenues available to support delivery of services & facilities	250,000			X
225	1	City Svc #07 - CSD Buildings & Safety	Building inspection services - temp agency	85,000			X
226	4	City Administration	Digital plan review - equipment	36,900			X
227	5	City Administration	Digital Plan Review - software	9,100			X
228	6	City Administration	Contract professional survey review services	50,000			X
229	7	City Svc #07 - CSD Buildings & Safety	Contract professional engineering review services	50,000			X

FY17 New Needs - Summary of All Submissions

With on-going costs projected through FY19

Page	Dept Priority	Core Service	New Need	FY17	FY18	FY19	City Manager Recommendation
Development Services Enterprise Fund Continued							
230	2	City Administration	Concrete testing equipment	2,500			X
231	3	City Administration	Nuclear density gauges	13,000			X
198	8	City Administration	Class and Compensation Study Total Cost = \$90k, \$70k from General Fund & \$20k from Development Services Fund.	20,000	unknown	unknown	X
Development Services Fund Total				1,009,093	489,353	510,019	
Total Other Funds				1,274,391	724,855	755,347	
Total FY17 New Needs Requests - All Funds				3,226,403	2,726,886	2,759,302	

Summary of all FY17 New Needs Requests

	General & Parks and Rec Fund	Other Funds	Total
Full-time positions	18.3	6.7	25
Personnel Costs	\$1,647,854	\$707,891	\$2,355,744
Other Costs	\$304,159	\$566,500	\$870,659
Total	\$1,952,013	\$1,274,391	\$3,226,403

Summary of FY17 New Needs Recommended by City Manager

	General & Parks and Rec Fund	Other Funds	Total
Full-time positions	7.2	5.8	13
Personnel Costs	\$605,556	\$623,300	\$1,228,856
Other Costs	\$0	\$566,500	\$566,500
Total	\$605,556	\$1,189,800	\$1,795,356

¹ Core Services were assigned to Programs in the General Fund, Parks & Recreation Fund & Development Services Enterprise Funds only.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

Requesting Department: Departmental Priority # ----> **1101-1**
(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:

New Equipment

FY17 costs	FY18 costs	FY19 costs

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

Professional Service

FY17 costs	FY18 costs	FY19 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 FY17	Total FY18	Total FY19
1	Parks Maintenance Worker I/II	36,399	31,821	68,220	74,807	78,705
2	Parks Maintenance Worker I/II	36,399	31,821	68,220	74,807	78,705
3						
4				0		
Total		72,797	63,642	136,440	149,614	157,410

Other

FY17 costs	FY18 costs	FY19 costs

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

Description of New Need

Public Works is requesting two additional full time Parks Maintenance Worker I/II to assist in the maintenance of our parks. The City's park space is covered by two of the Council's strategic goals 3.5 and 4.3. The park system is a large part of the City's infrastructure, and requires a skilled work force to maintain it. While the use of contract labor is a huge help in maintaining that infrastructure in a cost effective manner, the majority of these workers are seasonal. Permanent employees retain institutional knowledge, and can be utilized for more skilled tasks. Another advantage of permanent employees is that they are here year around and allow us to complete many substantial projects during the off season. Having two additional permanent employees will go along way towards restructuring the way that the parks are maintained and add additional personal pride, and accountability. In the coming years more new parks will be opening, and we will need additional personnel to maintain those areas.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description: Office Specialist (new permanent FT position to replace temporary PT one)

Requesting Department: Community Services Departmental Priority # ----> **1101-2**
(1, 2, 3, etc.)

Department Contact: Armando Ornelas, City Planner

Aggresso Fund & Program Number: Fund 1101; Program 130205 (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

FY17 costs	FY18 costs	FY19 costs
3,000		

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

computer, monitor, Microsoft licensing, desk and other office needs - \$3,000 estimate

Professional Service

FY17 costs	FY18 costs	FY19 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 FY17	Total FY18	Total FY19
1	Office Specialist (salary mid-range)	49,444	34,632	84,076	94,008	97,559
2				0		
3						
4				0		
<i>Total</i>		49,444	34,632	84,076	94,008	97,559

Other

FY17 costs	FY18 costs	FY19 costs

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

Description of New Need

Administrative support dedicated to Code Enforcement. Will replace temporary, part-time employee. Will also free up existing Administrative Assistant to provide greater support to planning and engineering functions.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

Requesting Department: Departmental Priority # ----> **Dept13-1**
(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:

	FY17 costs	FY18 costs	FY19 costs
<input checked="" type="checkbox"/> New Equipment	3,000		

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

computer, monitor, Microsoft licensing, desk and other office needs - \$3,000 estimate

	FY17 costs	FY18 costs	FY19 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 FY17	Total FY18	Total FY19
1	Safety Coordinator	58,655	33,558	92,213	99,420	103,504
2				0		
3						
4				0		
Total		58,655	33,558	92,213	99,420	103,504

	FY17 costs	FY18 costs	FY19 costs
<input type="checkbox"/> Other			

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

Description of New Need

The Public Works Division has been utilizing a volunteer safety committee for the past seven years or so to do the job of the Safety Coordinator. This has been somewhat successful in the day to day operations in providing safety meetings, and minimal oversight. Several events this past year have alerted us that our safety program was not up to OSHA standards. We have been utilizing a Utility Maintenance Worker II to temporarily fill this position and to begin the work to bring us into compliance with OSHA. Improving safety through prevention activities is Strategic goal #4.2, and having a permanent Safety Coordinator will go a long way towards accomplishing that goal.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

Addition of one Geographic Technology Specialist I/II - GIS - Programming

Requesting Department:

Community Services

Departmental Priority # ---->

Dept13-2

(1, 2, 3, etc.)

Contact:

John Martini

Aggresso Fund & Program Number:

Funds 1101(10%)1630 (10%)1640(10%) 1401(10%)
2201(60%) Program 130150 (Stacie's guess at oth funds
= 130170, 130180, 99-1401, 130150)

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

Check all that apply & fill in cost estimates:

	FY15 costs	FY16 costs	FY17 costs
<input checked="" type="checkbox"/> New Equipment	5,500	1,200	1,200

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

Computer and Cell phone

	FY15 costs	FY16 costs	FY17 costs
<input type="checkbox"/> Equip Replacement Plan (non-vehicle)			

Please attach detailed list of equipment to be replaced that identifies the year the replacement is expected and the expected cost.

	FY15 costs	FY16 costs	FY17 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 FY15	Total FY16	Total FY17
1	GT Specialist I/II (mid-range)	52,914	35,575	88,489	97,183	102,794
2				0		
3				0		
Total		52,914	35,575	88,489	97,183	102,794

Council Priorities & Strategic Planning

There are 5 categories of new needs that will be given extra consideration during the FY15 Budget process:

1. IT Solutions
2. Improvements to Customer Service
3. Solutions to "Emerging Issues" listed in your Cascading 5's
4. Process Innovation - Savings of time and money
5. Equipment replacement plans (non-vehicle)

Addition of a GT specialist to support ACELLA/GIS interface, online web application production, PAVER program support, SCADA programming, updating landuse/development database, landuse analysis, and hardware and software support.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

Requesting Department: Departmental Priority # ---->

Department Contact: (1, 2, 3, etc.)

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

Check all that apply & fill in cost estimates:

New Equipment

	FY17 costs	FY18 costs	FY19 costs

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

Professional Service

	FY17 costs	FY18 costs	FY19 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 FY17	Total FY18	Total FY19
1				0		
2				0		
3						
4				0		
<i>Total</i>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Other

	FY17 costs	FY18 costs	FY19 costs
	25,000	25,000	25,000

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

This will be an ongoing task that is currently unfunded

Description of New Need

The cleanup along the river of the homeless camps by Public Works will require additional labor as well as training, supplies, and equipment to complete. Currently it is anticipated that this will be an ongoing task. This request is for a placeholder so that the funding will be available when the City moves forward with tackling the problem.130505

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

Requesting Department: Departmental Priority # ----> _____ (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

	FY17 costs	FY18 costs	FY19 costs
	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Professional Service

	FY17 costs	FY18 costs	FY19 costs
	30,000	<input type="text"/>	<input type="text"/>

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

This is a one time request for professional services during FY 2017.

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

	Position Title	Salary	Benefits	Total FY17	Total FY18	Total FY19
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
Total		0	0	0	0	0

Other

	FY17 costs	FY18 costs	FY19 costs
	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Description of New Need

This request is for professional services to convert an asset inventory database into MaintStar, and the integration of a work order system on the mobile platform. This will also cover all professional services associated with the annual maintenance of the MaintStar system.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

Requesting Department: Departmental Priority # ----> _____ (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

	FY17 costs	FY18 costs	FY19 costs

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

Professional Service

	FY17 costs	FY18 costs	FY19 costs
	100,000	100,000	100,000

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

This request is for ongoing budget authority in addition to the \$325,897 already in the temp agency budget for park maintenance

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

	Position Title	Salary	Benefits	Total FY17	Total FY18	Total FY19
1				0		
2				0		
3						
4				0		
<i>Total</i>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Other

	FY17 costs	FY18 costs	FY19 costs

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

Description of New Need

This request is for an augmentation of the budget for Parks Maintenance in the amount of \$100,000. These funds will be used to pay for additional contract labor that will be used in the maintenance of the Park facilities around the City.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

Requesting Department: Departmental Priority # ----> _____ (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

	FY17 costs	FY18 costs	FY19 costs
	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Professional Service

	FY17 costs	FY18 costs	FY19 costs
	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 FY17	Total FY18	Total FY19
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	0		
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	0		
3	<input type="text"/>	<input type="text"/>	<input type="text"/>			
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	0		
Total		0	0	0	0	0

Other

	FY17 costs	FY18 costs	FY19 costs
	50,000	50,000	50,000

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

This request is for ongoing budget authority

Description of New Need

Since the beginning of the recession, the City's general lighting (approximately 3500 fixtures) have been maintained by the road fund. There has also been very little reinvestment into upgrading or replacing fixtures that have become obsolete, or just can't be repaired any more. This request is to give Facility Maintenance the budget authority to be able to make the necessary repairs and to properly maintain the City's infrastructure.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

Requesting Department: Departmental Priority # ----> _____ (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

	FY17 costs	FY18 costs	FY19 costs
\$	6,900		

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

Professional Service

	FY17 costs	FY18 costs	FY19 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 FY17	Total FY18	Total FY19
1						
2						
3						
4						
	<i>Total</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>

Other

	FY17 costs	FY18 costs	FY19 costs

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

Description of New Need

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

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:

New Equipment

FY17 costs	FY18 costs	FY19 costs
3,000		

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

Professional Service

FY17 costs	FY18 costs	FY19 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 FY17	Total FY18	Total FY19
1	Fire Prevention Inspector I	68,248	41,299	109,547	116,430	121,752
2				0		
3				0		
4				0		
	<i>Total</i>	68,248	41,299	109,547	116,430	121,752

Other

FY17 costs	FY18 costs	FY19 costs

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

Description of New Need

FIRE PREVENTION INSPECTOR I JUSTIFICATION

CHALLENGES

- Inability to maintain a timely fire plan review turnaround time due to the growth of new development and tenant improvement permit applications. The inability is caused by fire plan review being conducted on a part-time basis by the Fire Marshal position.
- Inability of Fire Marshal to have adequate time to participate in development pre-application and plan review meetings, and work on executive level duties, due to an increased fire plan review and development meeting workload and other local and regional fire safety issues.
- Inability to provide building permit and new business inspections by existing fire inspection staff in a timely manner due to the growth of new development, tenant improvement permit and new business inspection applications.
- Inability of the fire prevention bureau staff to have adequate time to provide community fire safety education to schools, businesses, and civic groups.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

This request is for a new Fire Prevention Inspector I position.

Requesting Department:

Fire Department

Departmental
Priority # ---->

1

(1, 2, 3, etc.)

Department Contact:

Tom Garrison - Fire Chief

Agresso Fund & Program Number:

1101-101632

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

SOLUTION To address these challenges, the Fire Department proposes to hire a full-time Fire Prevention Inspector I, and to restructure the inspection and plan review duties with existing FPB staff. Restructure strategy:

- Fire plan review, pre-application & plan review meetings, and all building permit inspections would be assigned to an existing Fire Inspector. Over-the-counter fire plan review for smaller projects would be set aside for one morning a week at the Building Department.
- The new Fire Prevention Inspector I would take possession of the existing inspection district. Existing fire inspection staff would devote their extra time to conduct new business, citizen fire safety, and special event inspections in a timelier manner. The extra time would also be utilized to enhance community fire safety education for schools, businesses, and civic groups.
- Removing fire plan review and plan review meetings from the Fire Marshal duties would allow more time to work on executive level duties and assignments, such as local and regional code review and development, local and regional fire safety issues, administration of the Fire Prevention Bureau, Emergency Management, etc.

BENEFITS The new Fire Prevention Inspector I will benefit community fire & life safety in the following ways:

- Utilizing existing qualified staff to conduct fire plan review and attend pre-application and plan review meetings, would allow the process to begin immediately without extensive training or budget requirements.
- Provide a single point of contact for fire plan review permit applicants and inspections. Enables one person to take the permit application from review to final inspection, and streamlines the fire plan review process for quicker turnaround time and enhanced customer service.
- Provide more availability of fire plan reviewer for consultations and meetings.
- Provide dedicated availability of fire plans examiner one-morning a week for over-the-counter fire plan review of smaller projects, resulting in quicker plan review turnaround time and face to face customer service.
- Removing building permit inspections from the existing Inspectors, would allow approximately 24% more time to: (1) conduct new business inspections, citizen fire safety concerns, and special event inspections in a timelier manner, (2) provide community fire safety education to schools, businesses, and civic groups.
- Improved availability of the Fire Marshal to have adequate time to work on local and regional fire safety issues, major arson investigations, executive level duties and assignments, and administration of the fire prevention bureau.

STRATEGIC PLAN IMPACTS The new Fire Prevention Inspector I will have the following impacts to the City of Sparks Strategic Plan:

4.2 Improve safety through prevention activities:

- Increased fire safety education to schools, businesses and civic groups
- Implementation of Remembering When Senior Fire and Fall Safety Program
- Addressing complaints of fire hazards in a timely manner
- Increase in special event inspections

5.2 Promote an environment for the development of commercial and industrial areas by FY17:

- Decrease plan check turn-around time for new development and tenant improvements
- Scheduled time for face-to-face interaction between developers and plans examiner
- Decrease in time to complete new business inspections
- Connects developers to single point-of-contact for plans check through final inspection

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

Security Consultant - Because of security concerns identified in City facilities, this new need recommends hiring a Security Consultant to provide recommendations to increase the security at all City facilities. Recommendations to include procedural as well as tenant improvements.

New Need brief description:

Requesting Department:

Fire Department

Departmental
Priority # ---->

1

(1, 2, 3, etc.)

Department Contact:

Tom Garrison - Fire Chief

Agresso Fund & Program Number:

1101-101627

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

Check all that apply & fill in cost estimates:

New Equipment

FY17 costs	FY18 costs	FY19 costs

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

Professional Service

FY17 costs	FY18 costs	FY19 costs
10,000		

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

This expense is an approximation. On-going costs would be CIP projects recommended by the consultant and approved by the City.

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

	Position Title	Salary	Benefits	Total FY17	Total FY18	Total FY19
1				0		
2				0		
3						
4				0		
Total		0	0	0	0	0

Other

FY17 costs	FY18 costs	FY19 costs

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

Description of New Need

The environment in the United States has changed dramatically in recent years. Terrorist events, both foreign and domestic driven, as well as mass shootings, have become common place. A recent meeting on November 10 to discuss evacuation/sheltering-in-place procedures identified security concerns at City Hall. Security concerns were also discussed at a Fire senior staff meeting on December 7, with recommendations that security at Fire Station 1 needed to be improved.

The Fire Department has implemented a short-term solution to restrict free access to Fire Station 1, but a long-term solution needs to be developed. Any long-term solution needs to balance the concept of remaining open and accessible to the public but at the same time address the safety of City employees.

Although this new need is presented by the Fire Department, it is recommended that all City departments participate in the security assessment. Cost is approximate, and was not professionally obtained.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

Police Officer - Academy Staff

Requesting Department:

Police Department

Departmental
Priority # ---->

1

(1, 2, 3, etc.)

Department Contact:

Brian Miller

Agresso Fund & Program Number:

Academy Officer: 1101, 090303

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

Check all that apply & fill in cost estimates:



New Equipment

FY17 costs	FY18 costs	FY19 costs
7,200	0	0

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

Academy Officer: One time uniform/equipment costs \$200
Equipment for new officer to backfill position: \$7,000



Professional Service

FY17 costs	FY18 costs	FY19 costs
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 FY17	Total FY18	Total FY19
1	Academy Staff Officer	54,346	44,434	98,780	104,173	107,952
2						
3						
4						
Total		54,346	44,434	98,780	104,173	107,952



Other

FY17 costs	FY18 costs	FY19 costs

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

Description of New Need

Over the course of the recession we were able to reduce staffing in several areas due to the dynamics of that time. We were not hiring police officers so we did not need an academy officer. We moved the position to patrol to augment staffing on a patrol team. As we grow, recovering this position is necessary.

An academy officer acts as part of the academy staff at the regional police academy held at the Regional Public Safety Training Center. The academy officer helps establish the curriculum, create the schedule, teaches classes and acts as a liaison between the academy and the Police Department. Historically we staffed this position with one officer along with officers from the Reno Police Department and the Washoe County Sheriff's Office. During the recession a lack of hiring allowed us to move that position back to patrol. Now that we are hiring it is important to re-establish this position. Not only is it part of being an equitable partner, it is important to have input into the training our officers receive and get routine updates on recruits' progress.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

Police Sergeant - Repeat Offender Program

Requesting Department:

Police Department

Departmental
Priority # ---->

2

(1, 2, 3, etc.)

Department Contact:

Brian Miller

Aggresso Fund & Program Number:

Repeat Offender Program Sergeant:

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

Check all that apply & fill in cost estimates:

New Equipment

	FY17 costs	FY18 costs	FY19 costs
	7,000		

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

Equipment for new officer to backfill position: \$7,000

Professional Service

	FY17 costs	FY18 costs	FY19 costs
	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 for New Needs)

	Position Title	Salary	Benefits	Total FY17	Total FY18	Total FY19
1	R.O.P. Sergeant (top of range)	91,278	59,927	151,205	156,416	156,417
2						
3						
4						
Total		91,278	59,927	151,205	156,416	156,417

Other

	FY17 costs	FY18 costs	FY19 costs

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

Description of New Need

1 Sergeant Assigned to Repeat Offender Program:

The police department is requesting to add a sergeant to our compliment which will be used to supervise a regional team known as the Repeat Offender Program or R.O.P.

R.O.P. has long been an essential element of proactive police work in our region. Typically the R.O.P. unit has been assigned the most prolific criminals in our area to work. It has long been proven that a small percentage of the population commits a large percentage of the crime. The R.O.P. unit is assigned the worst offenders.

Historically the R.O.P. unit minimizes the impact of these offenders in two major areas. The first area includes conducting active investigations of prolific criminals which include surveillance, monitoring pawn history, monitoring fraud activity and many other means to catch these criminals committing more crimes.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

Police Sergeant - Repeat Offender Program

Requesting Department:

Police Department

Departmental
Priority # ---->

2

(1, 2, 3, etc.)

Department Contact:

Brian Miller

Agresso Fund & Program Number:

Repeat Offender Program Sergeant:

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

The second major area includes post-arrest and pre-sentence investigations to assist the D.A.'s office in obtaining maximum sentencing. R.O.P. detectives stay attached to the cases of prolific offenders all the way through the prosecutorial process. This ensures these cases are not dropped or plead to lesser charges which would shorten offenders' sentences.

Over the course of the recession the number of detectives in this unit dwindled due to staffing shortages. Sparks maintained one detective in this unit throughout the recession and to this day. The R.O.P. unit has historically been supervised by a Reno Police sergeant. Due to the reduced number of detectives, and a need by the Reno Police Department to supply a sergeant to the Northern Nevada Regional Intelligence Center at Washoe County, the Reno Police Department was contemplating disbanding the R.O.P. unit.

In meetings with our regional law enforcement partners an offer was put forward to the Sparks Police Department to staff the R.O.P. unit with a sergeant. If Sparks supplied a supervisor, Reno Police agreed to continue their participation in the unit. The Washoe County Sheriff's Office agreed to add a detective to the unit, and the Department of Parole and Probation also agreed to add a probation officer to the unit.

Staffing this unit with a Sparks sergeant helps in several ways. The unit would grow by two positions with the additions from Washoe County and Parole and probation. This will increase effectiveness and allow for better field work to occur. It will also provide Sparks oversight which will ensure the R.O.P. unit is attentive to crimes and crime trends occurring in Sparks.

Staffing this position with our current complement would mean re-assigning a current sergeant to R.O.P. and distributing that sergeant's duties to other supervisors. This would be a large burden on other supervisors and create an awkward workflow due to a redistribution of assignments.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

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:

	FY17 costs	FY18 costs	FY19 costs
<input checked="" type="checkbox"/> New Equipment	20,200	0	0

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

2 Traffic Officers: One time uniform/equipment costs \$3,100 each. Total \$ 6,200
 2 Police Officers. One Time uniform/equipment costs \$7,000 Total \$14,000
 (2 new officers would need to be equipped for 2 patrol officers to backfill vacancies created by traffic officers)

	FY17 costs	FY18 costs	FY19 costs
<input checked="" type="checkbox"/> Professional Service	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 FY17	Total FY18	Total FY19
1	2 Motor/Traffic Officers	108,692	88,868	197,560	208,347	215,905
2						
3						
4						
	Total	108,692	88,868	197,560	208,347	215,905

	FY17 costs	FY18 costs	FY19 costs
<input type="checkbox"/> Other			

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

Description of New Need

2 Motorcycle Officers:

Over the course of the recession we were able to reduce staffing in several areas due to the dynamics of that time. By necessity we eliminated the Motorcycle Units that focused on traffic issues so we could staff patrol. As we grow, recovering these positions is necessary.

Prior to the recession, the Traffic Section consisted of 4 Motorcycle Officers and 1 Accident Investigator. The Traffic Section was eliminated for several years, but was revived with 2 Motorcycle Officers, and that is how it is currently staffed.

Traffic related issues continue to be one of the major complaints from our citizens. 4 Motorcycle Officers would give us much better coverage for the City geographically, better coverage during various times of day and better coverage during various days of the week. As the population in this area increases so will the traffic challenges these units are tasked with mitigating. We still possess the motorcycles from when the unit was fully staffed so we do not need to purchase motorcycles at this time.

Our motor units are used for traffic enforcement of high accident locations. Our top ten accident locations do not vary much so we tend to use them for enforcement in those locations in addition to school zones. Increasing the number of motor officers allows us to monitor more high accident locations and more school zones.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

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

	FY17 costs	FY18 costs	FY19 costs
	42,000	0	0

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

Professional Service

	FY17 costs	FY18 costs	FY19 costs
	4,800	2,400	2,400

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 FY17	Total FY18	Total FY19
1	6 Police Officers	310,476	260,058	570,534	602,898	625,572
2						
3						
4						
	Total	310,476	260,058	570,534	602,898	625,572

Other

	FY17 costs	FY18 costs	FY19 costs

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

Description of New Need

Six Patrol Officers:
 Patrol continues to lag behind in staffing. Our overtime usage continues to be high in order to maintain minimum staffing levels. It is a challenge to meet current demand with current staffing. Any increase in service demands will be very difficult to meet as our region grows. Six new patrol positions would help alleviate some of the demands currently on patrol and provide personnel to each of the current six patrol teams. Based on calls for service needs and current minimum staffing levels, all beats are not staffed 24 hours a day, 7 days a week, 365 days a year. With the development occurring in the northern portion of our city, having personnel assigned to those beats will reduce crime related to development and protect those new residents.

Patrol has experienced an increase of 2,214 calls into dispatch for FY 14/15 over FY 13/14, and an increase of 802 cases taken FY14/15 over FY13/14. In the first three months of FY 15/16 we have experienced a 10% increase in calls into dispatch over FY 14/15. We expect this trend to continue due to the present and future growth in our area.

It is very important to put additional positions in place now. As growth continues, delaying additional positions will make it extremely difficult to catch up with increasing service demands.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

**Additional position - either Assistant City Clerk or Records Coordinator
(Split the current position of Assistant City Clerk/Records Coordinator into 2 positions)**

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:

	FY17 costs	FY18 costs	FY19 costs
<input checked="" type="checkbox"/> New Equipment	3,000	0	0

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

Will need a new monitor, desk, chair, minimal office supplies; have a computer, software licensing, phone. Will need additional cell phone allowance.

	FY17 costs	FY18 costs	FY19 costs
<input checked="" type="checkbox"/> Professional Service	(13,000)		

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

The professional services budget used for temporary employee help would be eliminated.

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

	Position Title	Salary	Benefits	Total FY17	Total FY18	Total FY19
1	Assistant City Clerk OR Records Coordinator	64,813	35,371	100,184	107,996	112,509
2				0		
3						
4				0		
Total		64,813	35,371	100,184	107,996	112,509

	FY17 costs	FY18 costs	FY19 costs
<input checked="" type="checkbox"/> Other			(68,630)

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

The General Fund collects a Common Service Charge for the central services it provides to the other funds. 61% of the City Clerks costs are recovered via this Common Service Charge. Therefore, 61% of this new position will be recovered via the Common Services Charge. This recovery won't happen, however, until FY19 due to the fact that the Cost Allocation Plan which determines the Common Service

Description of New Need

In January of 2012, the Clerk's department included a City Clerk, Assistant City Clerk, EIMS Coordinator and Records Technician. In January 2013 the City Clerk retired, the Assistant City Clerk was promoted, and the position of Assistant City Clerk was not filled. It was determined to be necessary to have assistance for the required duties of the Clerks office for all City Council and Redevelopment Agency meetings and workshops, including agenda preparations, minutes, and document processing. Therefore, in July 2013 the position of EIMS Coordinator was expanded to also include Assistant City Clerk duties and retitled Assistant City Clerk/Records Coordinator.

The day-to-day requirements of records management work for building permits, business license records, planning and engineering documents, and customer service requests is growing. Having one Records Technician and a 1/2 time Records Coordinator is not sufficient. Furthermore, the legal requirements of document processing of Council and Redevelopment actions, as well as ever changing technology challenges and additional requirements related to the agenda creation, preparation and posting, require more than a 1/2 time Assistant City Clerk.

An additional position would allow the Clerk's office to make a positive impact by taking the electronic agenda process to the next level; providing customers with access to information to lessen dependency on city employees; allowing for better auditing and quality control of official records and documents; providing easy access to archived city-wide records; protecting the city from possible legal ramifications by advancing the records retention/destruction program; providing cost savings and increased customer service by implementing additional innovative processes; research and implement next generation technology for both records management and the agenda process; etc.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

Sponsorship for Nevada League of Cities & Municipalities (NLC&M) conference hosted by the City of Sparks in October 2016.

Requesting Department:

Management Services

Departmental
Priority # ---->

1

(1, 2, 3, etc.)

Department Contact:

Adam Mayberry

Agresso Fund & Program Number:

603212/1101/050313

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

Check all that apply & fill in cost estimates:

New Equipment

FY17 costs FY18 costs FY19 costs

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

Professional Service

FY17 costs FY18 costs FY19 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 FY17	Total FY18	Total FY19
1				0		
2				0		
3						
4				0		
Total		0	0	0	0	0

Other

FY17 costs FY18 costs FY19 costs

25,000		
--------	--	--

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

One time sponsorship dollars as approved by the City Council on December 8, 2014

Description of New Need

This is a one time request. The City Council unanimously passed a resolution on December 8, 2014 to provide sponsorship funding in the amount of \$15,000 to host the annual NLC&M Conference in the City of Sparks in October 2016 for FY 2016-17.

An additional \$10,000 (for a total of \$25,000) is being requested for the purchase of marketing and related collateral along with miscellaneous expenses in an effort to provide a positive impression and hospitality for the conference which will host Mayors, Council members, and other elected officials at all levels of government throughout the state of Nevada.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

Requesting Department: Departmental Priority # ----> **2**
(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

	FY17 costs	FY18 costs	FY19 costs
	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Professional Service

	FY17 costs	FY18 costs	FY19 costs
	6,000	6,000	6,000

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

See description below

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

	Position Title	Salary	Benefits	Total FY17	Total FY18	Total FY19
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
<i>Total</i>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Other

	FY17 costs	FY18 costs	FY19 costs
	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Description of New Need

Meltwater Outside Insight is an online tool that allows for the ability to track and monitor City news on more than 260,000 online and print news sources, to include dashboard analytics for both traditional media and social media, customized email alerts, and a variety of tools to better measure the success of City media coverage. Service includes for comprehensive training.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

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:

New Equipment

	FY17 costs	FY18 costs	FY19 costs

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

Professional Service

	FY17 costs	FY18 costs	FY19 costs
	90,000	unknown	unknown

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

Utilization of a vendor to perform a Class and Compensation study in conjunction with Human Resources in Fiscal Year 2017. Following Phase 1 in FY 2017, it will be necessary to participate in External Data Comparisons. There may also be some cost to implement new salary schedules and placement of employees in appropriate pay schedules.

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

	Position Title	Salary	Benefits	Total FY17	Total FY18	Total FY19
1				0		
2				0		
3						
4				0		
Total		0	0	0	0	0

Other

	FY17 costs	FY18 costs	FY19 costs

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

Description of New Need

We propose that beginning in fiscal year 2017, Human Resources work with a vendor that specializes in class and compensation. Their role in fiscal year 2017 would be to assess the strategic goals outlined for the project, review and update job descriptions and establish job analyses, assist with salary surveys, and recommend updates to the city's class and compensation system. Employee participation and the communication of results would be paramount to overall success.

Specific services provided by the vendor (working with Human Resources) are:

- Revamping a systematic internal/external compensation system for employees
- Assistance in designing plan for aligning total compensation offerings with strategic vision for the City
- Vendor evaluation system methodology
- Job analysis
- Meetings with management, employee groups and labor groups for information gathering and consensus building
- Analysis of total compensation and benefit package
- Communication plan

New Needs Request – Class and Compensation Study

1 REQUEST FOR FUNDING FOR VENDOR

Proposal Summary:

Human Resources proposes new needs funding for fiscal year 2017 to use a Class and Compensation vendor.

Background:

The City of Sparks released a Strategic Plan for Fiscal Years 2016-2021 which places Employee Relations in the prominent role of one of three core strategic goals. A key element in designing and executing operations to reach the Employee Relations objectives is a fundamental congruence between the what, the why and the how. In other words, the objectives exist to support and enhance the structure above, from the strategic goal all the way to the citywide vision and mission. A strategy to achieve the objectives must therefore marry policy direction with administration. In that vein, Human Resources recommends a course of action that is not piecemeal, but begins with a comprehensive plan. Contribution toward the larger strategic needs of the city is a cornerstone of our approach.

Proposal:

We propose that beginning in fiscal year 2017, Human Resources work with a vendor that specializes in class and compensation. Their role in fiscal year 2017 would be to assess the strategic goals outlined for the project, review and update job descriptions and establish job analyses, assist with salary surveys, and recommend updates to the city's class and compensation system. Employee participation and the communication of results would be paramount to overall success.

Clear communication and consensus about job requirements provides a solid footing for career pathing, succession planning and performance review. Thus, the improvements made in this area in fiscal year 2016 would anticipate new inputs and efficiencies gained from completion of the study. An up-to-date system of class and comp helps employees feel more confident and comfortable with the fairness of job salaries and responsibilities. Other benefits from the system design include the flexibility to write goals, such as performance or innovation, into the compensation system and structure, so that where appropriate compensation outlays support desired outputs.

Furthermore, the issue of how the City accomplishes reclassifications has been the subject of disagreement in Police/Fire negotiations, grievances and arbitration. Utilization of experts in this field will provide a fair and defensible position for the City on the class and compensation system.

Analysis: The advantage of using a vendor for this project is that they bring specialization and expertise in this ever changing field. Furthermore, this project is very labor intensive, and would be difficult for Human Resources to accomplish in the timeframe outlined in the strategic plan without compromising other services.

Cost Proposal: \$90,000

1. Revamping a systematic internal/external compensation system for employees
 - a. Assistance in designing plan for aligning total compensation offerings with strategic vision for the City
 - b. Vendor evaluation system methodology
 - c. Job analysis
 - d. Meetings with management, employee groups and labor groups for information gathering and consensus building
 - e. Analysis of total compensation and benefit package
2. Communication plan
3. Testimony in Arbitration Proceedings – An Additional \$5,500 per day plus travel expenses (not included in total above)

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

Systems Analyst I

Requesting Department:

Financial Services

Departmental
Priority # ---->

(1, 2, 3, etc.)

Department Contact:

Steve Davidek

Agresso Fund & Program Number:

1101 080710

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

Check all that apply & fill in cost estimates:

New Equipment

FY17 costs	FY18 costs	FY19 costs
3,000		

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

This would include purchasing a computer, monitors, microsoft software license, desk and other office needs

Professional Service

FY17 costs	FY18 costs	FY19 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 FY17	Total FY18	Total FY19
1	Systems Analyst I	53,346	34,994	88,340	93,886	99,642
2				0		
3						
4				0		
	<i>Total</i>	<i>53,346</i>	<i>34,994</i>	<i>88,340</i>	<i>93,886</i>	<i>99,642</i>

Other

FY17 costs	FY18 costs	FY19 costs

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

Description of New Need

IT has been lacking in an Analyst that has experience working with SharePoint and other web development. As we move our Microsoft Office environment to the Cloud, we need to better support the Cloud SharePoint Environment for employee information sharing and storage. Currently IT is lacking the time or resources to begin focusing on our local and cloud based SharePoint servers. This Analyst would also become another resource for Accela and other systems supported by the city.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

Requesting Department: Departmental Priority # ----> _____ (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

	FY17 costs	FY18 costs	FY19 costs

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

Professional Service

	FY17 costs	FY18 costs	FY19 costs
	51,009	51,009	51,009

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

There could be additional charges if we add additional storage needs over time

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

	Position Title	Salary	Benefits	Total FY17	Total FY18	Total FY19
1				0		
2				0		
3						
4				0		
<i>Total</i>		0	0	0	0	0

Other

	FY17 costs	FY18 costs	FY19 costs
	250		

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

Initial copy of all 9TB of "virtual servers" Then changes are made over the internet

Description of New Need

IT is very cognizant of the need to keep all city functions working 24 hours a day. In a disaster, getting our digital data available is an on going concern. Over the last 10 years we have been virtualizing most of our data servers which better use the technology available.

Disaster Recovery as a Service - DRaaS - would allow IT to have our major security and database servers and some user access available with in 4 hours and the rest of the major access needs within 24 to 48 hours. They would be accessed via a WIFI or Broadband connection (these will depend on the type of disaster).

The attached documents describe how vCloud Air works and a presentation on cost.

This would allow IT to start the process of getting back to normal and figuring out what is needed to bring services back to local building. This DRaaS plan would allow us to test 7 times a year.

VMware vCloud Air

Service Description

AT A GLANCE

VMware vCloud® Air™ is a secure public cloud service operated by VMware, built on the trusted foundation of VMware vSphere®. The service supports existing vSphere workloads and third-party applications as well as new application development, giving IT a common platform to seamlessly extend their data center into the public cloud and remain in control. Combine the benefits of your existing vSphere data center with the agility of vCloud Air and you have a true Hybrid Cloud that is scalable, portable and agile enough to meet your growing business needs.

The vCloud Air portfolio includes Infrastructure as a Service, Recovery as a Service and a vast catalog of supported Applications and Operating Systems. vCloud Air is offered in both subscription and pay as you go packaging.

KEY BENEFITS

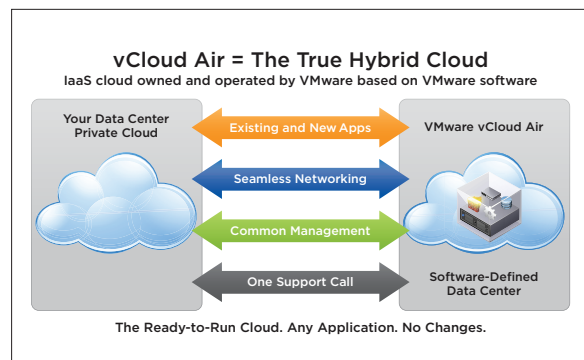
- **Broadest OS and Application Support** - vCloud Air supports over 5000 applications and dozens of operating systems that are certified to run on vSphere, so you can run your applications in the cloud, no changes required.
- **Network Integration** - Your IT infrastructure can extend beyond the physical limits of your data center to the cloud, using the same network configurations as your on-premises infrastructure.
- **Reliability and Manageability** - You can write, deploy, and manage applications in the cloud the same way you do today, relying on the same underlying vSphere platform.
- **Comprehensive Suite of vSphere Management Tools** - vCloud Air is architected on the same platform as vSphere and is integrated with various management tools including vSphere Web Client, vRealize™ Automation™, vRealize Operations™, vCloud Connector®, and many more.
- **Suite of Business Continuity Services** - Save time and lower expenses by utilizing our suite of cloud-based disaster recovery, and data protection services.
- **Tiered Storage Options** - SSD-Accelerated and Standard storage offerings to meet your performance and budget needs.

What if you could...

- Seamlessly extend any application into a vSphere compatible public cloud with no changes?
- Migrate VMs on or off premises, when you choose, for true workload portability?
- Use the same portal, management tools and network settings that you have on-premises?
- Remain in control of your workloads, independent of location?
- Have a true Hybrid Cloud Environment?

Welcome VMware Air

Enterprise organizations are looking to cloud-based solutions to improve efficiencies, geographical coverage, and economies of scale. Most have made sizable investments in existing infrastructure and are faced with the decision of how to make the best use of existing investments as well as future expansions. Why choose between your onsite environment and public cloud services when the most effective strategies leverage both? Rely upon your trusted onsite investments while effectively extending your services to an equally trusted Hybrid Cloud infrastructure from VMware.



With over 70 percent of hypervisor market share in the enterprise space, and the industry-leading suite of management and automation tools, VMware vCloud Air is your solution for extending into the public cloud. Built on the trusted foundation of VMware vSphere, vCloud Air integrates with your on-premises data center to effectively blend the flexible scalability of an offsite cloud with the security and integration dependencies of your existing onsite service infrastructure. vCloud Air supports both existing workloads as well as new applications, giving IT admins and architects a common platform to seamlessly extend existing data centers to the cloud and leverage the same tools and processes they use today.

Infrastructure and Recovery as-a-Service

vCloud Air is a complete public cloud platform ready to serve a wide range of use cases including high-performance production workloads for both existing and new applications, test and development and Disaster Recovery needs. VMware provides the compute, storage and networking infrastructure as well as various management tools for a complete cloud experience that is compatible with existing on-premises vSphere data centers. Users can bring their own VMs, tools and third-party licenses for full control. vCloud Air makes it possible for users to migrate VMs and workloads to and from the public cloud with ease, using the same vSphere tools you use today.

vCloud Air also offers Recovery as-a-Service for those customers who are seeking a cost-effective option to replicate on-premises VMs into the cloud. Complete with replication, failback and various snapshot offerings, you can now enable a feature complete Disaster Recovery plan.

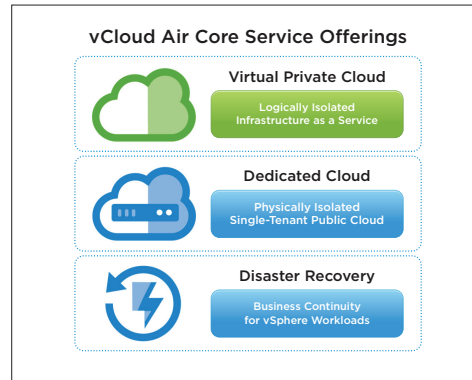
vCloud Air Offerings

vCloud Air offers three separate service offerings, each includes essential compute, storage, and networking as well as a growing portfolio of add on features. Software you trust is now expanded into an easy-to-use cloud service that makes expanding your environment into the Hybrid Cloud easier than ever.

Dedicated Cloud – A robust, physically isolated cloud compute offering. Dedicated cloud is a single-tenant cloud compute service that is ideal for enterprise users who need the benefits of a single tenant environment in which to host high-performance, custom and packaged applications, or highly variable Development and Test workloads. With Dedicated Cloud, users have access to the entire server and benefit from licensing and advanced control capabilities.

Virtual Private Cloud – Virtual Private Cloud offers a logically isolated, multi-tenant cloud compute service for utmost cloud agility. Available in either subscription or no-commitment Pay as you Go packaging, Virtual Private Cloud is a cost-effective Hybrid Cloud solution that provides considerable performance, value and expandability. Use cases range from Web and Mobile applications to highly variable Development and Test workloads.

Disaster Recovery – A Recovery-as-a-Service solution that offers native cloud-based disaster recovery capabilities for VMware vSphere virtual environments. Logically isolated VM-based disaster recovery that is affordable and easy to use. Disaster Recovery protects your on-premises cloud infrastructure, providing self-service recovery options that fit your needs.



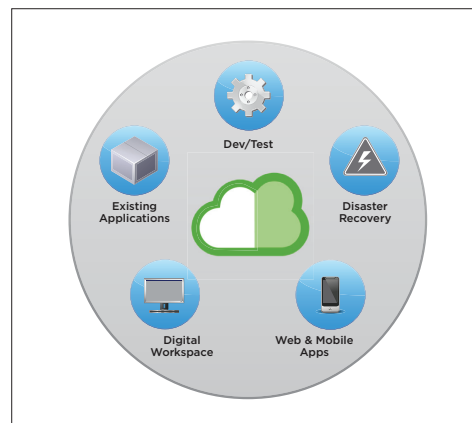
Additional Features

- **Object Storage** – New Object Storage offering coming soon
- **Data Protection** – Secure backup at your fingertips
- **Direct Connect** – High-speed, private line connectivity
- **Offline Data Transfer** – Encrypted bulk data transport
- **OS & Application Catalog** on the VMware Marketplace
- **A growing roadmap of new capabilities**

5 Common Hybrid Cloud Starting Points

The vCloud Air portfolio of service solutions breaks new ground in providing organizations new and better options for how they provision and manage infrastructure resources, develop and host applications, and mitigate the risk of business disruptions. This complete set of Hybrid Cloud solutions uniquely delivers against a variety of use cases. – Learn more at:

<http://vcloud.vmware.com/explore-vcloud-air/5-starting-points>



vCloud Air Meets Your Needs

Broadest OS and Application Support

vCloud Air supports 5000+ applications and 90+ operating systems that are certified to run on VMware vSphere, so you can run your applications in the cloud with no changes required. This addresses a shortcoming of many other cloud providers' offerings: the complexity and effort required to run today's applications with the same performance and uptime you already achieve internally. vCloud Air can deliver a faster path to cloud success and return on investment, while minimizing risk.

Seamless Network Integration—Extending Beyond Your Current Data Center

vCloud Air is built on a seamless virtualized network that is quickly customizable to support your application and security needs. You can stretch your layer 2 and/or layer 3 networks seamlessly from your data center to vCloud Air without the need for manual configuration changes.

Network virtualization allows you to configure your firewalls and network to mirror your on-premises network. Same network on your site and in our public cloud. That's Hybrid!

High-Performance, Security and Compliance

You get the same level of security, reliability, and performance with vCloud Air as you do from your current VMware infrastructure. Critical applications can deliver the performance you need. You can allocate and provision resources where you need them. You can leverage your existing IT policies to meet security, compliance, and control requirements. It's the same VMware technology you know and have come to rely on, and provides the agility, automation, and standardization you demand.

Reliability and Manageability—Lower Risk and Cost of Ownership

VMware delivers the reliability and manageability you need from a Hybrid Cloud platform. Built on vSphere, vCloud Air includes, at no additional cost, automated replication, monitoring, and high availability for your applications.

Leveraging the same platform you run internally, you can extend your management tools into the cloud, providing an integrated IT continuum across your data center and the cloud. VMware leverages your existing investments, processes, and expertise to lower your cost of ownership.

Comprehensive Ecosystem and Best-in-Class Support

You have access to a deep ecosystem of management toolsets, consulting, and service partners. No matter where your applications are running or how much help you need, you can leverage the VMware ecosystem to get there. Leverage the same award-winning VMware support across your end-to-end IT solutions, from your data center to the public cloud, and everywhere in between.

How to Buy

vCloud Air is offered as both a term-based subscription service, with monthly and annual term options, and as a Zero-Contract, pay-as-you-go service called OnDemand. These services can be purchased via a Purchase Order (PO), Subscription Purchasing Program (SPP), or directly via credit card.

Subscription – PO or SPP

- Predictable cost and budget
- Defined resource pool
- Ideal for "steady state" workloads

OnDemand – Credit Card or SPP

- Variable cost based on consumption
- Virtually unlimited resource pool
- Ideal for elastic workload demands

Dedicated Cloud, Virtual Private Cloud, Virtual Private Cloud OnDemand and Disaster Recovery are separate service offerings and can be purchased individually, with selectable storage options and add-ons. Each service is expandable to meet your capacity needs as they grow. Subscription services are offered in monthly and annual terms.

Support

VMware makes subscription and "pay as you go" services support available to all vCloud Air customers. Support includes access to specialists who assist in coordinating onboarding activities as well as ongoing service support. For customers who require additional services, VMware also offers professional services engagements on best practices and getting started with your deployment, both directly and through an extensive network of certified professionals.

Find Out More

For more information or to purchase VMware products, call 1-877-4VMWARE (outside of North America dial +1-650-427-5000), visit the VMware vCloud Web page at <http://vcloud.vmware.com>.

		V CLOUD AIR COMPUTE IAAS			V CLOUD AIR RAAS
		DEDICATED CLOUD	VIRTUAL PRIVATE CLOUD	VIRTUAL PRIVATE CLOUD ONDEMAND	DISASTER RECOVERY
Core Service Features	Compute*	35GHz vCPU*	10GHz vCPU	GHz CPU Metered per minute	10GHz vCPU
		240GB vRAM*	20GB vRAM	GB vRAM Metered per minute	20GB vRAM
	Storage	6TB Standard or SSD-Accelerated Storage	2TB Standard or SSD-Accelerated Storage	GB Standard or SSD-Accelerated Storage Metered per minute	1TB Standard Storage
	Internet Bandwidth	50Mbps (Bursts to 1Gbps)	10Mbps (Bursts to 50Mbps)	Mbps Metered per minute	10Mbps
	Public IP Addresses	3 Included, + Optional	2 included, + Optional	IP Metered per minute	2 included, + Optional
	Failover Tests	Not applicable	Not applicable	Not applicable	Unlimited Quantity 7 day run time lease
Optional Service and Feature Add-Ons	Compute	Optional Subscription Add-On	Optional Subscription Add-On	Included	Optional Subscription Add-On and 7 or 30 day Add-On
	Storage	Optional Subscription Add-On	Optional Subscription Add-On	Included	Optional Subscription Add-On and 7 or 30 day Add-On
	Data Protection	Optional	Optional	Not applicable	Not applicable
	Direct Connect	Optional	Optional	Optional	Optional
	Offline Data Transfer	Optional	Optional	Optional	Optional
	Production Support	24/7/365			
	Subscription Terms	Monthly and Annual Subscriptions		Not applicable	Monthly and Annual Subscriptions

* Not all configurations are available in all regions



VMware, Inc. 3401 Hillview Avenue Palo Alto CA 94304 USA Tel 877-486-9273 Fax 650-427-5001 www.vmware.com

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04/15



3070 E. Post Road, Suite 100, Las Vegas, NV 89120
 t. (702) 988-4290 f. (702) 988-4290

Q U O T E

Number AAAQ10975

Date Nov 16, 2015

Sold To
City of Sparks Steve Davidek 431 Prater Way Sparks, NV 89431 Phone (775) 353-1671 Fax

Ship To
City of Sparks Steve Davidek 431 Prater Way Sparks, NV 89431 Phone (775) 353-1671 Fax

DRaaS - 12 Month Prepaid

Salesperson	P.O. Number	Ship Via	Terms
John Georges		Best	Net 30

Qty	Part Number	Description	Unit Price	Ext. Price
570	SPP-CREDIT-C-L2	VMware Subscription Purchasing Program (SPP) Credit - prepaid	\$89.49	\$51,009.30

SubTotal	\$51,009.30
Tax	\$0.00
Shipping	\$0.00
Total	\$51,009.30

This quote is valid for 30 days from date of issue. The information contained in this quote is proprietary and confidential. Summit Partners respectfully requests that you do not share this information with any third parties without prior written consent. Minimum 15% restocking fee with original packaging.



vCloud Air – Disaster Recovery 011/18/15

Ty McCullough, VMware vCloud Air

Kristin Fannin, VMware vCloud Air AE

Keegan Linza, VMware Core AE

John Georges, Summit Partners AM



If you lost your data center....what would it mean to you?

93% of business that lost their data center for 10 days
went bankrupt within one year
(National Archives & Records Administration)

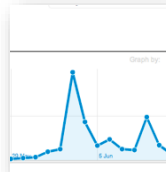
You can't pick your disaster or when it will happen.



Natural
Disasters



Security
Attacks



Service
Demands



Power Outages

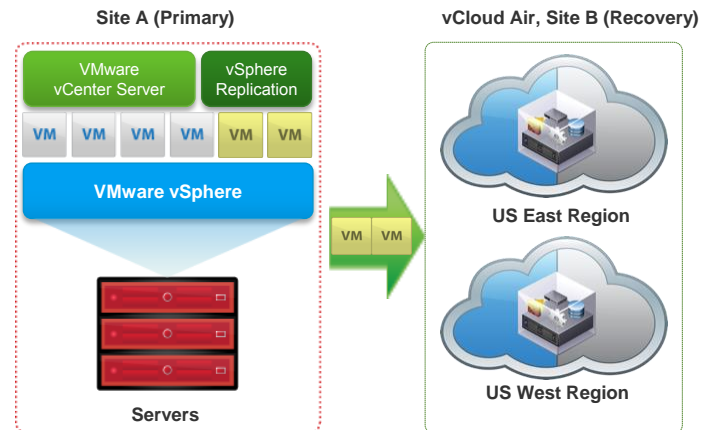
vmware



vCloud Air - Disaster Recovery

Simple and secure asynchronous replication and failover for vSphere

- Warm standby capacity
 - Self-service protection, failover and failback workflows per VM
 - 15 min¹ – 24 hr. recovery point objective (RPO)
 - 4 hours or less recovery time objective (RTO)
 - Initial data seeding by shipping a disk (optional)
 - Remote management and monitoring, with Production-level support
-
- **Includes:**
 - **UNLIMITED 7-day DR tests per year**
 - **30 days of recovered VM run time**

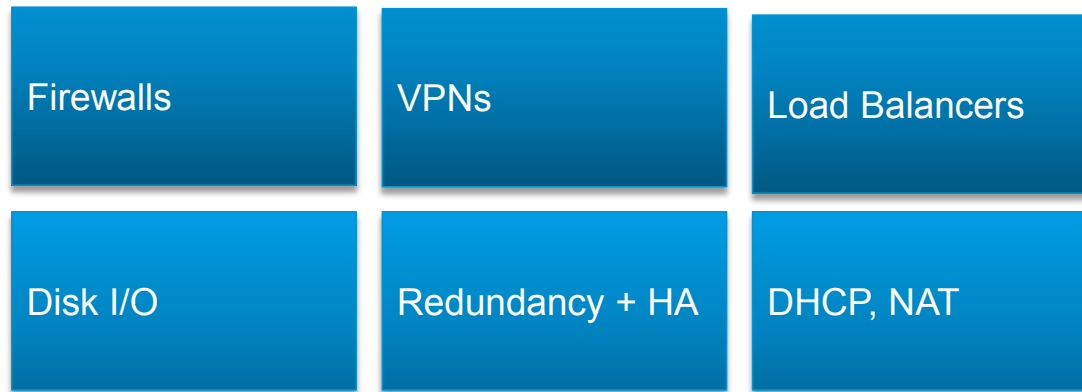


vmware®

¹Dependent on available bandwidth



vCloud Air – These Don't Cost Extra

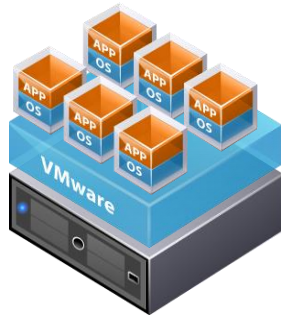


- Included at no additional cost for all customers
- Services do not consume resources from subscribed capacity pools
- Networking and security components are configurable within the service administration portal

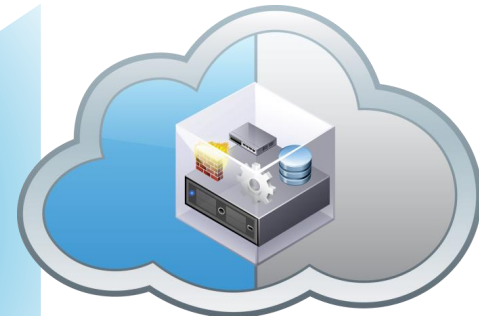


Need Help with Your Cloud? It's One Support Call

VMware Global Support Services



**vSphere &
vCloud**



vCloud Air

One support number.

One My VMware account.

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DRaaS/Month: Custom Configuration

City of Sparks - Monthly Payments

12mo A Compute-Up: \$4,427.28/mo. (\$53,127.36 total.)

- **Service Type:** DRaaS
- **Location:** US Texas
- **Compute:** 200GB vRAM/100GHz vCPU
- **Std Storage:** 9TB
- **IP Addresses:** 2 IP Addresses
- **Bandwidth:** 10Mbps
- **Support:** Production Support

24mo A Compute-Up: \$4,247.30/mo. (\$101,935 total)

- **Service Type:** DRaaS
- **Location:** US Texas
- **Compute:** 200GB vRAM/100GHz vCPU
- **Std Storage:** 9TB
- **IP Addresses:** 2 IP Addresses
- **Bandwidth:** 10Mbps
- **Support:** Production Support

36mo A Compute-Up: \$4,060.88/mo. (\$146,192 total)

- **Service Type:** DRaaS
- **Location:** US Texas
- **Compute:** 200GB vRAM/100GHz vCPU
- **Std Storage:** 9TB
- **IP Addresses:** 2 IP Addresses
- **Bandwidth:** 10Mbps
- **Support:** Production Support



DRaaS 36mo Credits: Custom Configuration

City of Sparks - Prepaid

12mo A Compute-up: 570 Credits \$51,009.30 (\$4,251/mo)

- **Service Type:** DRaaS
- **Location:** US -
- **Compute:** 200GB vRAM/100GHz vCPU
- **Std Storage:** 9TB
- **IP Addresses:** 2 IP Addresses
- **Bandwidth:** 10Mbps
- **Support:** Production Support

24 mo A Compute-up: 1,094 Credits \$97,902.06 (\$4,079/mo)

- **Service Type:** DRaaS
- **Location:** US -
- **Compute:** 200GB vRAM/100GHz vCPU
- **Std Storage:** 9TB
- **IP Addresses:** 2 IP Addresses
- **Bandwidth:** 10Mbps
- **Support:** Production Support

36 mo A Compute-up: 1,568 Credits \$140,320.32 (\$3,898/mo)

- **Service Type:** DRaaS
- **Location:** US -
- **Compute:** 200GB vRAM/100GHz vCPU
- **Std Storage:** 9TB
- **IP Addresses:** 2 IP Addresses
- **Bandwidth:** 10Mbps
- **Support:** Production Support



Special Offer:

City of Sparks

*Offer Ends 12/30/2015

First Month Free Offer Details:

- If you are a new customer purchasing a vCloud Air subscription greater than one (1) month during the promotion period, you will receive the first month at no charge. In addition, you have the right to cancel your service within the first 30 days, with no penalty.
- Applies to: Disaster Recovery and Virtual Private Cloud
- Your subscription service contract must be greater than one (1) month
- Offer applies to all subscription capacity included in your initial order
- Applies only to your new subscription services orders. Offer will not apply to your renewal orders. You may choose prepaid or monthly payment terms

Potential MSRP Savings= \$4,251, \$4,079, \$3,898

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Thank You

vmware[®]



FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

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:

New Equipment

FY17 costs	FY18 costs	FY19 costs

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

Professional Service

FY17 costs	FY18 costs	FY19 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 FY17	Total FY18	Total FY19
1	Recreation Assistant I (Aquatics)	38,451	31,642	70,093	76,901	80,978
2	Less one Temp position	(18,000)	(5,040)	(23,040)	(23,040)	(23,040)
3	Recreation Assistant I (Sports)	38,451	31,642	70,093	76,901	80,978
4	Less one Temp position	(22,800)	(6,384)	(29,184)	(29,184)	(29,184)
Total		36,103	51,859	87,962	101,578	109,732

Other

FY17 costs	FY18 costs	FY19 costs

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

Description of New Need

If one position is approved, the aquatics position will be the priority. Creating this position will strengthen the Parks and Recreation's Aquatics operations and provide much needed integrity and consistency with our increased volume. This position will oversee the year-round operations at the Alf Sorensen Community Center as well as the seasonal operations of Deer Park Pool and the swimming beach at the Sparks Marina Park. With this position, a temporary position will be vacated at the time of fill at an annual cost of \$23,040 (in FY15). The Parks and Recreation budget will need an additional \$27,949 for this request. This high liability program has been mostly managed by a temporary position since June, 2010.

If both positions are approved, the second position will be in charge of adult sports programming which occurs year-round at the Shadow Mountain Sports Complex and the Golden Eagle Regional Park. With this position, a temporary position will be vacated at the time of fill at an annual cost of \$29,184 (in FY15). The Parks and Recreation budget will need an additional \$21, 805 for this request. The total funding request would be \$49,754 for FY17.

These positions will work directly under a Recreation Supervisor.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

Requesting Department: Departmental Priority # ----> **5605-1**
(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:

New Equipment

	FY17 costs	FY18 costs	FY19 costs
	4,000	1,200	1,200

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

Professional Service

	FY17 costs	FY18 costs	FY19 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 FY17	Total FY18	Total FY19
1	Assistant Process Engineer	70,024	36,906	106,930	115,251	120,126
2				0		
3						
4				0		
	<i>Total</i>	<u>70,024</u>	<u>36,906</u>	<u>106,930</u>	<u>115,251</u>	<u>120,126</u>

Other

	FY17 costs	FY18 costs	FY19 costs

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

Description of New Need

This position will help manage the process to optimize chemical and energy savings as well as effluent quality and is considered critical to operations, supporting compliance with TMWRF operational discharge permit.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

Requesting Department: Departmental Priority # ----> **1630-3**
(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

	FY17 costs	FY18 costs	FY19 costs
	50,000	10,000	10,000

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

Professional Service

	FY17 costs	FY18 costs	FY19 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 FY17	Total FY18	Total FY19
1				0		
2				0		
3						
4				0		
Total		0	0	0	0	0

Other

	FY17 costs	FY18 costs	FY19 costs

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

Description of New Need

Sewer operations is requesting budget authority to purchase iPad, software, and mobile access in order to implement the mobile MaintStar system, and the asset management program. This equipment is necessary for us to take the next step in implementing the program that has already had a significant investment of money and time.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

Development Services Manager

Requesting Department:

Community Services

Departmental
Priority # ---->

2201-1

(1, 2, 3, etc.)

Contact:

John Martini

Agresso Fund & Program Number:

Fund 2201 130150

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

Check all that apply & fill in cost estimates:

New Equipment

FY16 costs	FY17 costs	FY18 costs
4,000	1,200	1,200

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

Computer, Cell Phone, iPad (\$4000 purchase + \$100/month)

**Equip Replacement Plan
(non-vehicle)**

FY16 costs	FY17 costs	FY18 costs

Please attach detailed list of equipment to be replaced that identifies the year the replacement is expected and the expected cost.

Professional Service

FY16 costs	FY17 costs	FY18 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 FY16	Total FY17	Total FY18
1	Development Services Manager (not in complement)	94,995	43,995	138,990	149,667	156,218
2				0		
	Total	94,995	43,995	138,990	149,667	156,218

Description of New Need

The potential inability to maintain customer service standards for development review was included as weakness in the CSD SWOT analysis. Currently, the review of new development applications and technical documentation is performed by the City Planner, City Engineer, Transportation Manager, a Senior Civil Engineer, and two Senior Planners. As such, there does not exist a single point of contact for new development issues to coordinate with our customers and staff. Currently, new development applications for large projects such as planned developments, subdivisions, new commercial projects, and new multifamily projects can take up to 8 weeks to review while historically the time period was approximately 3 weeks. The addition of Development Services Manager would allow for decreased review time and provide better service for our new development customers. Additionally, this position would assume the duties of administration of Impact Fee Service Area #1 and Regional Road Impact Fees.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description: Permit Technician - Addition of one Permit Technician to the CSD complement.

Requesting Department: Community Services Departmental Priority # ----> **2201-2**
(1, 2, 3, etc.)

Contact: Mark Meranda

Aggresso Fund & Program Number: Fund 2201, Keyserv 130900, Program 130903 (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

	FY16 costs	FY17 costs	FY18 costs
	4,000	1,200	1,200

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

computer, cell phone, desk.

Equip Replacement Plan (non-vehicle)

	FY16 costs	FY17 costs	FY18 costs

Please attach detailed list of equipment to be replaced that identifies the year the replacement is expected and the expected cost.

Professional Service

	FY16 costs	FY17 costs	FY18 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 FY16	Total FY17	Total FY18
1	Permit Technician	38,451	32,507	70,958	77,854	82,004
2				0		
3				0		
	<i>Total</i>	38,451	32,507	70,958	77,854	82,004

Description of New Need

The addition of a permit technician is forecast to be needed in FY 17 to provide efficient Permitting services starting with application review and over the counter permits, through plans intake, tracking and routing to different divisions. Permit Technicians play an intricate role as the first contact with the Building and Safety Division through the entire permit service process. Staff anticipates that request for building permit services will continue to increase requiring additional counter staff.

This request is for addition to the CSD compliment for FY17 such that we can provide the needed customer service if the work load continues to increase.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

Addition of one Assistant Planner to the CSD Compliment

Requesting Department:

Community Services

Departmental
Priority # ---->

2201-3

(1, 2, 3, etc.)

Department Contact:

Armando Ornelas, City Planner

Agresso Fund & Program Number:

Fund 2201; Program 130255

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

Check all that apply & fill in cost estimates:

New Equipment

FY17 costs FY18 costs FY19 costs

4,000	1,200	1,200
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Please describe any one-time vs. on-going costs including maintenance:

Computer & Cell phone

Professional Service

FY17 costs FY18 costs FY19 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 FY17	Total FY18	Total FY19
1	Assistant Planner (mid-range)	51,752	31,525	83,277	89,810	90,372
2				0		
3						
4				0		
Total		51,752	31,525	83,277	89,810	90,372

Other

FY17 costs FY18 costs FY19 costs

4,000		
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Please describe any one-time vs. on-going costs:

Office furniture, computing equipment

Description of New Need

Add an Assistant Planner to the personnel complement. Position will be filled, if work load continues to increase, to provide current planning services.

This request is for addition to the CSD compliment for FY17 such that we can provide the needed customer service if the work load continues to increase.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

Public Works Inspector I/II- Addition of one inspector to the CSD complement.

Requesting Department:

Community Services

Departmental
Priority # ---->

2201-4

(1, 2, 3, etc.)

Contact:

John Martini

Aggresso Fund & Program Number:

Fund 2201, Keyserv 130900, Program 130903

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

Check all that apply & fill in cost estimates:

	FY16 costs	FY17 costs	FY18 costs
<input checked="" type="checkbox"/> New Equipment	36,200	5,400	5,400

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

Vehicles (\$28,000 purchase + \$350/month)
Computer, Cell Phone, iPad (\$4000 purchase + \$100/month)

	FY16 costs	FY17 costs	FY18 costs
<input type="checkbox"/> Equip Replacement Plan (non-vehicle)			

Please attach detailed list of equipment to be replaced that identifies the year the replacement is expected and the expected cost.

	FY16 costs	FY17 costs	FY18 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 FY16	Total FY17	Total FY18
1	Public Works Inspector I/II (mid-range)	57,117	37,658	94,775	103,992	110,029
2						
3						
	Total	57,117	37,658	94,775	103,992	110,029

Description of New Need

The CSD Department is realizing an annual increase in requests for new subdivision approvals. Currently, requests for public works inspections (construction of new subdivision public infrastructure) are served by one public works inspector and have a 1 to 2 day turn around time. The Department's goal is to provide same day service and the addition of one inspector will aid in achieving this goal.

This request is for addition to the CSD complement for FY17 such that we can provide the needed customer service if the work load continues to increase.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

Funding for a study projecting demand for and cost of providing City services and facilities and estimating future revenues available to support delivery of services and facilities

Requesting Department:

Community Services

Departmental
Priority # ---->

(1, 2, 3, etc.)

Department Contact:

Armando Ornelas, City Planner

Agresso Fund & Program Number:

Fund 2201 130255

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

Check all that apply & fill in cost estimates:

New Equipment

FY17 costs	FY18 costs	FY19 costs

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

Professional Service

FY17 costs	FY18 costs	FY19 costs
250,000		

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

This is a one-time cost.

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

	Position Title	Salary	Benefits	Total FY17	Total FY18	Total FY19
1						
2						
3						
4						
<i>Total</i>		0	0	0	0	0

Other

FY17 costs	FY18 costs	FY19 costs

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

Description of New Need

Funding to hire a consultant to conduct a study to project demand for and cost of providing City services and facilities and estimating future revenues available to support delivery of services and facilities. The objectives of the study will include:

1. Analyze growth projections - including alternative development/land use scenarios for large planned but unbuilt areas of the city (e.g., North Kiley Ranch, Copper Canyon, Sonoma Highlands) as well as other undeveloped areas within Sparks' Sphere of Influence - through the year 2030 and project General Fund and other revenues.
2. Based on growth scenarios, evaluate the City's current operations and services and project service levels and workload, staffing, operating costs and facilities needs necessary to meet service demand through 2030.
3. Compare projected costs and revenues to determine if projected revenues, for alternative growth scenarios, can be expected to support City operations and facilities needs.
4. Define policy alternatives based on comparison of costs and revenues for alternative growth scenarios.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

Requesting Department: Departmental Priority # ----> **2201-1**
(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:

New Equipment FY17 costs FY18 costs FY19 costs

--	--	--	--

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

Professional Service FY17 costs FY18 costs FY19 costs

	85,000		
--	--------	--	--

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

One time cost for contract building inspection through man power.

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

	Position Title	Salary	Benefits	Total FY17	Total FY18	Total FY19
1				0		
2				0		
3						
4				0		
<i>Total</i>		0	0	0	0	0

Other FY17 costs FY18 costs FY19 costs

--	--	--	--

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

Description of New Need

The potential inability to maintain customer service standards for building inspection services was included in the CSD emerging issues. The building and safety Division continues to see an increase in building permit issuance and was able to locate and retain a qualified and experienced senior building inspector through ManPower. The use of contract building inspection services in the current fiscal year has greatly aided in providing timely and efficient building inspection services for multi-family and commercial projects and staff anticipates that the need for contract building inspection services will continue through Fiscal Year 17.

FY17 New Needs Request Form - email *shemmerling@cityofsparks.us* by 12/14/15

New Need brief description:

Requesting Department: Departmental Priority # ----> **2201-4**
(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

	FY17 costs	FY18 costs	FY19 costs
	36,900		

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

Professional Service

	FY17 costs	FY18 costs	FY19 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 FY17	Total FY18	Total FY19
1				0		
2				0		
	<i>Total</i>	0	0	0	0	0

Other

	FY17 costs	FY18 costs	FY19 costs

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

Description of New Need

In fiscal year 17 and with implementation of the Acella project, community services plan review staff will be transitioning from paper plan review to digital plan review. Discussion with IT staff indicate that the equipment requirements for digital plan review require workstation PC's and large format monitors to efficiently handle the large file format of digital improvement and building plans that will be submitted by applicants in PDF format. These large PDF files are graphics intensive and require equipment with dedicated graphic processing units (GPU) that existing thin client hardware cannot efficiently accommodate.

With the implementation of the Acella project, our building inspection staff will be required to record inspection results in the field and will need equipment to do so. Staff anticipates that advanced iPad or Surface Pro equipment will be needed to interface with Acella.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

Requesting Department: Departmental Priority # ----> **2201-5**
(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:

	FY17 costs	FY18 costs	FY19 costs
<input checked="" type="checkbox"/> New Equipment	9,100		

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

This is a one time cost to purchase 14 licenses of Adobe Acrobat Pro for use in digital plan review.

	FY17 costs	FY18 costs	FY19 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 FY17	Total FY18	Total FY19
1				0		
2				0		
3						
4				0		
	<i>Total</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

	FY17 costs	FY18 costs	FY19 costs
<input type="checkbox"/> Other			

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

Description of New Need

In fiscal year 17 and with implementation of the Acella project, community services plan review staff will be transitioning from paper plan review to digital plan review. Digital submission of plans will be in PDF format. Staff will have a need to utilize the Adobe Acrobat Pro series of software to view and provide comments on digitally submitted plans.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

Requesting Department:

Departmental
Priority # ----> **2201-6**
(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 FY17 costs FY18 costs FY19 costs

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

Professional Service FY17 costs FY18 costs FY19 costs

	50,000		
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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 FY17	Total FY18	Total FY19
1				0		
2				0		
3						
4				0		
	<i>Total</i>	0	0	0	0	0

Other FY17 costs FY18 costs FY19 costs

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

Description of New Need

The Community Services Department has utilized contract Survey Review Services for the last 5 fiscal years. Over the last few years, the need for contract Survey review services has grown and FY16 estimated actual expenditures are \$37,165. Staff anticipates an increased need for contract Survey Review services in fiscal year 17 to provide needed services to the development community.

FY17 New Needs Request Form - email *shemmerling@cityofsparks.us* by 12/14/15

New Need brief description:

Requesting Department: Departmental Priority # ----> **2201-7**
(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

	FY17 costs	FY18 costs	FY19 costs
	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Professional Service

	FY17 costs	FY18 costs	FY19 costs
	50,000	<input type="text"/>	<input type="text"/>

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

One time cost for contract Engineering review Services

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

	Position Title	Salary	Benefits	Total FY17	Total FY18	Total FY19
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
Total		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Other

	FY17 costs	FY18 costs	FY19 costs
	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Description of New Need

The potential inability to maintain customer service standards for Engineering Review services was included in the CSD emerging issues. The Engineering Division anticipates an increase in request for review of new development projects in the Sonoma Highlands and Kiley North Planned Unit Developments as well as the Marina Drive Apartments . The use of contract Engineering Plan review services may be needed to augment existing staff (one dedicated Senior Civil Engineer) to provide timely and efficient services.

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

Requesting Department: Departmental Priority # ----> **2201-2**
(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

	FY17 costs	FY18 costs	FY19 costs
	2,500		

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

Professional Service

	FY17 costs	FY18 costs	FY19 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 FY17	Total FY18	Total FY19
1				0		
2				0		
3						
4				0		
Total		0	0	0	0	0

Other

	FY17 costs	FY18 costs	FY19 costs

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

Description of New Need

FY17 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/15

New Need brief description:

Requesting Department: Departmental Priority # ----> **2201-3**
(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

FY17 costs	FY18 costs	FY19 costs
13,000		

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

This is a one time cost to replace existing testing equipment

Professional Service

FY17 costs	FY18 costs	FY19 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 FY17	Total FY18	Total FY19
1				0		
2				0		
3						
4				0		
<i>Total</i>		0	0	0	0	0

Other

FY17 costs	FY18 costs	FY19 costs

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

Description of New Need

Community Services inspection Staff use nuclear density gauges to test the compaction of soils and asphalt pavements constructed with new development. Currently, the department uses two (2) nuclear density gauges for soil compaction testing and one (1) thin lift gauge for testing asphalt cement concrete. The three existing gauges are at the end of their design life and need to be replaced. All three gauges will be traded in with the manufacturer and will be replaced by two (2) new gauges that have the capability of testing both soil and asphalt cement concrete.