



# **City of Sparks City Manager's FY22 Final Budget Recommendations**

**Presented to City Council and Redevelopment Agency  
April 26, 2021**

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# *Introduction Section*

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# City Leadership and Strategic Plan





# City of Sparks Elected Officials



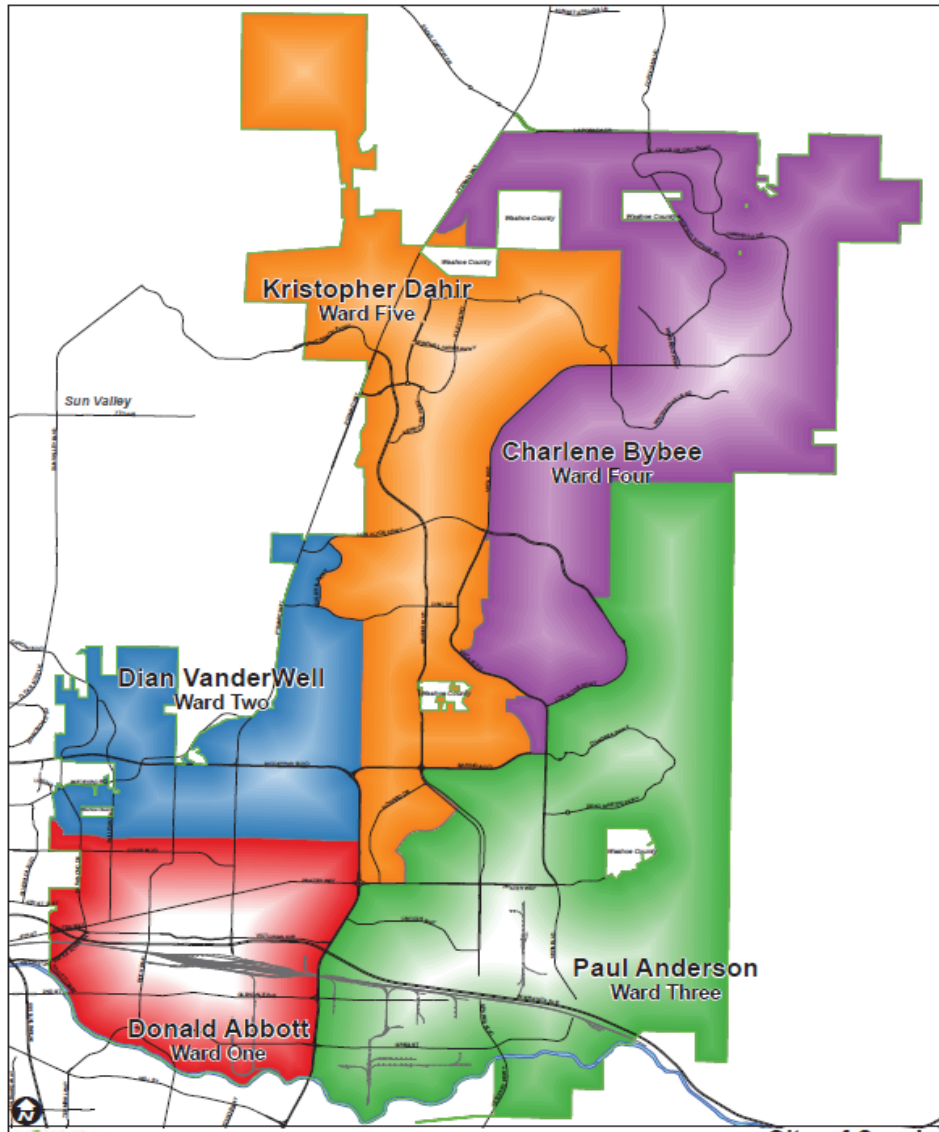
Ed Lawson  
Mayor



Donald Abbott  
Ward 1



Dian VanderWell  
Ward 2



Paul Anderson  
Ward 3



Charlene Bybee  
Ward 4



Kristopher Dahir  
Ward 5



Chet Adams  
City Attorney



Barbara McCarthy  
Municipal Judge  
Department 1



Jim Spoo  
Municipal Judge  
Department 2

# City of Sparks Leadership

## Office

## Official

## Term

### MAYOR, CITY COUNCIL AND CITY ATTORNEY

Mayor	Ed Lawson	08/2020 - 11/2022
Ward 1	Donald Abbott	11/2020 - 11/2024
Ward 2	Dian VanderWell	09/2020 - 11/2022
Ward 3	Paul Anderson	11/2020 - 11/2024
Ward 4	Charlene Bybee	11/2018 - 11/2022
Ward 5	Kristopher Dahir	11/2020 - 11/2024
City Attorney	Chet Adams	11/2020 - 11/2024

### JUDICIAL

Department 1	Barbara McCarthy	11/2020 - 11/2026
Department 2	Jim Spoo	11/2018 - 11/2024

### STAFF LEADERSHIP

City Manager	Neil Krutz	Appointed
Assistant City Manager (External Operations)	John Martini	Appointed
Assistant City Manager (Internal Operations)	Alyson McCormick	Appointed
City Clerk	Lisa Hunderman	Appointed
Chief Financial Officer	Jeff Cronk	Appointed
Fire Chief	Jim Reid	Appointed
Human Resource Director	Mindy Falk	Appointed
Parks & Recreation Director	Acting - Tony Pehle	Appointed
Police Chief	Chris Crawforth	Appointed

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

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







## STRATEGIC PLAN

### Fiscal Year 2018-23

#### **CORE SERVICES**

##### **1. Public Safety (Priority #1)**

- a. Building & Safety
- b. City Attorney - Criminal Division
- c. Dispatch
- d. Fire Emergency Medical Services
- e. Fire Prevention
- f. Municipal Court
- g. Police
- h. Signal Maintenance
- i. Wastewater Treatment

##### **2. Infrastructure & Facilities (Priority #2)**

- a. Capital Projects
- b. Facility Maintenance
- c. Pavement Management
- d. Utility Maintenance
- e. Vehicle Maintenance

##### **3. Quality of Life (Priority #3)**

- a. Advanced Planning
- b. Code Enforcement
- c. Community Appearance
- d. Community Centers and Programs
- e. Community Development Block Grant
- f. Current Planning
- g. Mayor and City Council
- h. Parks Maintenance
- i. Redevelopment
- j. Special Events
- k. Sports Complexes and Programs
- l. Tourism and Marketing
- m. Youthwatch

##### **4. Administration (Priority #4)**

- a. City Attorney – Civil Division
- b. City Clerk
- c. Customer Service
- d. Debt Service
- e. Emergency Management
- f. Finance
- g. General Administration
- h. Human Resources
- i. Information Technology
- j. Public Relations
- k. Self-Insurance – Benefits
- l. Self-Insurance - General

#### **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 PLAN**

Fiscal Year 2018-23

### **Strategic Goals and Fiscal Year 2018-2023 Objectives**

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

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

# City Council Agenda Staff Report







**CITY COUNCIL AGENDA STAFF REPORT**

**MEETING DATE: April 26, 2021**

<b>Title:</b> Consideration, discussion, and possible approval of fiscal year 2021-2022 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]
<b>Petitioner:</b> Neil C. Krutz, ICMA-CM, City Manager <b>Presenter:</b> Jeff Cronk, CPA, Chief Financial Officer
<b>Recommendation:</b> That the City Council approve 1) the City Manager's recommendations for the fiscal year 2021-2022 final budget; and 2) the proposed five-year Capital Improvement Plan.
<b>Financial Impact:</b> Recommending the City's budget for Fiscal Year 2021-2022.
<b>Business Impact (Per NRS 237)</b> <input type="checkbox"/> A Business Impact Statement is attached. <input checked="" type="checkbox"/> A Business Impact Statement is not required because this is not a rule. <input type="checkbox"/> A Business Impact Statement is not required. This is a rule but does not impose a direct and significant economic burden on a business, or directly restrict the formation, operation or exemption of a business. <input type="checkbox"/> A Business Impact Statement is not required. This is a rule but emergency action is necessary to protect the public health and safety (requires a unanimous vote of the City Council and cannot be in effect for more than six months).
<b>Agenda Item Brief:</b> This agenda item provides the City Council with the City Manager's recommendations for the fiscal year 2021-2022 budget and fiscal impacts for the City of Sparks.

**BACKGROUND:**

The City Manager and Chief Financial Officer are presenting the City Manager's final budget recommendations for fiscal year 2021-2022 (FY22). Today, the City Council is being asked to direct the City Manager in preparing the City's final budget document for submission to the State of Nevada.

The final budget recommendations come as the result of a process which began in earnest the previous October involving many staff members from each City department. Each department is tasked with reviewing their current budgets and spending patterns to make recommendations for FY22 budget needs to continue meeting required service levels.

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

Additionally, departments are asked to identify what is commonly termed as "New Needs" for FY22. These are new expenditure requests identified by City departments as being needed in the coming fiscal year designed to improve the City's service levels to help meet the needs of the citizens of Sparks.

All this work was done leading up to the Council FY22 budget workshop which was held on February 22, 2021. One goal of this workshop is to present the highlights of the expected expenditures as identified by the departments as well as the preliminary revenue expectations as researched by the Financial Services Department. Another goal of this workshop is to review the results of the expected revenues and expenditures as they pertain to the City Council's adopted fiscal policies and seek Council direction on whether any policies need to be revised in order to meet the fiscal expectations and budgeting needs within the coming fiscal year.

From the work done by City departments to evaluate their budget requests; the expectations of City revenues as researched by the Financial Services department; and direction received at the FY22 budget workshop, the enclosed City Manager FY22 final budget recommendations are presented.

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

Additionally, based on the work that was begun in October and presented to Council on February 22, City staff has filed the tentative budget for FY22 (which must be filed with the Nevada Department of Taxation annually by April 15). As required by Nevada law, the City Council will hold a public hearing to receive public comment on the FY22 tentative budget at its regularly scheduled Council meeting on May 24, 2021. Immediately following the public hearing on the FY22 tentative budget, the City Manager and Chief Financial Officer will present the FY22 final budget document which will be prepared based upon direction received today. The final budget must be filed with the Nevada Department of Taxation by June 1 annually. During years in which the Legislature is in session, should the Legislature take action that affects the City's budget for the subsequent fiscal year, an additional 30 days would be granted to file an amended budget, if necessary, with the Nevada Department of Taxation.

Today, the City Manager and Chief Financial Officer will be presenting the material found in the City Manager's Budget Recommendations book that was prepared according to direction received from City Council at the February 22, 2021 budget workshop; and are seeking approval of the recommendations as presented or alternate direction to prepare the City's final budget for FY22. Approval of the five-year Capital Improvement Plan (presented as Appendix A in the City Manager's Budget Recommendations book) is also being sought today.

## ANALYSIS:

Today, the City Manager is specifically seeking the following:

1. Approval of the FY22 City Manager's final budget recommendations; and
2. Approval of the proposed five-year Capital Improvements Plan (CIP).

### **Item #1 -- Information Regarding the City Manager's FY22 Final Budget Recommendations:**

- The City Manager's final budget recommendations have been prepared based upon direction received from City Council at the February 22, 2021 budget workshop. See the attached Budget Recommendations book for more detailed information on the City Manager's final budget recommendations for FY22.
- ***The American Rescue Plan Act (ARP)*** became law on March 11, 2021. This Act is designed to provide approximately \$1.9T of economic stimulus and financial relief for millions of Americans in response to the COVID-19 pandemic. Included in the ARP is \$65.1B that is intended to provide assistance directly to metropolitan cities and allocated according to the 1974 CDBG funding model. At the time of this publication, it is unknown how much of these funds will be available to the City of Sparks, nor has the federal Treasury Department provided guidance for how these funds may be used. Thus, the City Manager is recommending that no funds related to the ARP be included in the FY22 budget. Rather, once funds are allocated, we will augment the FY22 budget as would be done with any grant received after the final budget is filed with the State of Nevada.

Summary of the City Manager's final budget recommendations for FY22 per fiscal policy direction received from City Council on February 22, 2021:

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

- The purpose of this policy is to establish a minimum ending fund balance target within the General Fund -- addressing both budget and actual results -- to help provide fiscal stability of the City's primary operations.
- City Council provided direction to submit a final budgeted ending fund balance no lower than 8.3% of expenditures in FY22.
- City Council did not choose to alter their formally adopted policy of achieving a minimum ending fund balance of 8.3% which was established in FY11 as part of the City's effort to comply with the accounting standards set by the Governmental Accounting Standards Board (GASB) Statement 54.
- ***After updating revenue and expense estimates since the February 22, 2021 workshop, the City Manager is recommending a budgeted General Fund ending fund balance equal to 8.3% for FY21.***



**Fiscal Policy #2: General Fund Contingency Budget**

- The purpose of this policy is to provide budget authority and flexibility to address unexpected fiscal needs in FY22.
- The City Manager's final FY22 budget recommendations include a contingency budget of \$1,000,000 within the General Fund, offset by a transfer-in of an equal amount from the Motor Vehicle Internal Service Fund.
- The contingency budget is established for use only upon Council approval to cover unexpected one-time budget shortfalls. The transfer-in from the Motor Vehicle Fund will only be used should resources within the General Fund be insufficient to meet the need for which the Contingency budget might be used.
- So far, \$0 has been spent from the Contingency budget that was established for the current FY21, and as of this publication, \$1,000,000 remains available within the Contingency budget for FY21.

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

- The purpose of this policy is to help ensure resources are allocated for infrastructure, facility, and technology needs as identified within the Capital Improvements Plan (CIP).
- Per the Council's adopted policy, the amount of resources to be transferred includes approximately 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 FY22 budget recommendations include a transfer into the Capital Projects Fund of \$2,753,580 which includes \$2,100,000 for general CIP needs, \$274,580 for IT software needs, and \$379,000 for IT hardware needs.
  - These amounts represent a full funding at Council policy level per direction received at the FY22 budget workshop.
- Additionally, Council has provided direction that the allocation of Electric and Gas Franchise Fees as well as revenue from marijuana licensing fees will be annually determined as part of fiscal policy #3.
  - Council directed that the Fund allocation for the 5% Electric and Gas Franchise fees remain unchanged in FY22. Namely, 2% is allocated to the General Fund; 2% to the Road Fund; and 1% to the Parks & Recreation Project Fund.
  - Council also provided direction that FY22 budgeted revenues from marijuana licensing fees (estimated to be about \$1,950,000) will be partially allocated to provide for turf replacement and maintenance at the Golden Eagle Regional Park (in the amount of \$800,000) as well as IT hardware and software needs (totaling \$653,580 as detailed above). The remaining fees will be designated to the ending fund balance to help maintain a minimum ending fund balance of 8.3% (see Fiscal Policy #1).

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

- The purpose of this policy is to set aside resources to help stabilize operations during two specific scenarios: A) should General Fund revenues decline by at least 4% from the previous year; or B) to help pay expenses incurred to mitigate the effects of a natural disaster upon formal declaration by the City.
- In previous years, City Council has stated the desire to wait for revenues and fiscal stability to improve before making further financial commitments to the Stabilization Fund. During the FY22 budget workshop on February 22, 2021, Council provided direction that, compared to previous years, a modest \$50,000 increase to the amount committed to the Stabilization Fund is now prudent as the City emerges from the effects of the COVID-19 pandemic.
- Thus, based on direction received, the City Manager's FY22 final budget recommendations include a commitment of \$250,000 of business license revenue to the Stabilization Fund for FY22, which is an increase of \$50,000 from what was committed during the current FY21.
- Previous revenue commitments combined with the \$250,000 in FY22 will result in a budgeted ending fund balance of \$1,266,625 within the City's Stabilization Fund in FY22.

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

- The purpose of this policy is to ensure that expenditures within the General Fund do not become out of balance and that budgeted allocations for personnel costs do not outpace the growth of General Fund revenues.
- This policy was originally adopted in FY11 and subsequently modified in FY13 based on historical expenditure and fiscal stability trends.
- The City Manager's final FY22 budget recommendations include personnel costs equal to 78.2% of total revenues, while FY21 is estimated to be 73.2% of total revenues.

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

- The purpose of this policy is to ensure the City is addressing long-term liabilities specifically related to employee and retiree benefits.
- **Workers Compensation.** The liabilities within this Fund represent the present value of future costs that will be paid on past and present employees for general workers compensation claims and Heart/Lung/Cancer (HLC) claims from police and fire personnel.
  - During the past several years, the City has been experiencing higher claims and a reduction of current assets within the Workers Compensation Fund available to pay for those claims. The FY22 final budget recommendation includes an approximate increase of 13.8% of contributions into the Workers Compensation Fund from other City Funds in order to maintain fiscal stability of this Fund.
  - Cash reserves in the Workers Compensation Fund are expected to be \$2.7M by the end of FY22. The Financial Services Department is recommending that these

cash reserves should be increased to a minimum of \$3,000,000 in subsequent years, which is the equivalent of the coverage requirement ***per HLC claim*** prior to insurance coverage under the current stop-loss insurance policies maintained by the City. Going forward, as HLC claims are expected to continue to rise, long-term funding solutions will need to be implemented.

- Workers Compensation Fund long-term liabilities totaled \$8,502,962 in FY20.
- **Other Post-Employment Benefits (OPEB).** Based on discussion and direction received at the FY22 budget workshop, the City Manager is recommending that the City continues to fund its OPEB liability on a “pay-as-you-go” basis in FY22 and not create an irrevocable trust fund for funding the City’s OPEB liability.
  - GASB statement 75, which was implemented by the City in FY18, has significantly changed the way this liability is presented on the City’s balance sheet, requiring the City to now record the full actuarial value of the liability, which increased the amount recorded from \$9,087,068 in FY17 to \$34,637,555 in FY18. To provide context, had this new accounting rule been in place in FY17, the amount reflected on the City’s balance sheet would have been \$32,793,951. This liability continues to rise and totaled \$43,493,794 at the end of FY20 which is the most recent valuation available.
  - Utilizing an irrevocable trust to fund this liability may become the recommended course of action in subsequent years; however, it is a financial tool with significant limitations and is inflexible by design and should be considered carefully before implementation.
- **Sick Leave Conversion.** This liability equaled \$5,275,717 at the end of FY20 and represents balances available to retirees who have converted their accumulated sick leave balance in accordance with their employment contract at time of retirement.
- **Compensated Absences.** This liability equaled \$15,861,763 at the end of FY20 and represents the current value of all leave balances for active employees only (such as annual leave and sick leave).
- **Pension.** This liability equaled \$89,439,220 at the end of FY20 and is a rather odd liability in that it is required to be included on the City’s government-wide balance sheet in compliance with GASB Statement 68; yet does not represent an actual future liability of the City. Rather, this liability represents the City’s portion of the total unfunded liability for Nevada PERS (the City of Sparks is a participating agency of Nevada PERS). This liability can be reduced by either reducing retirement benefits afforded to retired members, or by increasing contributions from contributing agencies. However, both the benefits afforded to Nevada PERS member retirees and contributions from participating agencies are approved by the Nevada Legislature. The City will never be responsible for paying Nevada PERS pension benefits directly to former City employees. Thus, the City has no control or ability to manage this liability and it is only recorded on the City’s balance sheet to comply with GASB Statement 68.



Other FY22 items regarding the City's General Fund that were presented or discussed at the February 22 budget workshop are presented below in greater detail with updated estimates that are captured in the final budget recommendations and fiscal policies listed above. Fiscal causes of change are also provided within the City Manager's FY22 Budget Recommendations book that is attached to this agenda item to provide an even greater level of detail. Highlights of changes and expectations are provided below.

### **General Fund Revenues**

- Property Taxes are trending higher by 6.2% in FY21 and by 6.4% in FY22.
  - Property tax caps are based on a complicated formula that factors in the 10-year assessed value average growth rate within Washoe County and the national CPI index (inflation), resulting in a tax cap percentage up to 3% for owner-occupied residential properties (often referred to as the "residential cap") and up to 8% for all other properties (often referred to as the "general cap"). For FY22, property tax caps are expected to be 3.0% for owner-occupied residential properties and 6.2% for all other properties (new property and new improvements are exempt from these caps).
  - Property tax abatement (i.e., property taxes that are calculated, but removed from property owner's tax bills because of the tax caps) is expected to equal approximately \$5,713,017 in FY22, which is down from \$6,634,792 in FY21 according to latest information compiled by the Nevada Department of Taxation and the Washoe County Treasurer's office.
  - Based on the final revenue projection from the Nevada Department of Taxation, assessed value within the City of Sparks is projected to increase 5.8% in FY22 to \$3,524,585,790 (net of tax-exempt parcels) representing an all-time high.
- CTAX and Fair Share revenues are trending about 10.6% higher in FY21, with an increase of about 4.2% expected in FY22.
- License & Permit revenue is also trending higher by about 2.5% in FY21 and by 1.3% expected in FY22.
- Overall, total General Fund revenues are trending higher by about 7.6% in FY21, followed by a recommended budgeted increase of 3.0% in FY22.

### **General Fund Expenditures:**

- The City Manager is recommending the following "New Needs" that were submitted by City departments and are intended to reasonably meet expected service requirements for FY22 and beyond. The New Needs listed below include 11 positions requested to be approved and added to the City General Fund complement which would add approximately \$1,023,412 to the FY22 budget and two non-personnel items adding \$90,000 to the FY22 budget. In total, the City Manager is recommending \$1,113,412 in New Needs for the General Fund FY22 budget including:
  - Two Emergency Communication Dispatchers (*Police Department*).
  - Two Mental Health Counselors (*Police Department*).
  - One Administrative Division Manager (*Police Department*).
  - Three Firefighters that will be funded 100% by a S.A.F.E.R. grant for three years if awarded (these positions will only be filled if the grant is obtained).

- One Grant Administrator (*Management Services Department*).
  - One Risk Manager (*Management Services Department*).
  - One Assistant City Attorney II Civil (*City Attorney Department*).
  - Backup internet connection (*Financial Services Department*).
  - Code enforcement truck (*Community Services Department*).
  - **NOTE:** More detailed information on New Needs recommended for other Funds and those not being recommended for approval can be found within the Supplementary Information section at the back of the FY22 City Manager's Final Budget Recommendations book attached to this agenda.
- Salaries & Wages are expected to increase 4.4% in FY21 followed by a recommended budgeted increase of 8.7% in FY22. For context, it's important to note that savings from vacancies are included in FY21 estimates, but positions in the personnel complement are assumed to be filled for the entire year in the recommended FY22 budget (in other words, no vacancy savings are built into FY22 recommended budget).
    - All employee groups have settled contracts through FY21. All bargaining group contracts are currently under negotiations for FY22, thus no pay or benefit adjustments that are part of the negotiation process are included in the FY22 recommended budget.
  - Employee benefit costs are expected to increase 4.1% in FY21, followed by a budgeted increase of 12.5% in FY22.
    - The budgeted increase in FY22 is primarily driven by 1) increased worker's compensation contributions as discussed previously; 2) the addition of 11 New Need positions; and 3) no assumption of vacancy savings.
    - PERS contribution rates are established each biennium by the Nevada Legislature and set as a percentage of eligible pay equaling 44.0% for Police/Fire members (1.50%-point increase), 29.75% for Regular members (0.50%-point increase), and 22.5% for Judicial members (no change) beginning in FY22.
    - The ending fund balance within the City's Group Health Self-Insurance Fund is at the highest level since the City emerged from the Great Recession and is in a fiscally healthy position. Health expenditure trends appear to be favorable, and thus the City Manager is recommending no change to contribution and premium rates for FY22.
  - Services & Supplies expenditures are expected to increase 63.5% in FY21, and drop by approximately 17.6% in the recommended FY22 budget. The large increase in FY21 was due to expenditures related to the COVID-19 pandemic which were funded from the CARES Act.
  - Total General Fund expenditures are expected to increase by 15.9%, in FY21, and by a budgeted amount of 2.4% in FY22.

**General Fund Transfers (total of \$1.0M transfers-in and \$9.5M transfers-out):**

- **\$1,000,000 transfer-in** from the Motor Vehicle Fund is included in the FY22 recommended budget to offset the contingency budget by an equivalent amount in accordance with Fiscal Policy #2 approved at the February 22, 2021 budget workshop.
  - This transfer-in is only expected to be utilized if General Fund resources are insufficient to meet any contingency budget usage. This budget item is recommended to provide financial flexibility that might be needed to fund unforeseen expenditures. *It must be recognized that a transfer from the Motor Vehicle Fund would damage the fiscal stability of that Fund and should be made only as a measure of last resort.*
- **\$3,000,000 transfer-out** to the Capital Projects Fund in FY22 intended to be saved for future construction of Fire Station #6.
- **\$2,753,580 transfer-out** to the Capital Projects Fund in FY22 for infrastructure, facility, and technology needs as identified in the 5-year Capital Improvement Plan -- see a more thorough discussion previously under Fiscal Policy #3.
- **\$1,900,000 transfer-out** to the Parks & Recreation Fund representing a subsidy of 39% of total budgeted expenditures in that Fund for FY22.
- **\$800,000 transfer-out** to the Parks & Recreation Capital Project Fund to provide resources for turf replacement and maintenance at the Golden Eagle Regional Park (representing a partial allocation of budgeted marijuana revenues -- see Fiscal Policy #3 discussion above for more detail).
- **\$711,785 transfer-out** to the Debt Service Fund for the General Fund's portion of the 2014 CTAX refunding bond debt service for FY22.
- **\$250,000 transfer-out** to the General Liability Self-Insurance Fund in FY22 to help offset recent liability losses and maintain a minimum cash balance in the Fund.
- **\$107,800 transfer-out** to the newly created Landscape Maintenance Fund that was approved at the February 22, 2021 City Council meeting in compliance with Governmental Accounting Standards Board (GASB) Statements Nos. 54 and 84.

**General Fund Ending Fund Balance:**

- The net ending fund balance is expected to be approximately \$17,061,822 in FY21 (20.7% of expenditures); and recommended to be budgeted at \$7,019,438 for FY22 (equaling 8.3% of expenditures).
- **FY21 Estimated Ending Fund Balance compared to Budget:** FY21 ending fund balance is expected to be approximately \$13,087,266 higher than what was budgeted – with the final ending fund balance representing approximately 20.7% of expenditures compared to the budget of 5.0%. This can primarily be attributed to the influx of resources into the General Fund from the CARES Act distributed to the City of Sparks.

**Note: Information on other Funds that are maintained by the City and Redevelopment Agency can be found in the City Manager's FY22 Final Budget Recommendations book attached to this agenda item.**

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

- The CIP document can be found as an Appendix to the City Manager's FY22 Final Budget Recommendations book.

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

**ALTERNATIVES:**

1. City Council could approve the FY22 budget recommendations and five-year Capital Improvements Plan as presented today.
2. City Council could reject the FY22 budget recommendations and five-year Capital Improvements Plan and provide direction to the City Manager.

**RECOMMENDED MOTIONS:**

Recommended Motion #1: "I move to approve the proposed five-year Capital Improvements Plan for fiscal year 2021-2022 through fiscal year 2025-2026".

Recommended Motion #2: "I move to approve the City Manager's final budget recommendations for fiscal year 2021-2022".



# Fiscal Policies



# CITY OF SPARKS FISCAL POLICIES

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

	Policy Target	RESULTS	AMOUNT OVER/ (UNDER) Policy Target	STATUS
FY20 Actuals	8.3%	9.6%	850K	✓
FY21 Estimates	8.3%	20.7%	9.4m	✓
FY22 BUDGET	8.3%	8.3%	\$0	✓

City Targets		Statutory Targets	
Minimum Budget Target	Cash Flow Target	Must provide corrective action plan to State if under target per NAC 354.650	Removed From Negotiations per NRS 354.6241
8.3%	12.5%	4.0%	16.67%
FY22 Budget matches Target	FY22 Budget <b>\$3.6M</b> Under Target	FY22 Budget \$3.6M Over Target	FY22 Budget <b>\$7.1M</b> Under Target

### Purpose of this Fiscal Policy

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

### Policy Target

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

### Budget Target

In past discussions, Council has stated the minimum budgeted ending fund balance should be no lower than 5% in order to avoid State intervention which begins with budgeted ending fund balance below 4%. This was the case in FY21 when the Council approved a budgeted ending fund balance of 5%. However, Council provided direction during the February 22, 2021 budget workshop to prepare a FY22 budget with an ending fund balance no lower than the formal fiscal policy of 8.3%. Thus, the City Manager is recommending a FY22 budgeted ending fund balance of exactly 8.3%.

### Cash Flow Target

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

### Statutory Targets

There are two statutory targets that should also be mentioned:

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

## CITY OF SPARKS FISCAL POLICIES

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

	GOAL	BUDGET	Contingency Amount	STATUS
FY20 BUDGET	up to 3%	1.3%	1,000,000	✓
FY21 BUDGET	up to 3%	1.3%	1,000,000	✓
FY22 BUDGET	up to 3%	1.2%	1,000,000	✓

#### Purpose of this Fiscal Policy

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

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

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

During the FY22 budget workshop held on February 22, 2021, City Council affirmed this policy will continue in FY22 and the City Manager is recommending a \$1.0M contingency budget based on direction received during the workshop.

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

## CITY OF SPARKS FISCAL POLICIES

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

2.5% of General Fund Revenues	GOAL		RESULTS		STATUS
	%	\$	%	\$	
FY20 Actuals	2.5%	\$ 1,900,000	2.5%	\$ 1,900,000	✓
FY21 Estimates	2.5%	\$ 2,000,000	1.1%	\$ 900,000	✗
FY22 BUDGET	2.5%	\$ 2,100,000	2.5%	\$ 2,100,000	✓

Full funding of IT Hardware & Software	GOAL		RESULTS		STATUS
	Hardware	Software	Hardware	Software	
FY20 Actuals	\$ 483,842	\$ 433,400	\$ 483,842	\$ 433,400	✓
FY21 Estimates	\$ 72,300	\$ 233,000	\$ 72,300	\$ 233,000	✓
FY22 BUDGET	\$ 274,580	\$ 379,000	\$ 274,580	\$ 379,000	✓

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

	FY20	FY21	FY22
General Fund	2%	2%	2%
Road Fund	2%	2%	2%
Parks & Rec Project Fund	1%	1%	1%
Parks & Rec Project Fund - GERP	0%	0%	0%
<b>Total</b>	<b>5%</b>	<b>5%</b>	<b>5%</b>

#### 3b. Council Designation of Revenue from Marijuana Licensing Fees

	FY20	FY21	FY22
GERP Turf Replacement/Maintenance	\$ 882,758	\$ 800,000	\$ 800,000
IT Hardware & Software Replacement Plans	\$ 917,242	\$ 305,300	\$ 653,580
<b>Total</b>	<b>\$ 1,800,000</b>	<b>\$ 1,105,300</b>	<b>\$ 1,453,580</b>

#### 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.

As directed by the City Council during the FY22 budget workshop, the City Manager is recommending transferring to the Capital Projects Fund a total of 2.5% of total General Fund revenues (\$2.1M) for general capital projects plus full funding of both the IT Hardware (\$275K) and IT Software (\$379K) Replacement Plans.

## CITY OF SPARKS FISCAL POLICIES

### *Fiscal Policy #3 Continued...*

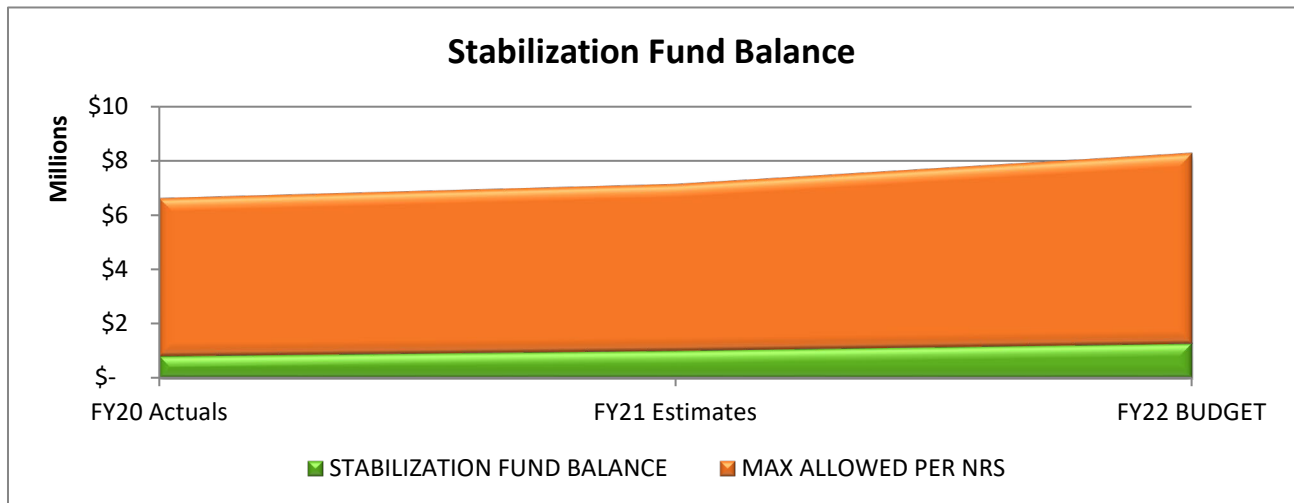
Per Council direction for the FY18 Budget, approximately \$983K of Electric and Gas Franchise fees were re-directed from road maintenance to fund turf replacement at GERP. For FY19, FY20 and FY21, Council directed that the revenues revert back to the Road Fund as originally allocated in FY17 and prior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

Marijuana licensing fees are expected to equal approximately \$900K in FY22 and the City Manager's recommended FY22 budget includes designated \$800K of that revenue to the Parks and Rec Project Fund for GERP turf replacement and another \$654K to fund the IT Hardware and Software Replacement plans as outlined in the City's 5-year Capital Improvement Plan that was presented to City Council on March 22, 2021.

## CITY OF SPARKS FISCAL POLICIES

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

	MAX ALLOWED PER NRS	STABILIZATION FUND BALANCE	AMOUNT COMMITTED	STATUS
FY20 Actuals	\$ 6,623,068	\$ 812,100	\$ 200,000	✓
FY21 Estimates	\$ 7,146,199	\$ 1,014,363	\$ 200,000	✓
FY22 BUDGET	\$ 8,285,421	\$ 1,266,625	\$ 250,000	✓



#### Purpose of this Fiscal Policy

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

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

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

A transfer from the Stabilization Fund to the General Fund of \$252K was required in FY17 to defray the costs of the 2017 Flood Emergency. Business license fee revenue commitments in subsequent years, including \$250K recommended for FY22 per Council direction received at the FY22 budget workshop, are expected to grow the Stabilization Fund balance to approximately \$1.3M by the end of FY22.



## CITY OF SPARKS FISCAL POLICIES

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

	GOAL	RESULTS	STATUS
<b>FY20 Actuals</b>	<=78%	75.5%	✓
<b>FY21 Estimates</b>	<=78%	73.2%	✓
<b>FY22 BUDGET</b>	<=78%	78.2%	✓

#### Purpose of this Fiscal Policy

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

#### Expanded Dashboard for Historical Comparison

TOTAL USES AS % OF TOTAL REVENUES BY EXPENSE CATEGORY	2 Prior Years (FY18 & FY19) Historical Average	FY20 Actuals	FY21 Estimates	FY22 BUDGET
<b>PERSONNEL COSTS</b>	73%	75%	73%	78%
<b>SERVICES &amp; SUPPLIES &amp; CAP. OUTLAY</b>	18%	18%	28%	22%
<b>TRANSFERS-OUT</b>	5%	9%	6%	11%
*TOTAL	96%	102%	107%	111%

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

## CITY OF SPARKS FISCAL POLICIES

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

	OPEB OBLIGATION	Workers Comp L/T Liability	Sick Leave Conversion	Compensated Absences	Pension Liability
FY10	\$4,566,159	\$2,321,000	\$5,148,990	\$9,309,862	N/A
FY11	\$4,958,920	\$3,414,452	\$5,579,918	\$9,169,161	N/A
FY12	\$5,473,423	\$3,206,012	\$5,245,464	\$9,610,125	N/A
FY13	\$6,018,434	\$6,749,369	\$5,010,761	\$10,363,135	N/A
FY14	\$6,680,705	\$9,258,452	\$5,358,051	\$12,315,501	N/A
FY15	\$7,414,353	\$5,068,496	\$5,525,864	\$12,015,239	\$71,650,806
FY16	\$8,058,889	\$6,190,050	\$5,296,356	\$13,200,845	\$77,407,621
FY17	\$9,087,068	\$5,528,459	\$5,143,950	\$13,905,438	\$87,624,211
FY18	\$34,637,555	\$5,244,238	\$4,848,680	\$14,950,456	\$86,625,696
FY19	\$35,835,214	\$7,313,134	\$5,279,911	\$15,265,336	\$88,692,434
FY20	\$43,493,794	\$8,502,962	\$5,275,717	\$15,861,763	\$89,439,220

#### Purpose of this Fiscal Policy

OPEB and Workers Comp obligations (particularly the Heart, Lung and Cancer (HLC) portion) have been identified by the Financial Services Department as two of the greatest financial risks threatening the City's short-term and long-term fiscal sustainability. Other large benefit liabilities worth noting include Sick Leave Conversion, Compensated Absences, and Pension liabilities. ***All of these liabilities are currently on a "Pay-As-You-Go" funding status, and the City Manager recommends continuing that status in FY22.***

**Other Post Employment Benefits (OPEB)** - This \$43.5M liability represents post-employment healthcare insurance benefits accrued on both past and present employees.

#### Specific sources of the liability:

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

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

# CITY OF SPARKS FISCAL POLICIES

## *Fiscal Policy #6 Continued...*

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

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

**Workers Compensation Liability** - This \$8.5M liability represents the present value of future claims costs that will be paid on past and present employees for general workers compensation claims and Heart/Lung/Cancer (HLC) claims from Police and Fire personnel. The Liability grew dramatically during the years leading up to FY14. This is due to the increasing number of expected Heart/Lung/Cancer claims from Police and Fire personnel and the benefits that were added by the Nevada Legislature.

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

The \$2.1M increase in FY19 followed by an additional \$1.2M increase in FY20 is due to several legislative changes passed in 2019. Among the many changes are the following: an expansion of the presumptive occupational cancer benefit to include not just firefighters, but also investigators of fires, instructors for training concerning fire or hazardous material; expansion of the list of covered cancers; expansion of the sunset period to file a claim; and the addition of post-traumatic stress disorder (PTSD) to the standard workers comp benefits for mental injury from extreme stress to police officers, firefighters and emergency communication dispatchers.

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

## CITY OF SPARKS FISCAL POLICIES

### *Fiscal Policy #6 Continued...*

As of June 30, 2019, The Workers Compensation Fund had cash reserves of \$1.8M. We had been seeing cash balance drop by about \$500K per year in FY12 through FY14; however, FY15 saw a \$900K drop; FY16 cash balance dropped \$1.1M; FY17 dropped by \$1.0M; and FY18 dropped by \$600K. In FY19, contributions to the Fund nearly tripled and the cash burn slowed to \$400K. In FY20, in addition to normal contributions nearly doubling, an unbudgeted transfer from the General Fund of \$1.4M was required to cover the cost of a large worker's comp claim expected to hit the stop loss limit of \$2.0M. FY21 Fund cash reserves are expected to equal approximately \$2.6M, and contributions in FY22 are recommended to be increased by 21% in order to maintain that level of approximate cash reserves by the end of FY22.

We expect that greater cash infusions will continue to be needed in the future as more heart and lung claims are incurred and paid. The Financial Services Department recommends increasing the reserve in this Fund to \$3.0M in subsequent years which is the stop loss limit on just one HLC claim.

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

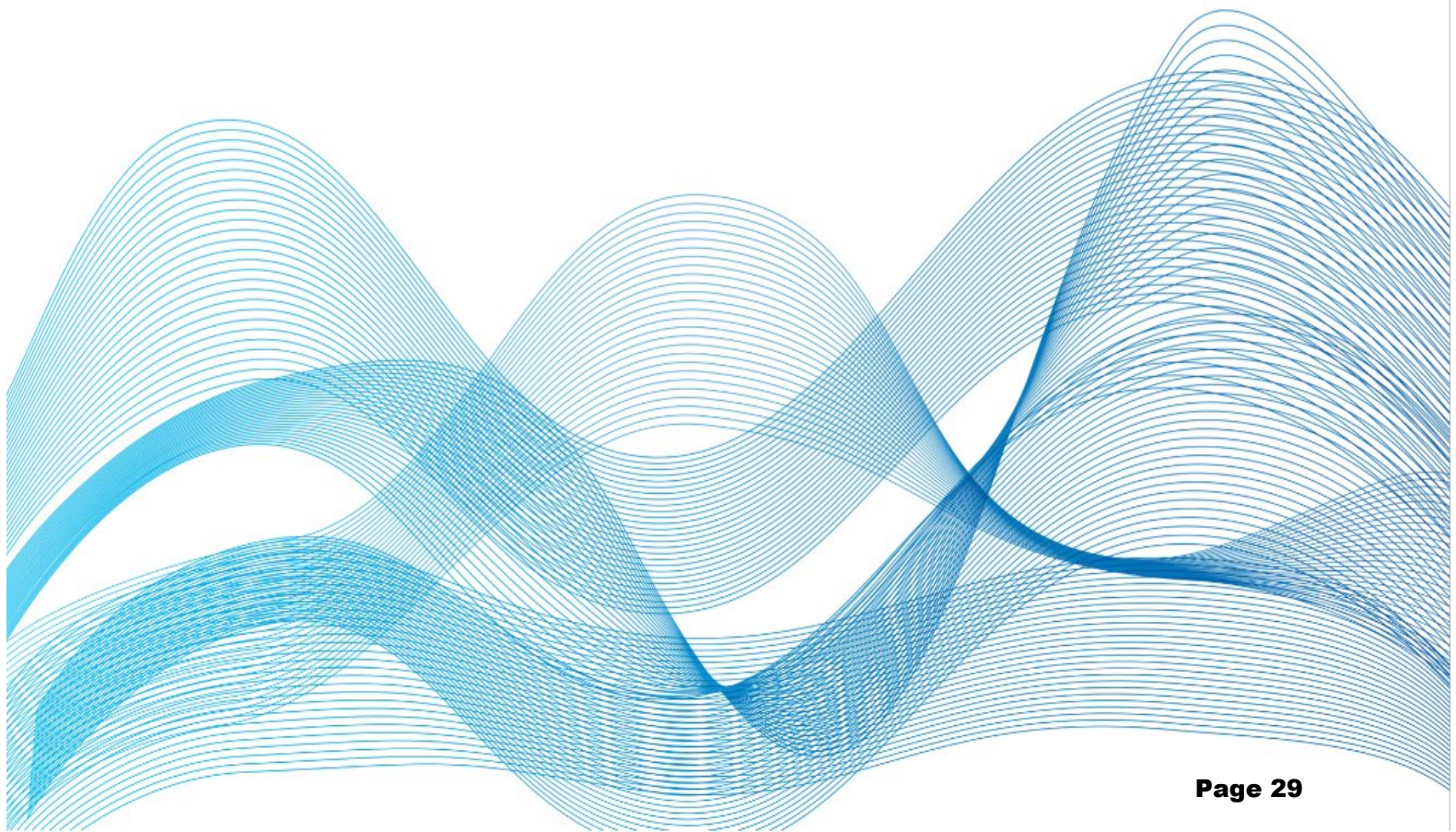
**Compensated Absences** - This \$15.9M liability represents the current value of all leave balances for every active employee. Examples include sick leave and annual leave-

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

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# *General Fund Section*

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# GENERAL FUND

## Financial Overview







City of Sparks

Financial Overview

City Manager's FY22 Final Budget  
Recommendations

April 26, 2021

# City of Sparks General Fund Summary

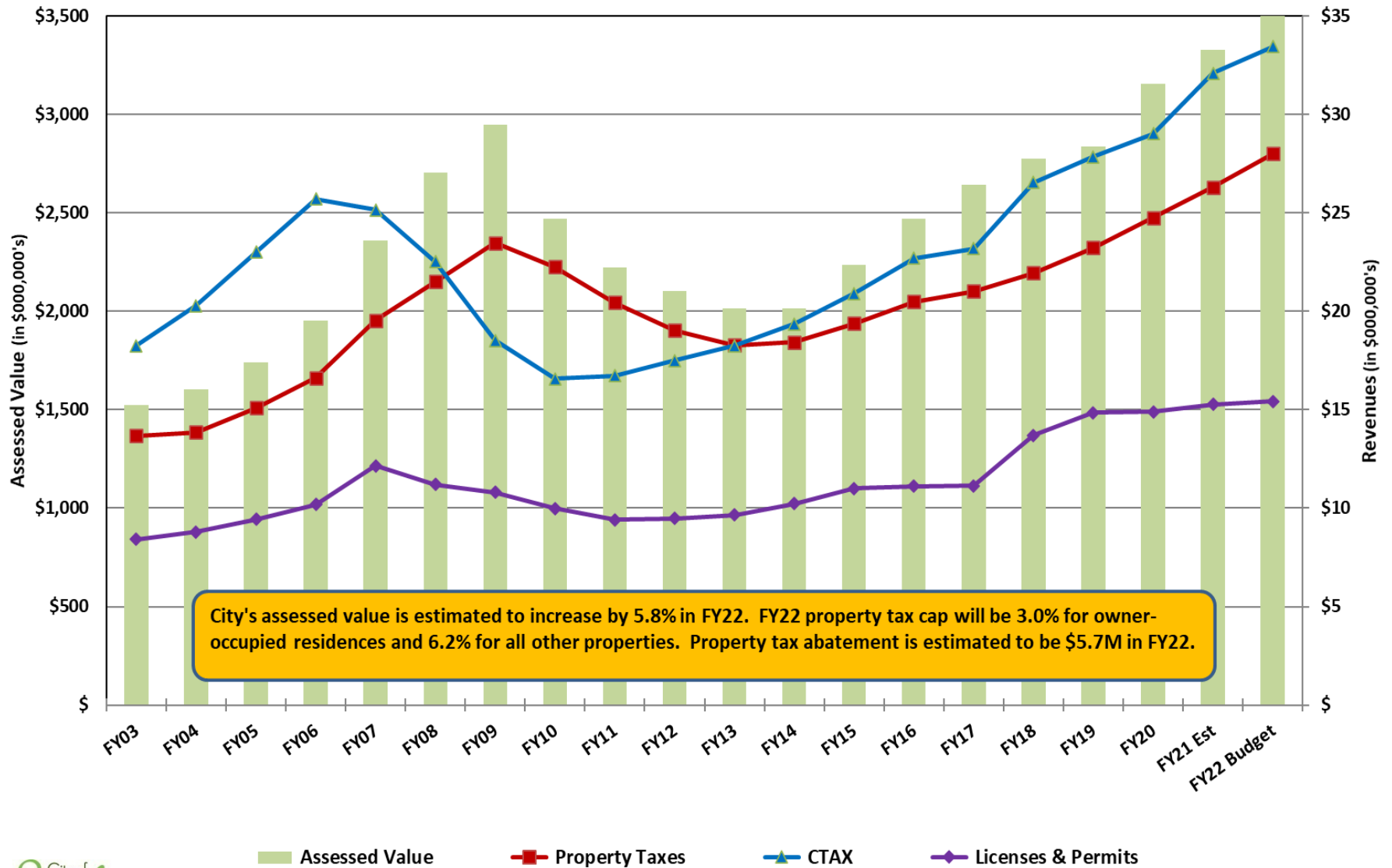
## FY19 Results Through FY22 Tentative Budget

(Amounts listed in \$000's)

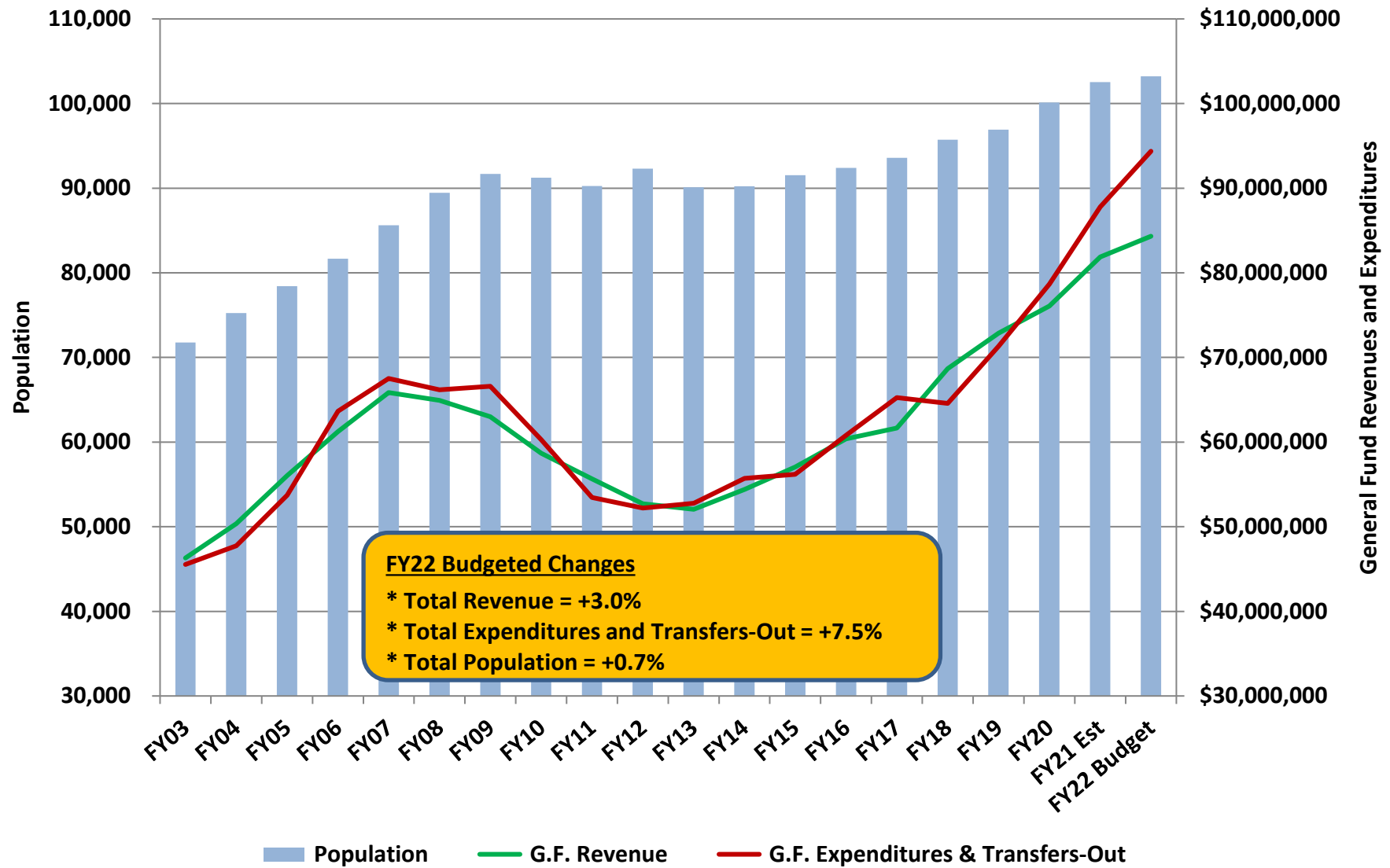
	FY19 Actuals	FY20 Actuals	FY21 Budget	FY21 Estimates *	FY22 Budget
<b><u>Resources (excluding beginning fund balance)</u></b>					
Total Revenues	\$72,853	\$76,071	\$80,964	\$81,865	\$84,323
Transfer-In From Vehicle Fund (Assume No Usage, Budget Matches Contingency)	\$0	\$0	\$1,000	\$0	\$1,000
Transfers-In, Other	\$0	\$1,112	\$0	\$16,115	\$0
Total Resources	\$72,853	\$77,182	\$81,964	\$97,980	\$85,323
% Change in Total Revenues (excl. transfers) =	6.1%	4.4%	6.4%	7.6%	3.0%
% Change in Total Resources =	6.1%	5.9%	6.2%	26.9%	-12.9%
<b><u>Uses</u></b>					
Total Expenditures	\$66,231	\$71,462	\$79,358	\$82,854	\$84,842
Total Transfers-Out	\$5,081	\$7,216	\$4,591	\$4,925	\$9,523
Contingency (FY21 Assume No Usage; Budget Matches Trans-In from Vehicle Fund)	\$0	\$0	\$1,000	\$0	\$1,000
Total Uses	\$71,311	\$78,678	\$84,949	\$87,779	\$95,366
% Change in Total Expenditures (excl. transfers & contingency) =	6.9%	7.9%	11.0%	15.9%	2.4%
% Change in Total Uses =	10.4%	10.3%	8.0%	11.6%	8.6%
<b>Net Resources/(Uses)</b>	\$1,541	(\$1,496)	(\$2,985)	\$10,201	(\$10,042)
<b><u>Fund Balance</u></b>					
Unrestricted Beginning Fund Balance	\$6,815	\$8,357	\$6,960	\$6,861	\$17,062
Unrestricted Ending Fund Balance	\$8,357	\$6,861	\$3,975	\$17,062	\$7,019
Unrestricted Ending Fund Balance as a % of Exp's (Less Capital Outlay)	12.6%	9.6%	5.0%	20.7%	8.3%
Unrestricted Ending Fund Balance Amount Over/(Short) of 8.3%	\$2,650	\$850	(\$2,400)	\$9,400	\$0

\* **Note:** FY21 Estimates include a transfer-in of approximately \$16.1M from the Grants and Donations Fund to cover CARES Act Coronavirus Relief Fund (CRF) eligible expenditures within the General Fund. Of that transfer-in, \$8.1M was used to cover unbudgeted pandemic related expenditures and \$8.0M was used to fund budgeted payroll expenditures of employees who were significantly dedicated to the COVID-19 pandemic response.

# Sparks General Fund Primary Revenue Sources Compared to Assessed Valuation

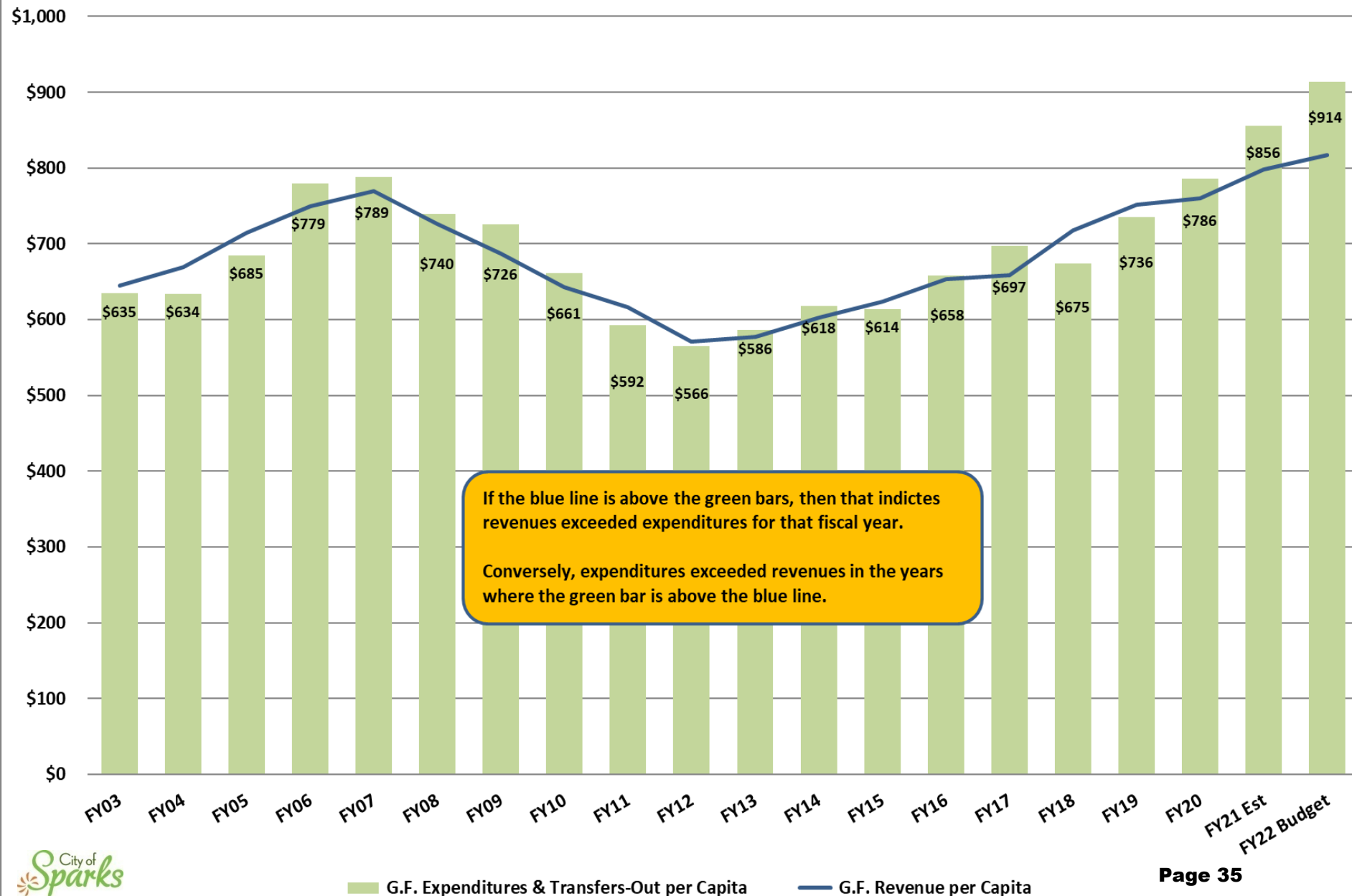


# Sparks General Fund Revenues, Expenditures, and Transfers-Out Compared to Population

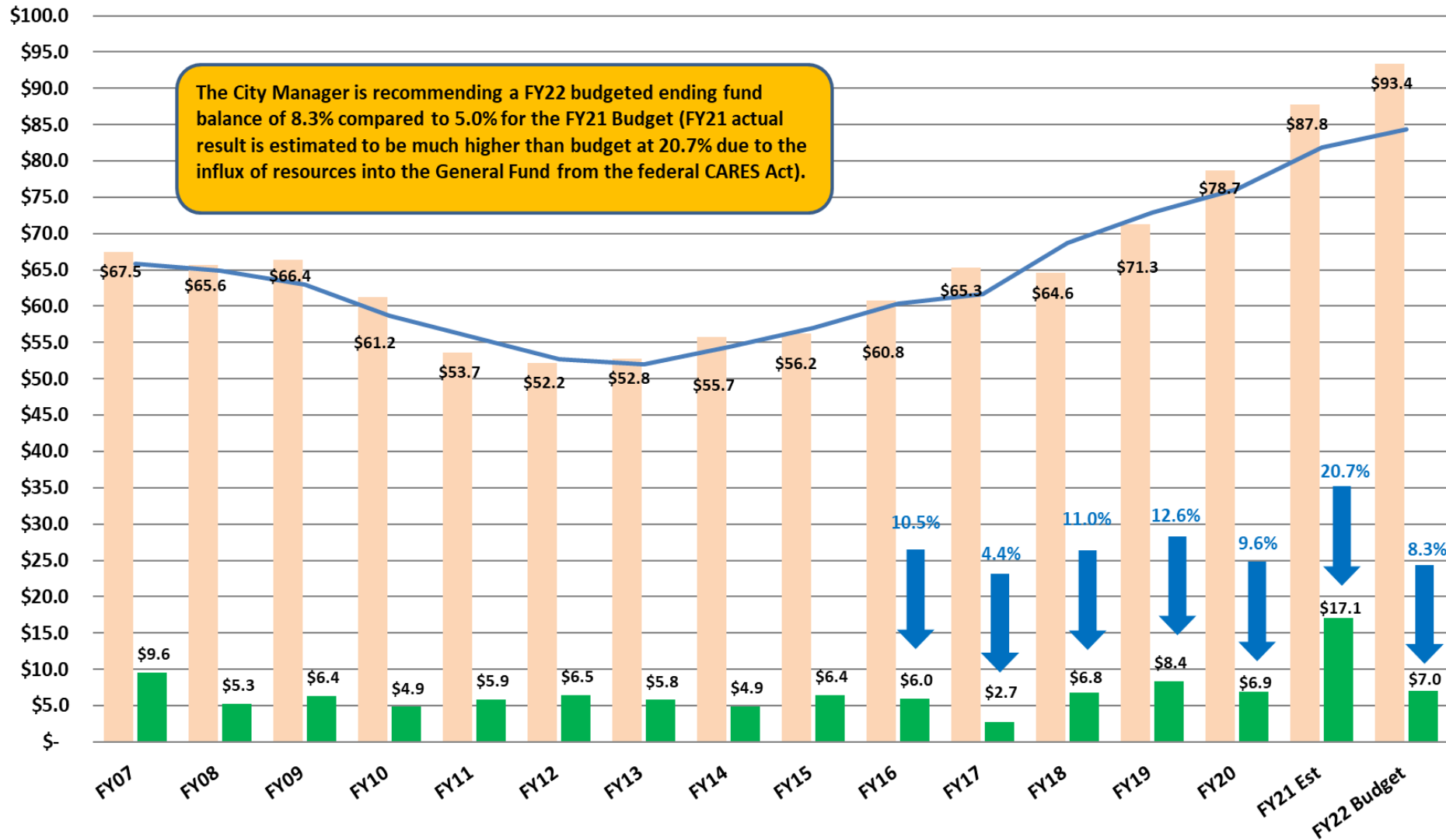


# Sparks General Fund

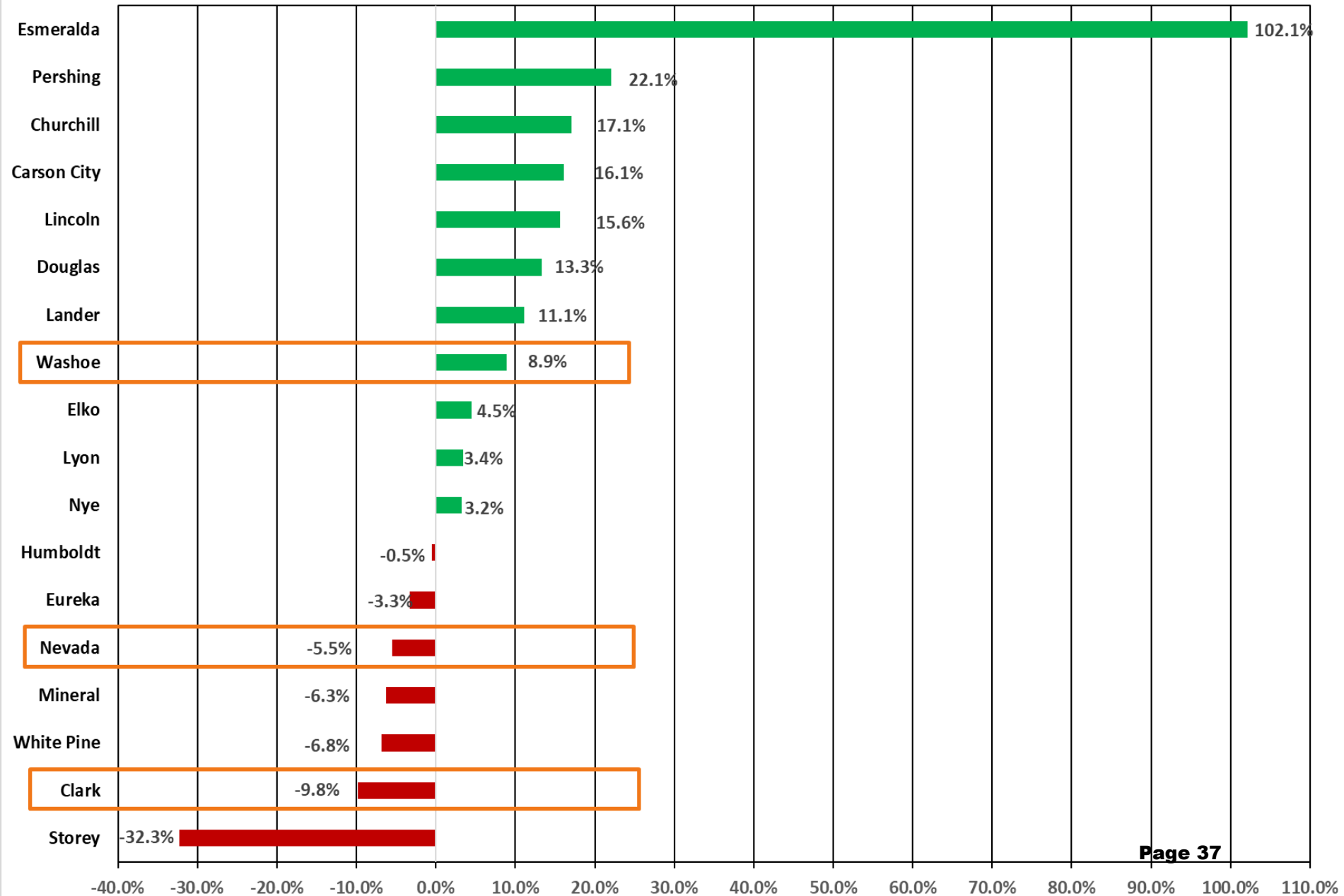
## Revenues, Expenditures, and Transfers-Out per Capita



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

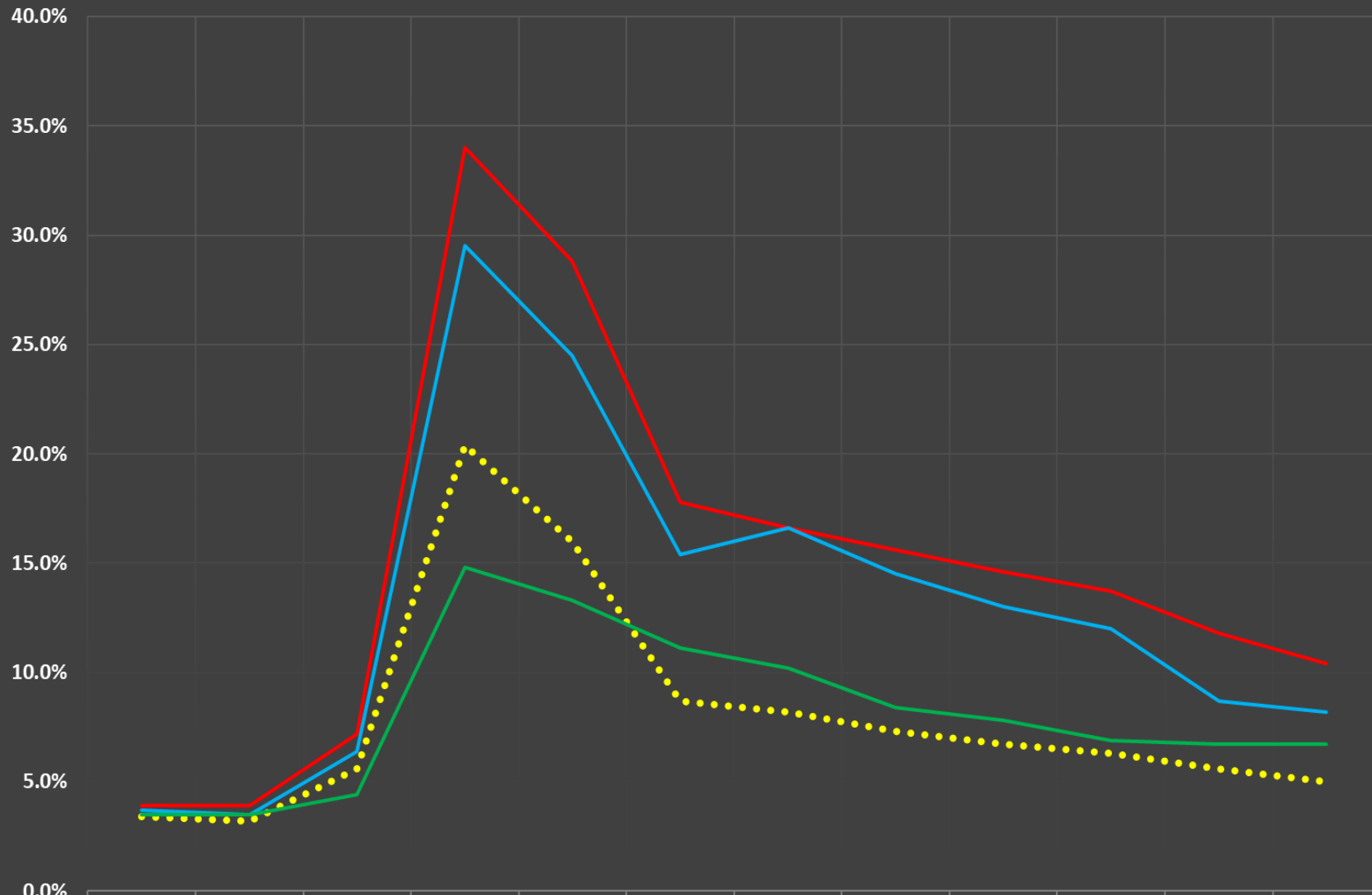


## Taxable Sales % Changes by Nevada County FY21 -- Year-to-Date Through December 2020





# Unemployment Rate in 2020



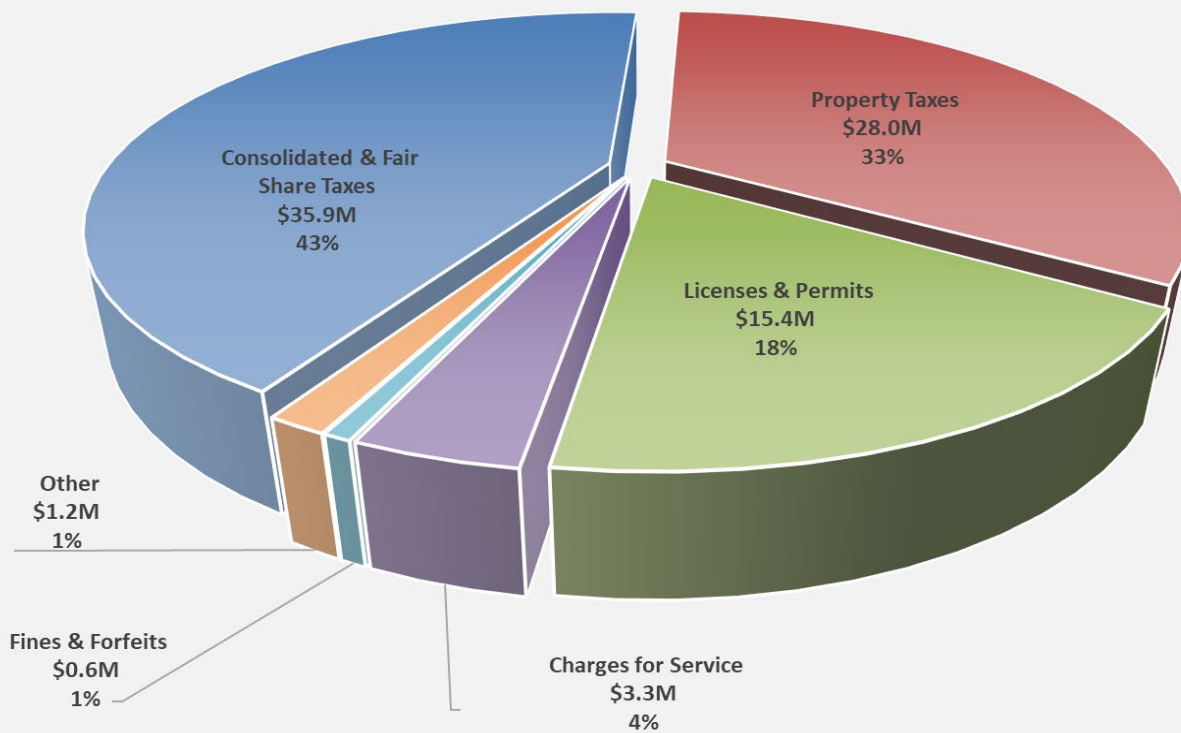
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<span style="color: yellow;">●●●</span> Reno/Sparks MSA	3.4%	3.2%	5.6%	20.4%	16.0%	8.7%	8.2%	7.3%	6.7%	6.3%	5.6%	5.0%
<span style="color: red;">—</span> Las Vegas MSA	3.9%	3.9%	7.2%	34.0%	28.8%	17.8%	16.6%	15.6%	14.6%	13.7%	11.8%	10.4%
<span style="color: blue;">—</span> Nevada	3.7%	3.5%	6.4%	29.5%	24.5%	15.4%	16.6%	14.5%	13.0%	12.0%	8.7%	8.2%
<span style="color: green;">—</span> Nation	3.5%	3.5%	4.4%	14.8%	13.3%	11.1%	10.2%	8.4%	7.8%	6.9%	6.7%	6.7%

# GENERAL FUND

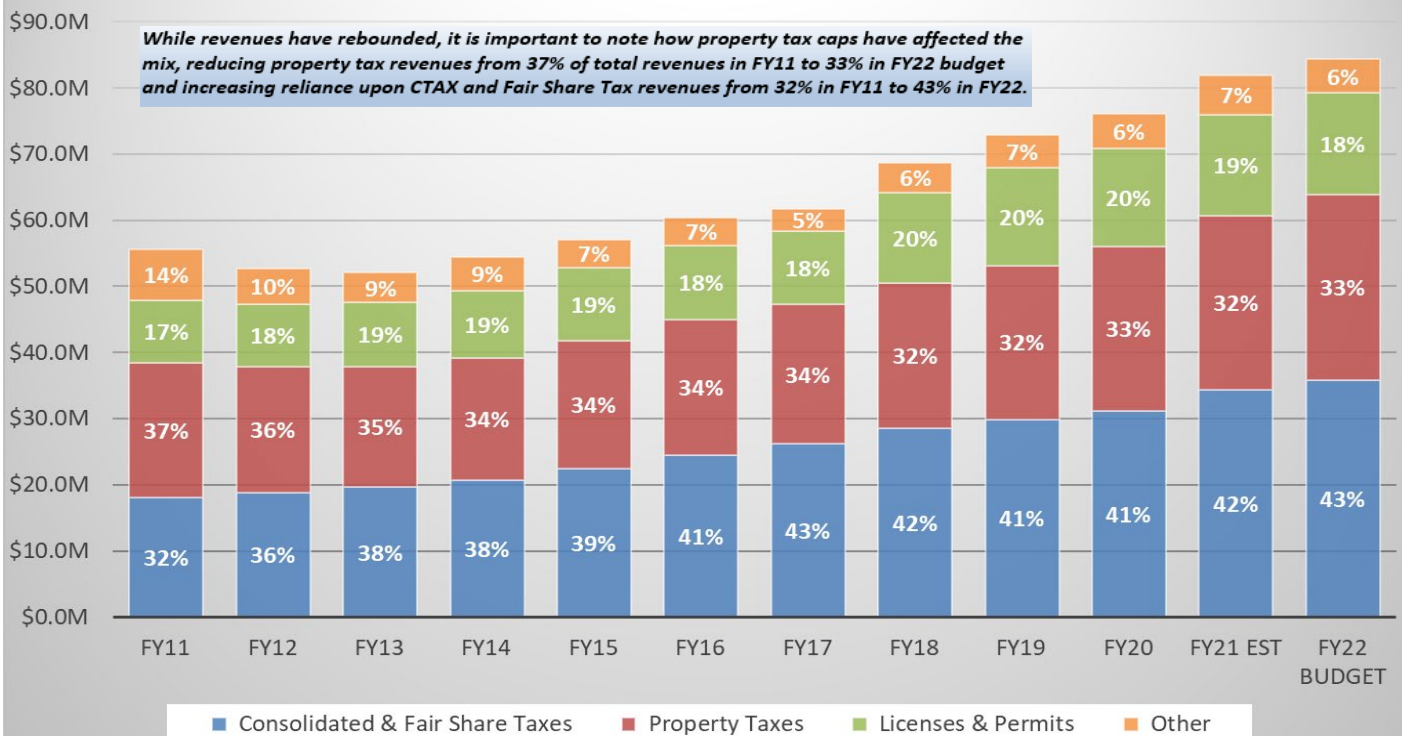
## Revenues



## FY22 General Fund Revenues Total: \$84.3M



## General Fund Revenues FY11 through FY22



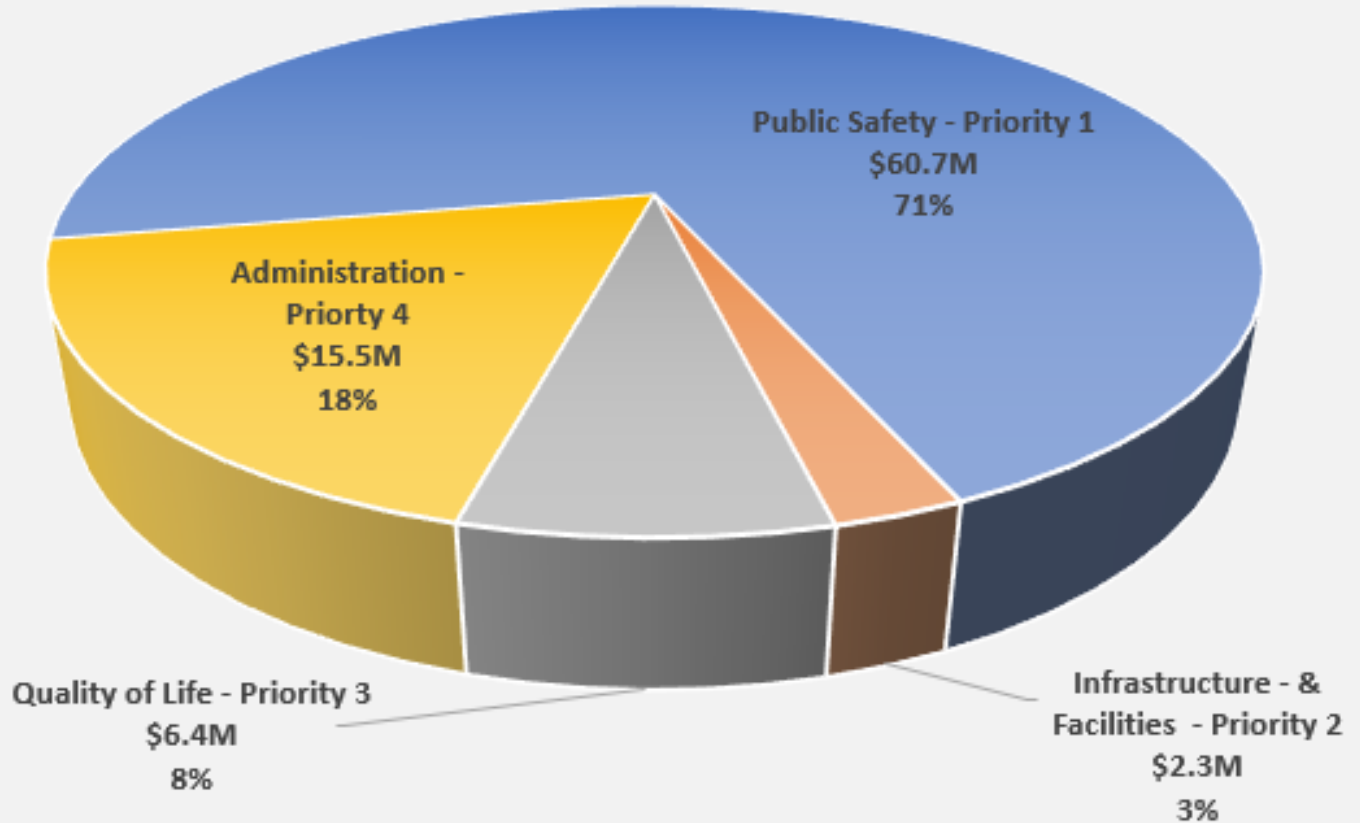
# GENERAL FUND

## Expenditures and Transfers Out



**FY22 Expenditures by Core Service - General Fund  
(Excludes Transfers Out and Contingency)**

**Total: \$84.8M**



**Note:**

See next page for City of Sparks Core Service Detail.

**FY22 Expenditure Budget by Core Service**  
**General Fund**  
(Excluding Contingency)

<b>Public Safety - Priority 1</b>	
PS01 - Building and Safety	139,929
PS02 - City Attorney-Criminal Division	791,158
PS03 - Communications/Dispatch	3,005,093
PS04 - Court	2,691,162
PS05 - Fire Prevention	1,382,658
PS06 - Fire-Emergency Medical Services	20,194,293
PS07 - Police	32,004,080
PS08 - Signal Maintenance	450,245

**Total Public Safety      60,658,618**

<b>Infrastructure &amp; Facilities - Priority 2</b>	
IF01 - Capital Projects	489,256
IF02 - Facility Maintenance	1,317,428
IF03 - Pavement Management/Maintenance	488,652

**Total Infrastructure & Facilities      2,295,336**

<b>Quality of Life - Priority 3</b>	
QL01 - Advanced Planning	582,980
QL02 - Code Enforcement	329,343
QL05 - Graffiti-Homeless-Trash-Medians (Community Appearance)	1,029,391
QL06 - Mayor/City Council	631,582
QL07 - Parks Maintenance	3,798,029

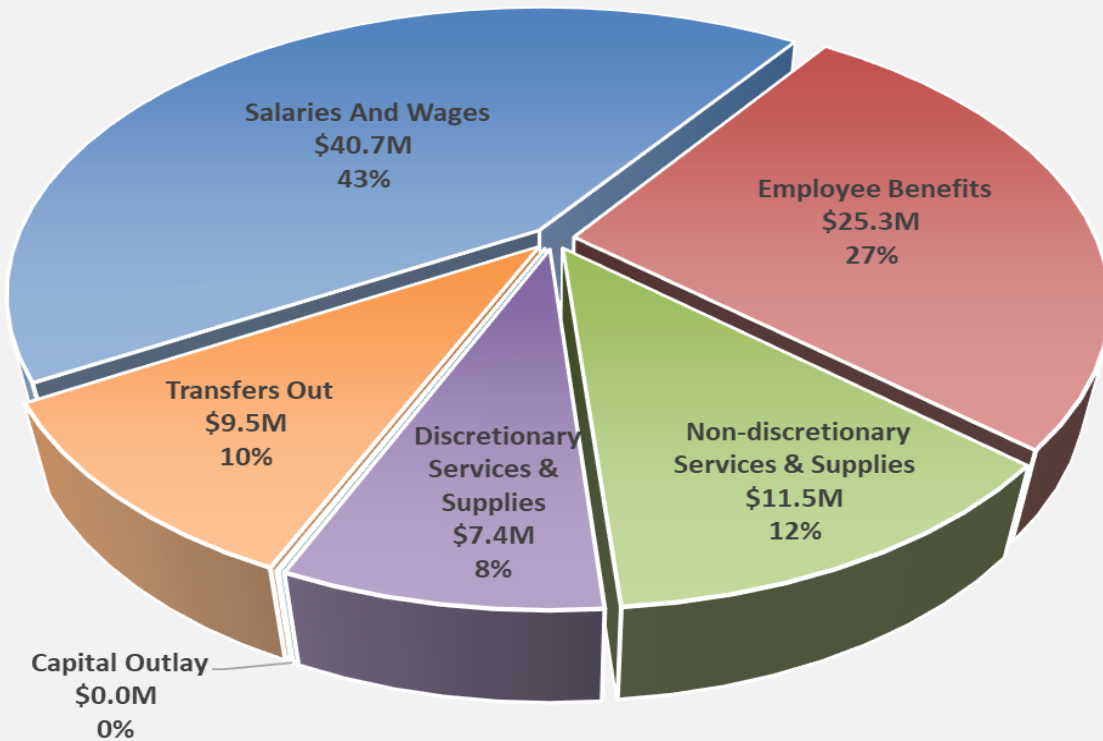
**Total Quality of Life      6,371,325**

<b>Administration - Priority 4</b>	
AD01 - City Attorney-Civil Division	1,362,496
AD02 - City Clerk	485,564
AD03 - Customer Services	364,530
AD04 - Emergency Management	20,196
AD05 - Finance	2,797,006
AD06 - Human Resources	1,563,376
AD07 - Information Technology (Finance)	2,485,331
AD08 - Public Relations	500,496
AD09 - General Administration	5,938,205

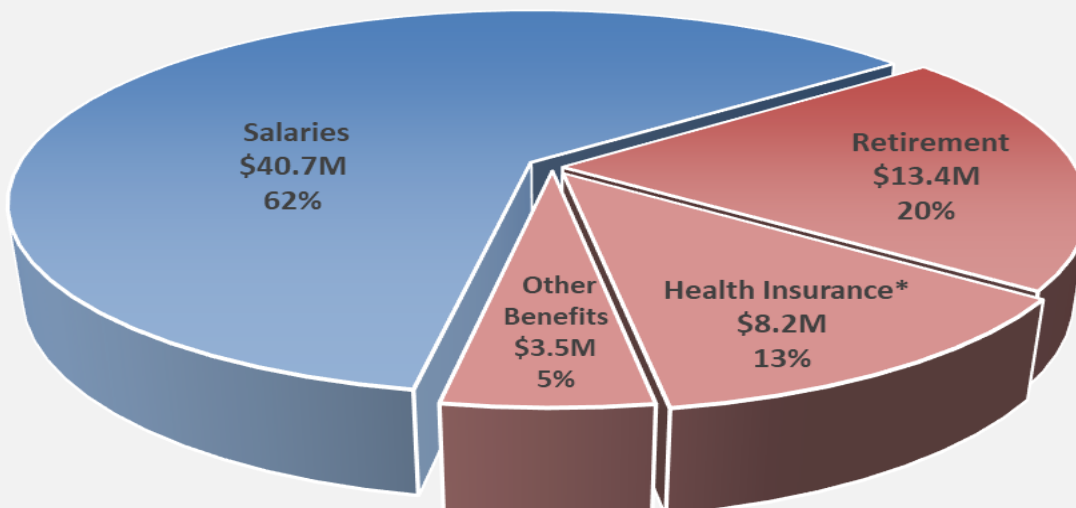
**Total Administration      15,517,200**

**Total General Fund      84,842,479**

**FY22 General Fund Expenditures & Transfers-Out  
(excluding Contingency)  
Total: \$94.4M**



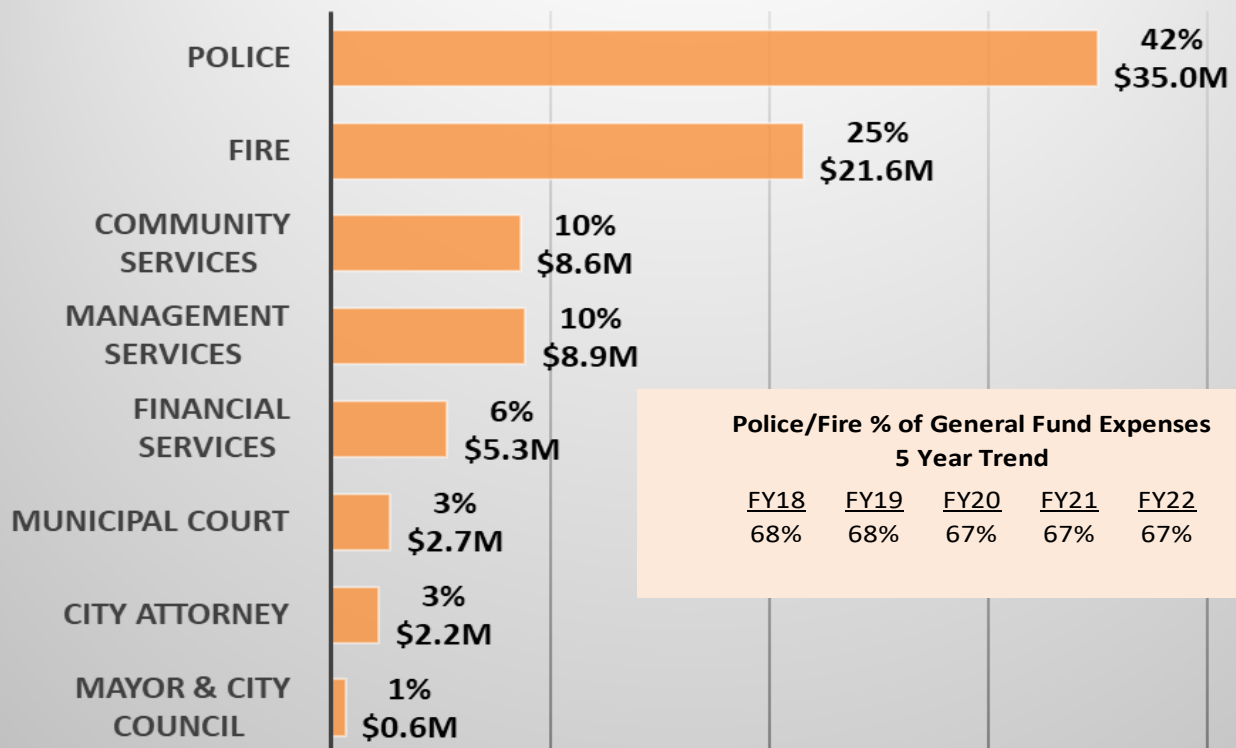
**FY22 Salaries & Benefits - General Fund  
Total: \$65.9M**



*\* Health insurance costs include Sick Leave Conversion, Retiree Health Insurance Subsidies and NV PEBP Subsidy. Health insurance is 9.7% of total General Fund expenditures of \$84.8M (excludes transfers out and contingency).*



**FY22 Expenditures by Department - General Fund**  
**(Excludes Transfers Out and Contingency)**  
**Total: \$84.8M**



**Police/Fire % of General Fund Expenses**  
**5 Year Trend**

<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
68%	68%	67%	67%	67%

# GENERAL FUND

## Causes of Change



## Causes of Change in General Fund Revenues, Expenditures and Transfers from FY21 Budget to FY21 Estimates

	FY21 Budget	FY21 Estimates	Change	
<b>REVENUES</b>	<b>80,963,784</b>	<b>81,864,545</b>	<b>900,761</b>	<b>1%</b>
<b><u>Primary Causes of Change</u></b>				
CTAX and Fair Share (42% of total revenue)			525,000	
Property Taxes (32% of total revenue)			130,000	
Licenses and Permits (19% of total revenue)			(440,000)	
Reno/Washoe County Reimbursement for UNR/TMWRF SARS-CoV-2 Detection Project			1,144,000	
Court Fines & Fees			(153,000)	
All Other Revenue			(310,000)	
Total Primary Causes of Change =			896,000	
<b>TRANSFERS-IN</b>	<b>1,000,000</b>	<b>16,115,401</b>	<b>15,115,401</b>	<b>1512%</b>
<b><u>Primary Causes of Change</u></b>				
Removed Contingency Offset Transfer from Motor Vehicle Fund			(1,000,000)	
Transfer from Grant Fund to cover CARES Act eligible expenditures			16,115,401	
Total Primary Causes of Change =			15,115,401	
<b>SALARIES &amp; BENEFITS</b>	<b>63,019,553</b>	<b>59,892,363</b>	<b>(3,127,190)</b>	<b>-5%</b>
<b><u>Primary Causes of Change</u></b>				
Vacancy Savings			(3,200,000)	
Employment Contract Settlement with Non-Supervisory Police Officers			576,000	
Overtime Savings			(500,000)	
Total Primary Causes of Change =			(3,124,000)	
<b>SERVICES &amp; SUPPLIES/CAPITAL/CONTINGENCY</b>	<b>17,344,853</b>	<b>22,961,850</b>	<b>5,616,997</b>	<b>32%</b>
<b><u>Primary Causes of Change</u></b>				
COVID-19 Expenses covered by CARES Act - Community costs			6,300,165	
COVID-19 Expenses covered by CARES Act - City costs			766,665	
NV Cares Campus operations (assumes April start date)			160,000	
P25 Radio Contract			114,347	
Contingency budget not used in FY21			(1,000,000)	
Services & Supplies savings across departments due to pandemic			(710,000)	
Total Primary Causes of Change =			5,631,177	

## Causes of Change in General Fund Revenues, Expenditures and Transfers from FY21 Budget to FY21 Estimates

	FY21 Budget	FY21 Estimates	Change	
<b>TRANSFERS-OUT</b>	<b>4,591,247</b>	<b>4,924,699</b>	<b>333,452</b>	<b>7%</b>
<b><u>Primary Causes of Change</u></b>				
P25 Radio (Reclassified Transfer-out to GF payment)			(114,347)	
FY21 transfer to new Lanscape Maintenance Fund 1230			107,800	
FY21 budgeted transfer to Parks & Rec Fund increase due to reduction in program revenue as a result of pandemic			340,000	
Total Primary Causes of Change =			333,453	

<b>Fund Balance Summary Comparing FY21 Budget to FY21 Estimates</b>			
Beginning Fund Balance	6,959,461	6,860,776	(98,685)
Change in Fund Balance	(2,991,869)	10,201,034	13,192,903
Ending Fund Balance	3,967,592	17,061,810	13,094,218
Ending Fund Balance as a Percentage of Expenditures	5.0%	20.7%	

## Cause of Change in General Fund Revenues, Expenditures and Transfers from FY21 Estimates to FY22 Budget

	FY21 Estimates	FY22 Budget	Change	
<b>REVENUES</b>	<b>81,864,545</b>	<b>84,323,260</b>	<b>2,458,715</b>	<b>3%</b>
<b><u>Primary Causes of Change</u></b>				
CTAX and Fair Share (42% of total rev)			1,450,000	
Property Taxes (33% of total rev)			1,695,000	
Licenses and Permits (19% of total rev)			150,000	
Common Service Charges			270,000	
Reno/Washoe County reimbursement for UNR/TMWRF SARS-CoV-2 detection project			(1,144,000)	
Total Primary Causes of Change =			2,421,000	
<b>TRANSFERS-IN</b>	<b>16,115,401</b>	<b>1,000,000</b>	<b>(15,115,401)</b>	<b>-94%</b>
<b><u>Primary Causes of Change</u></b>				
Transfer from Grant Fund to cover CARES Act eligible expenditures			(16,115,401)	
Transfer from Vehicle Fund/Contingency offset (to be transferred only if necessary)			1,000,000	
Total Primary Causes of Change =			(15,115,401)	
<b>SALARIES and BENEFITS</b>	<b>59,892,363</b>	<b>65,932,744</b>	<b>6,040,381</b>	<b>10%</b>
<b><u>Primary Causes of Change</u></b>				
Vacancy savings re-loaded in FY22			3,200,000	
New Needs -- Recommended personnel additional expenditures			1,023,412	
New Needs -- Recommended non-personnel additional expenditures			90,000	
Overtime expected increase			730,000	
Contribution increase to Workers Comp Fund			560,000	
Merit increases			150,000	
Holiday Comp cash-outs allowed by employment contracts			140,000	
Callback, Worked Holiday & Special Assignment			100,000	
Total Primary Causes of Change =			5,993,412	
<b>SERVICES and SUPPLIES, CAPITAL OUTLAY and CONTINGENCY</b>	<b>22,961,850</b>	<b>19,909,735</b>	<b>(3,052,115)</b>	<b>-13%</b>
<b><u>Primary Causes of Change</u></b>				
COVID-19 Expenses covered by CARES Act - Community costs			(6,300,165)	
COVID-19 Expenses covered by CARES Act - City costs			(766,665)	
Contingency budget re-established (offset by transfer-in from Motor Vehicle Fund if necessary)			1,000,000	
GF increased contribution to Liability Self Insurance Fund			786,000	
Travel & Training back to prepandemic levels			653,000	
NV Cares Campus operations contribution increase funding in FY22			488,000	
Washoe County Forensic Services contract increase over prior year			310,000	
Services and Supplies increases across departments			331,000	
Federal & State Legislative support			215,000	
Outside legal counsel			132,000	
Employee Wellness program activities			100,000	
Total Primary Causes of Change =			(3,051,830)	
<b>TRANSFERS-OUT</b>	<b>4,924,699</b>	<b>9,523,165</b>	<b>4,598,466</b>	<b>93%</b>
<b><u>Primary Causes of Change</u></b>				
Full Funding of General Capital Projects Fund transfer (2.5% of revenues)			1,548,280	
Transfer to General Liability Self Insurance Fund			250,000	
Transfer to Capital Projects Fund for future construction of Fire Station #6			3,000,000	
FY22 budgeted transfer to Parks & Rec fund decrease due to anticipated increase in program revenue post pandemic			(200,000)	
Total Primary Causes of Change =			4,598,280	

# GENERAL FUND

## Payments to Other Governments & Non-Profits



## Payments to Other Governments and Non-Profits

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

	FY20 Actuals	FY21 Estimates	FY22 Budget
<b>State of Nevada</b>			
Nevada Commission on Ethics (Costshare) NRS 281A.270	19,956	19,880	21,400
Wildland Fire Protection Plan (WFPP)	25,633	25,633	25,633
<b>TOTAL PAYMENTS TO STATE OF NEVADA</b>	<b>45,589</b>	<b>45,513</b>	<b>47,033</b>

### Washoe County

800 Megahertz (MHz) Radio Operation	118,637	112,845	112,845
Accela Software	106,313	109,500	110,436
Forensic Services	539,500	689,500	1,000,000
Regional Emergency Operation Center (EOC)	15,634	17,120	17,120
Regional Emergency Operation Center (EOC) Roof Repair	0	18,000	0
Regional Planning (Fiscal Year 19 Includes \$12K For Servers)	266,669	268,045	269,564
Regional Training Center	143,625	141,707	100,504
Registrar of Voters Election Services (Expenses occur during election cycles)	0	18,617	0
Senior Center Staffing	21,500	21,500	21,500
Sheriff- Extraditions	33,735	40,000	40,000
Sheriff - Work Crew Park Maintenance & Weed Abatement	66,863	40,000	84,600
Technology Services - Base Map Subscription	10,000	10,000	10,000
P25 System Contribution	0	96,292	101,719
<b>TOTAL PAYMENTS TO WASHOE COUNTY</b>	<b>1,322,475</b>	<b>1,583,126</b>	<b>1,868,288</b>

### City of Reno

Community Assistance Center	302,267	242,937	0
NV Cares Campus Operations	0	162,000	650,000
Regional Hazmat Team (TRIAD)	16,000	16,000	16,000
Temporary Homeless Overflow Shelter	19,048	24,000	0
Triage Center	87,000	87,000	90,000
<b>TOTAL PAYMENTS TO CITY OF RENO</b>	<b>424,315</b>	<b>531,937</b>	<b>756,000</b>

### Membership Dues and Subsidies

Alliance for Innovation	5,100	5,100	5,100
Economic Development Authority of Nevada (EDAWN)	100,000	100,000	100,000
Karma Box	0	12,000	24,000
Keep Truckee Meadows Beautiful	0	20,000	10,000
Mesa Meadows Landscape Maintenance	47,133	62,000	62,000
National League of Cities	8,203	8,051	8,203
Nevada League of Cities and Municipalities (NLC and M)	21,819	22,820	21,347
Promontory Landscape Maintenance	13,077	18,500	18,500
Regional Air Services Corporation	10,000	10,000	10,000
Sparks Heritage Foundation and Museum	1,000	0	0
The Chamber	1,362	1,362	1,362
Western Nevada Development District (WNDD)	5,000	5,000	5,000
<b>TOTAL MEMBERSHIPS AND SUBSIDIES</b>	<b>212,694</b>	<b>264,833</b>	<b>265,512</b>

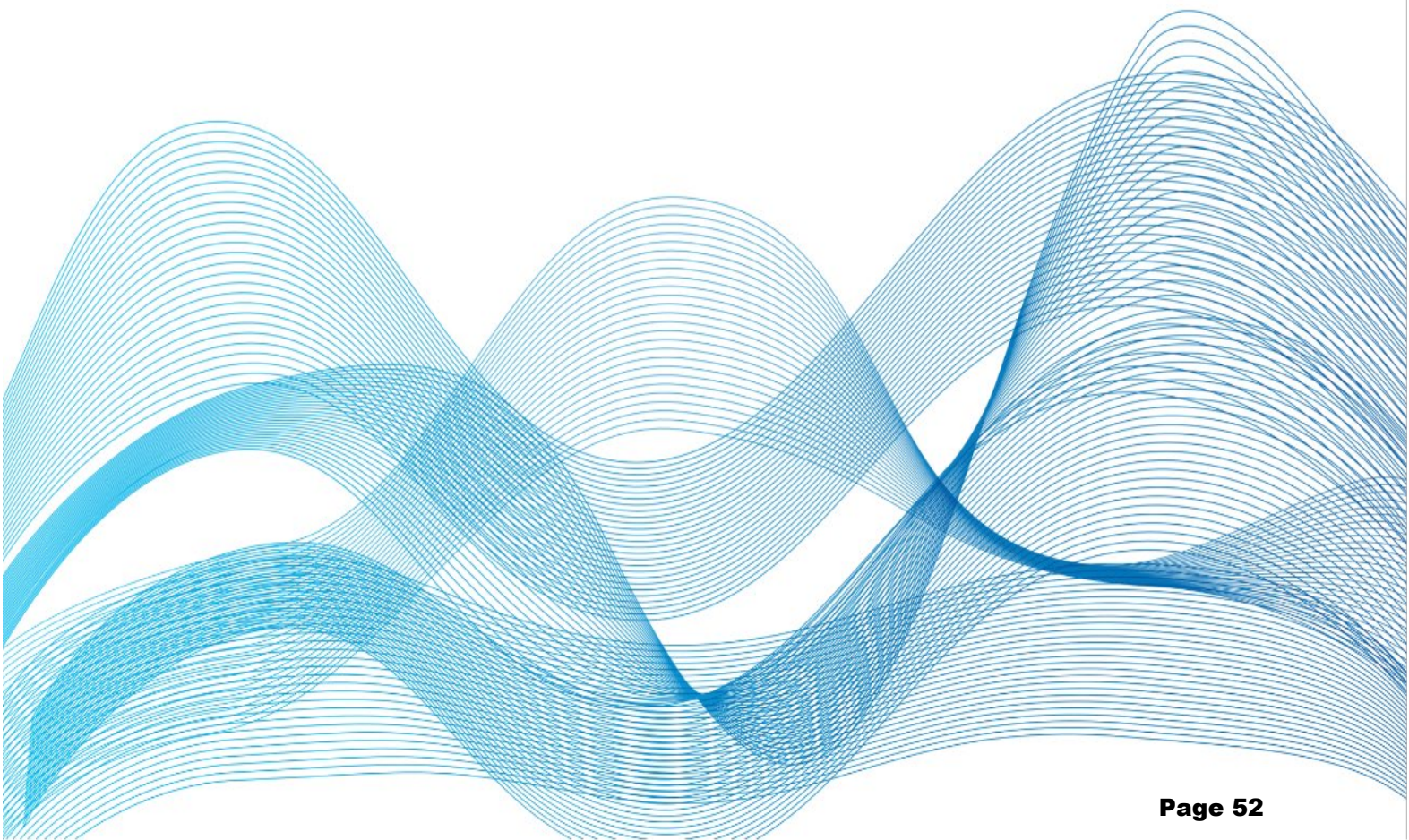
<b>Total Payments to Other Governments and Non-Profits</b>	<b>2,005,074</b>	<b>2,425,409</b>	<b>2,936,833</b>
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# *Other City Funds Section*

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

*In addition to filing a budget for the General Fund, the City of Sparks has an additional **28** Funds for which a budget must be filed*



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

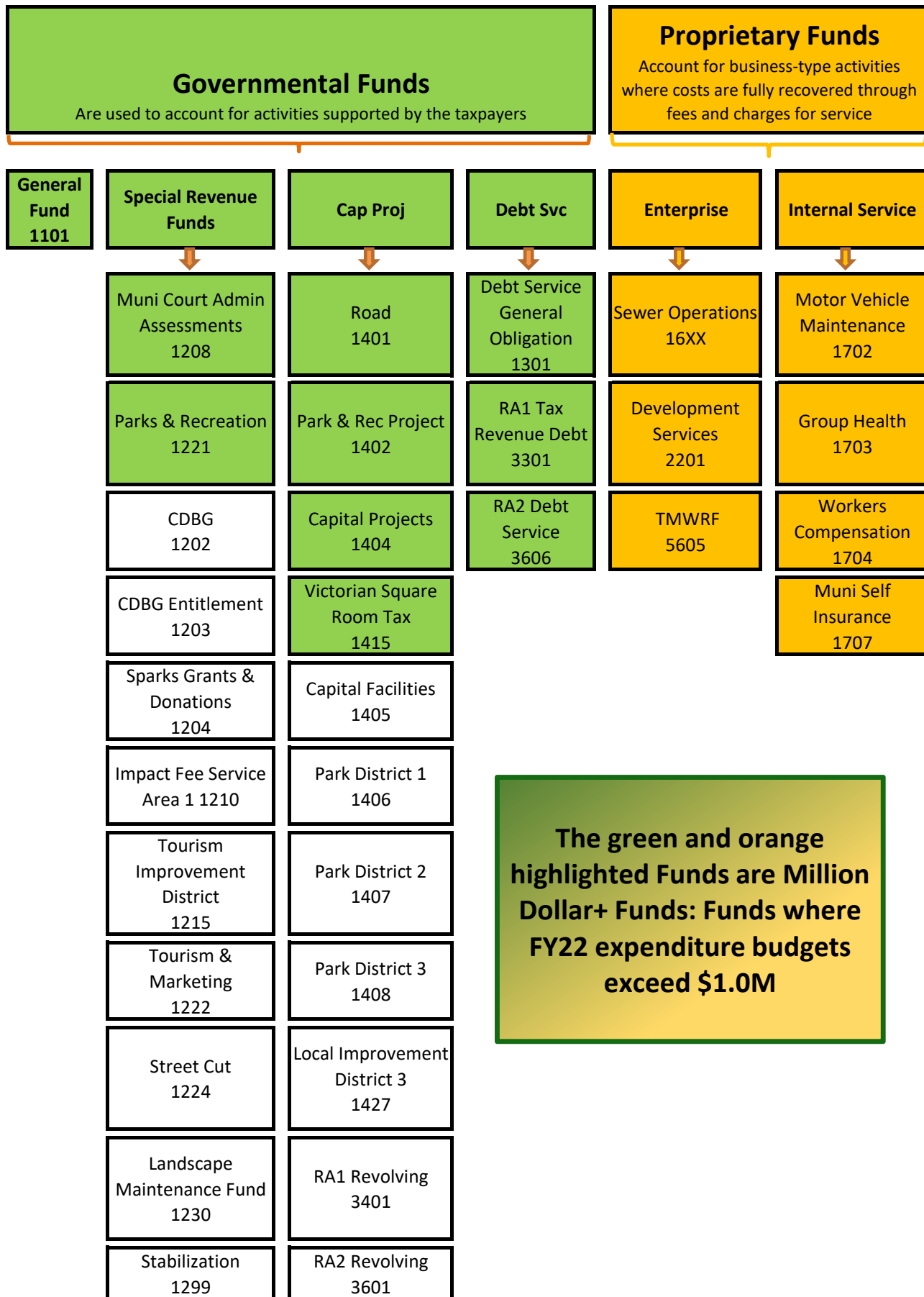
**14 of non Redevelopment Agency Funds will have a FY22 budget exceeding \$1.0M**

**This next section presents the budget for all Funds excluding General Fund and Redevelopment Agency Funds**

**Part 1:** Million Dollar+ Funds: Larger Funds with FY22 Expenditure Budgets Exceeding \$1.0M

**Part 2:** Smaller Funds: Funds with FY22 Expenditure Budgets Under \$1.0M

## OTHER FUNDS - CITY OF SPARKS FUND STRUCTURE DIAGRAM



## Other Funds Section Part 1

Million Dollar+ Funds:  
Larger Funds with FY22  
Expenditure Budgets  
Exceeding \$1.0M

## Other Funds Section Part 1: Million Dollar+ Funds

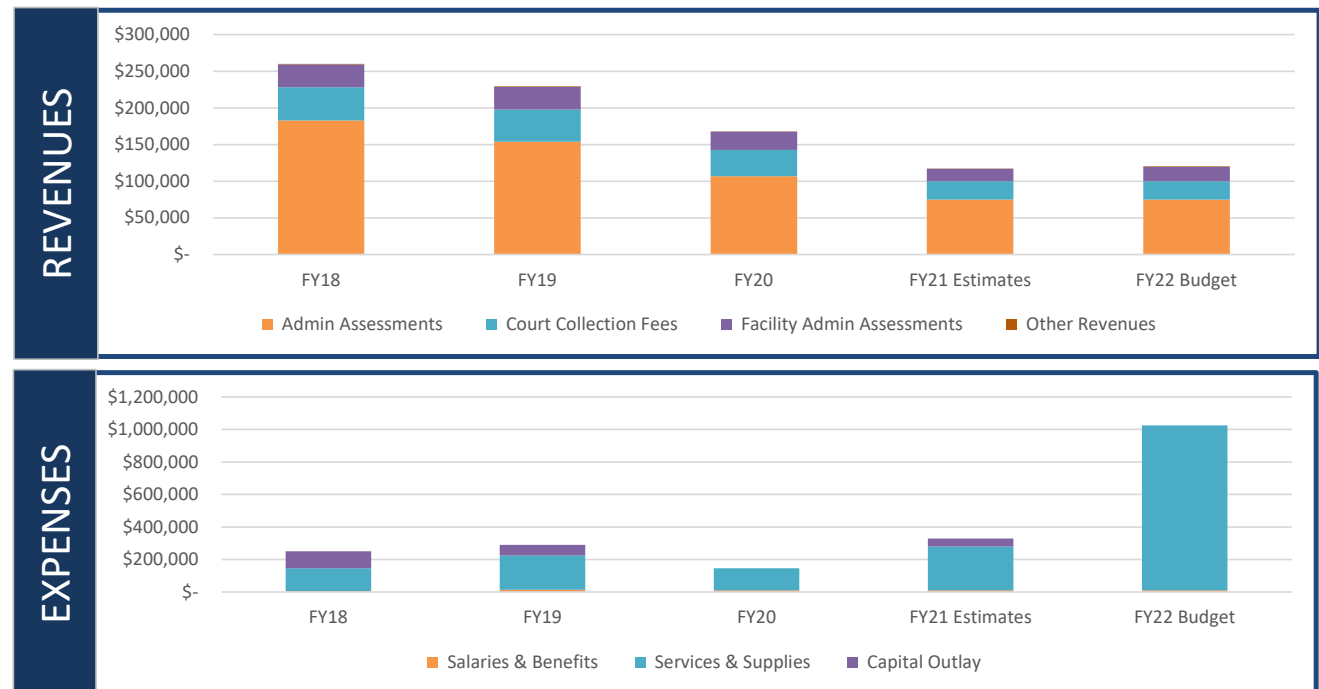
### Muni Court Admin Assessments Fund 1208 (Special Revenue Fund)

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

	FY18	FY19	FY20	FY21 Estimates	FY22 Budget
<b>BEG FUND BALANCE</b>	<b>1,149,445</b>	<b>1,159,365</b>	<b>1,098,540</b>	<b>1,120,131</b>	<b>908,043</b>
<b>REVENUES</b>					
Admin Assessments	182,999	153,995	106,821	75,000	75,000
Court Collection Fees	45,183	43,755	35,907	25,000	25,000
Facility Admin Assessments	31,032	30,971	24,812	17,000	20,000
Other Revenues	900	725	600	300	500
<b>TOTAL REVENUES</b>	<b>260,114</b>	<b>229,446</b>	<b>168,140</b>	<b>117,300</b>	<b>120,500</b>
<b>EXPENSES</b>					
Salaries & Benefits	(5,163)	(13,296)	(10,053)	(10,000)	(10,000)
Services & Supplies	(141,503)	(210,775)	(136,496)	(269,388)	(1,015,800)
Capital Outlay	(103,528)	(66,200)	0	(50,000)	0
<b>TOTAL EXPENSES</b>	<b>(250,194)</b>	<b>(290,271)</b>	<b>(146,549)</b>	<b>(329,388)</b>	<b>(1,025,800)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>9,920</b>	<b>(60,825)</b>	<b>21,591</b>	<b>(212,088)</b>	<b>(905,300)</b>
<b>TOTAL ENDING FUND BALANCE</b>	<b>1,159,365</b>	<b>1,098,540</b>	<b>1,120,131</b>	<b>908,043</b>	<b>2,743</b>
<b>Undesignated Ending Fund Balance</b>	<b>1,159,365</b>	<b>1,098,540</b>	<b>1,120,131</b>	<b>908,043</b>	<b>2,743</b>

#### FISCAL NOTES

Administrative Assessments and fees are expected to continue a decline trend in FY21 and FY22 across all fee types. Changes in the Court's collection practices have led to these declines. The use of a collection agency limits the amount of fees recovered and the frequency of payment to the Court. Salary and Benefits amounts shown in FY18 through FY21 represent the expected cost of overtime related to the Marshals efforts to serve warrants. In FY22, no Capital Outlay projects are planned as outlined in the FY22 CIP including. Each year, in order to provide spending flexibility while avoiding budget violations, any available balance in the Fund is budgeted in Services & Supplies.



## Other Funds Section Part 1: Million Dollar+ Funds

### Parks and Recreation Fund 1221 (Special Revenue Fund)

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

	FY18	FY19	FY20	FY21 Estimates	FY22 Budget
<b>BEG FUND BALANCE</b>	<b>77,872</b>	<b>239,326</b>	<b>580,724</b>	<b>121,228</b>	<b>153,151</b>
<b>REVENUES</b>					
Rec Program Fees	2,488,690	2,578,881	1,647,787	851,873	2,414,720
Special Event Revenue	341,172	340,799	37,833	425	511,093
All other revenues	189,610	132,958	108,073	49,119	90,000
<b>TOTAL REVENUES</b>	<b>3,019,472</b>	<b>3,052,638</b>	<b>1,793,693</b>	<b>901,417</b>	<b>3,015,813</b>
<b>TRANSFER IN</b>	<b>1,175,000</b>	<b>1,422,000</b>	<b>1,405,000</b>	<b>2,104,455</b>	<b>1,900,000</b>
<b>EXPENSES</b>					
Salaries & Benefits	(3,328,918)	(3,413,616)	(2,944,090)	(2,177,447)	(3,829,786)
Services & Supplies	(704,100)	(719,624)	(714,099)	(796,502)	(1,006,917)
<b>TOTAL EXPENSES</b>	<b>(4,033,018)</b>	<b>(4,133,240)</b>	<b>(3,658,189)</b>	<b>(2,973,949)</b>	<b>(4,836,703)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>161,454</b>	<b>341,398</b>	<b>(459,496)</b>	<b>31,923</b>	<b>79,110</b>
<b>TOTAL ENDING FUND BALANCE</b>	<b>239,326</b>	<b>580,724</b>	<b>121,228</b>	<b>153,151</b>	<b>232,261</b>
<i>Less: Designated for Facilities &amp; Public Art</i>	<i>(76,333)</i>	<i>(120,067)</i>	<i>(140,367)</i>	<i>(117,368)</i>	<i>(4,867)</i>
<b>Undesignated Ending Fund Balance</b>	<b>162,993</b>	<b>460,657</b>	<b>(19,139)</b>	<b>35,783</b>	<b>227,394</b>

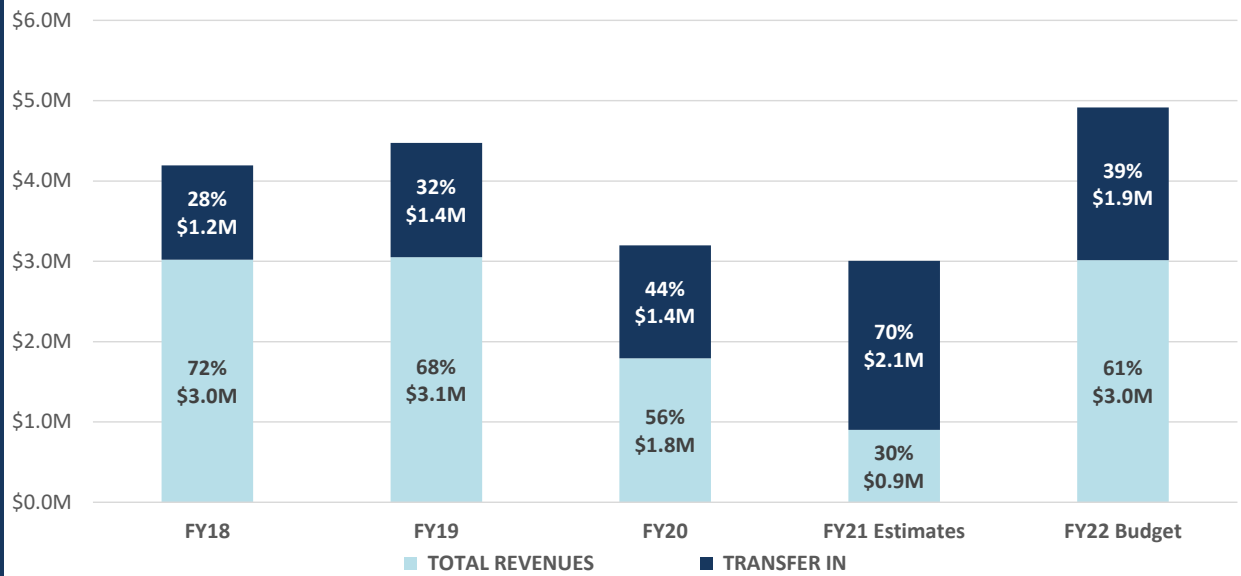
#### FISCAL NOTES

Rec Program fees are the largest revenue in this Fund - approximately 81% of the total in FY22 projections. Amidst the COVID-19 event, there was a significant decrease in revenues from Rec Program fees. Nearly a \$1M reduction in revenues was seen in FY20 over FY19. We expect to realize an even bigger reduction to end FY21. We are hopeful that FY22 will bring back a more regular amount of program fees. Special Event revenue saw a significant decrease in FY20 and FY21 due to a change in business practice.

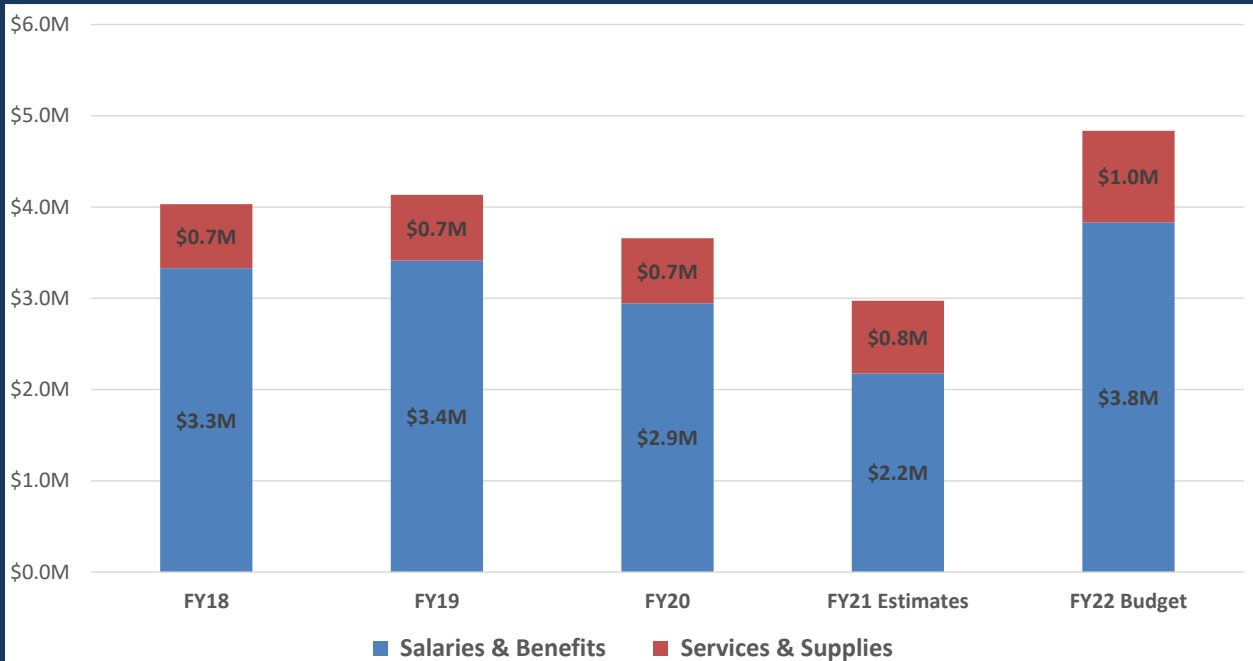
In FY20, special event revenues and expenses were distributed to actual costs in corresponding departments in the General Fund. The change in practice resulted in a net decrease for both total revenues and expenses. In FY21, this practice was reversed, but because of the COVID-19 restrictions, Special Events did not take place. Special Event revenues and expenses will be charged to this fund as before, we expect significant increases to both revenues and expenses for FY22 pursuant to relaxed pandemic restrictions. The FY22 Transfer-In from the General Fund represents 39% of this Fund's resources.

## Parks and Recreation Fund Continued...

### Program Fees vs. General Fund Subsidy



### Expenses



## Other Funds Section Part 1: Million Dollar+ Funds

### General Obligation Debt Service Fund 1301 (Debt Service Fund)

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

		FY20 Actuals	FY21 Estimates	FY22 Budget	Principal Balance 6/30/2022	Maturity Date
<b>CTAX Revenue Refunding Bonds 2014 - \$7,330,000</b>	<b>Beginning Reserve</b>	0	0	0	<b>\$3,838,000</b>	<b>5/1/2026</b>
	T/I from General Fund 1101	710,840	711,599	711,785		
	T/I from Sewer Operations 1630	3,998	4,001	4,002		
	T/I from Development Svcs 2201	23,980	24,006	24,012		
	T/I from R/A Revolving 3401	297,962	298,280	298,358		
	Interest	(198,780)	(172,886)	(146,157)		
	Principal	(838,000)	(865,000)	(892,000)		
	<b>ENDING RESERVE</b>	0	0	0		
<b>Sr. &amp; Subordinate STAR Bonds Series A, B &amp; C 2019 - \$92,718,284</b>	<b>BEGINNING RESERVE</b>	12,457,485	16,154,608	12,287,489	<b>\$68,146,847</b>	<b>6/15/2028</b>
	Sales Taxes not Consolidated	13,019,211	13,500,000	11,000,000		
	Interest Earned	161,212	160,000	43		
	T/I from TID #1 1215	18,049	0	0		
	Interest on Sr. Star	(3,215,234)	(2,024,488)	(1,847,238)		
	Interest on Subordinate Star	(1,016,115)	(526,194)	(312,440)		
	Principal on Sr. Star	(3,465,000)	(7,090,000)	(7,595,000)		
	Principal on Subordinate Star	(1,805,000)	(7,886,437)	(2,000,000)		
	<b>ENDING RESERVE</b>	16,154,608	12,287,489	11,532,854		
<b>LID3 Refunding Bonds 2016 - \$13,498,290</b>	<b>BEGINNING RESERVE</b>	3,151,794	3,253,181	3,596,476	<b>\$4,878,039</b>	<b>9/1/2027</b>
	Special Assessment Principal	724,700	1,048,953	1,000,000		
	Special Assessment Interest	324,269	256,724	0		
	Interest Earned	30,051	4,898	4,898		
	T/O to Local Imp Dist #3 1427	(2,764)	(1,422)	0		
	Principal	(716,988)	(735,798)	(760,842)		
	Interest	(257,881)	(230,060)	(201,399)		
	<b>ENDING RESERVE</b>	3,253,181	3,596,476	3,639,133		

<b>Total Ending Reserve In Debt Service Fund</b>	<b>19,407,789</b>	<b>15,883,965</b>	<b>15,171,987</b>
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#### FISCAL NOTES

The existing debt in this Fund is either backed by consolidated taxes (CTAX bonds), sales tax revenues (STAR bonds), local improvement district assessments (LID bonds), or a payment agreement with the Redevelopment Agency of the City of Sparks. All revenue collected within this Fund is pledged for debt service. There is no reserve requirement on the CTAX Revenue Refunding Bonds 2014. Of the \$11.5M in total ending reserves in STAR Bonds, \$8.0M is required to be maintained per bond covenants, leaving \$3.5M on hand at the end of FY22 to make future STAR bond payments. Of the \$3.6M in total ending reserves in LID3 Refunding Bonds 2016, \$481K is required to be maintained per bond covenants, leaving \$3.1M on hand at the end of FY22 to make future LID3 bond payments.



## Other Funds Section Part 1: Million Dollar+ Funds

### Road Fund 1401 (Capital Projects Fund)

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

	FY18	FY19	FY20	FY21 Estimates	FY22 Budget
<b>BEG FUND BALANCE</b>	<b>1,139,775</b>	<b>1,258,615</b>	<b>829,214</b>	<b>355,504</b>	<b>61,084</b>
<b>REVENUES</b>					
Fuel Taxes	2,560,742	2,641,830	2,526,092	2,604,992	2,660,252
TMWA Rights of Way	671,645	711,089	712,102	748,119	750,000
Electric Franchise Fees	759,967	1,538,770	1,431,145	1,432,000	1,532,000
Gas Franchise Fees	245,736	460,536	597,665	614,326	614,000
All other revenues	9,430	48,907	265,954	5,263	5,263
<b>TOTAL REVENUES</b>	<b>4,247,520</b>	<b>5,401,132</b>	<b>5,532,958</b>	<b>5,404,700</b>	<b>5,561,515</b>
<b>TRANSFER IN</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,393</b>	<b>0</b>
<b>EXPENSES</b>					
Salaries & Benefits	(1,562,346)	(1,770,039)	(1,810,914)	(1,802,562)	(2,033,790)
Services & Supplies	(1,209,523)	(1,156,116)	(1,651,229)	(1,949,631)	(647,791)
Capital Improvements	(1,356,811)	(2,904,378)	(2,544,525)	(1,952,320)	(2,927,136)
<b>TOTAL EXPENSES</b>	<b>(4,128,680)</b>	<b>(5,830,533)</b>	<b>(6,006,668)</b>	<b>(5,704,513)</b>	<b>(5,608,717)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>118,840</b>	<b>(429,401)</b>	<b>(473,710)</b>	<b>(294,420)</b>	<b>(47,202)</b>
<b>ENDING FUND BLANCE</b>	<b>1,258,615</b>	<b>829,214</b>	<b>355,504</b>	<b>61,084</b>	<b>13,882</b>

#### FISCAL NOTES

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

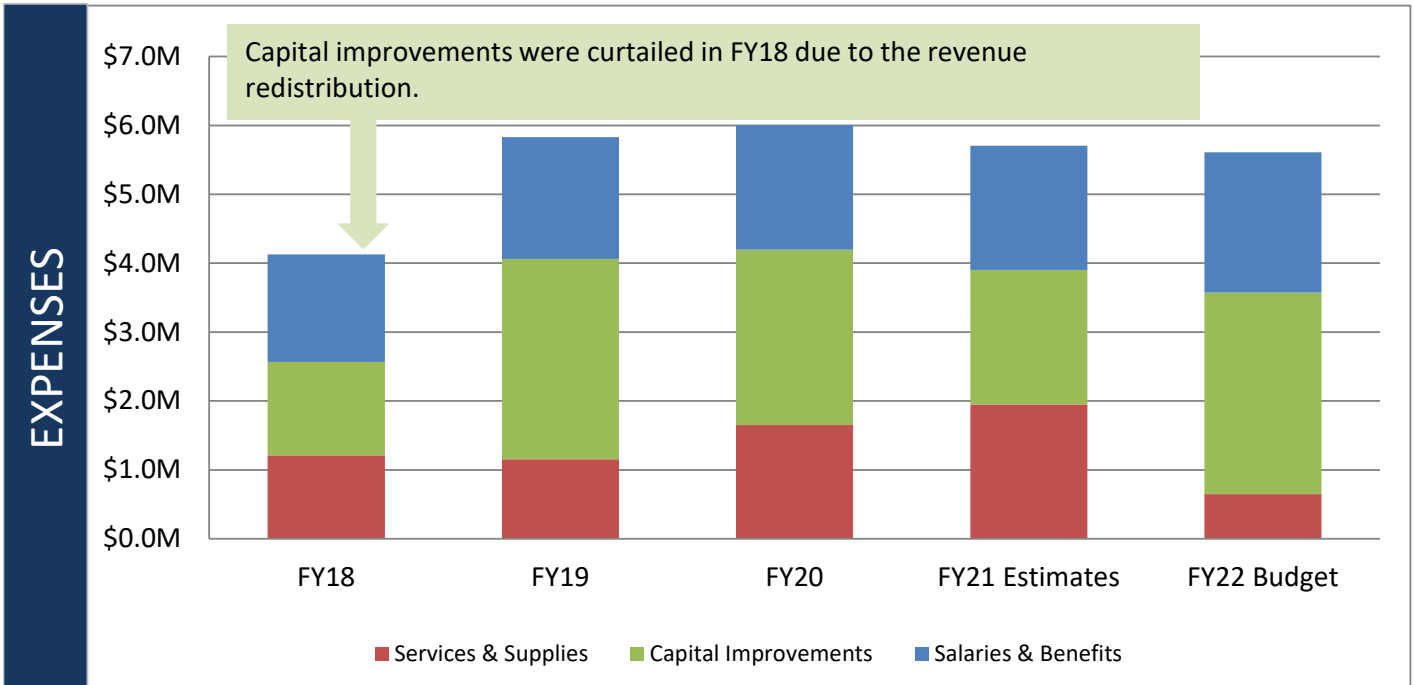
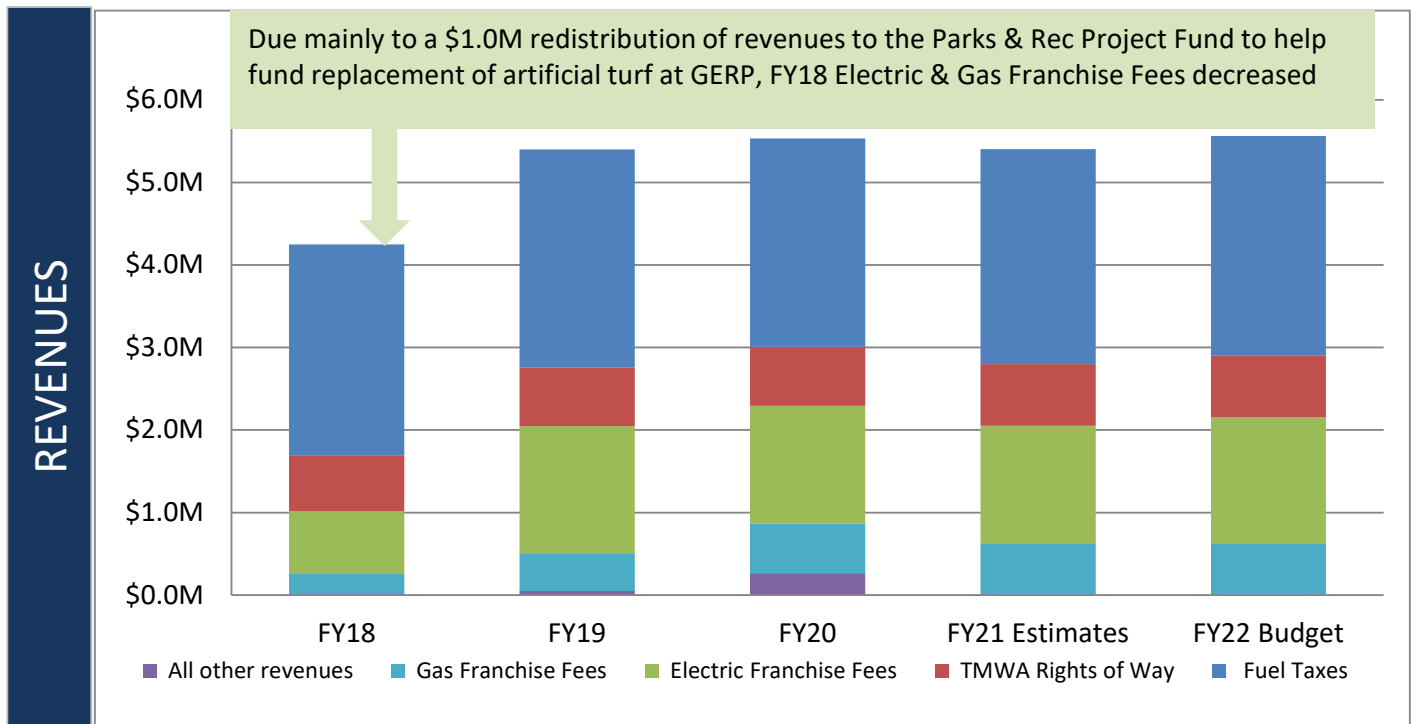
Electric and Gas Franchise Fees fell sharply in FY18 due to a shift in the distribution of the fees between the Road Fund and the Parks & Rec Project Fund. Half of the Electric and Gas Franchise Fees that had been going to the Road Fund (\$1.0M) was deposited in the Parks & Rec Project Fund in FY18. The revenue shift was necessary to begin funding the replacement of artificial field turf at the Golden Eagle Regional Park. While this revenue shift was approved for FY18, City Council directed that the franchise fees revert back to their original allocations in FY19 through FY22.

Expenditures in this Fund represent road maintenance employee costs and projects outlined in the Capital Improvement Plan (CIP) presented to City Council on 3/22/21. Overall expenses decreased in FY21 and FY22.

The Pavement Condition Index in Sparks currently averages about 81.0 and is expected to decrease by about 1.0-3.0 annually.

## Other Funds Section Part 1: Million Dollar+ Funds

### Road Fund Continued...



## Other Funds Section Part 1: Million Dollar+ Funds

### Parks & Rec Project Fund 1402 (Capital Projects Fund)

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

	FY18	FY19	FY20	FY21 Estimates	FY22 Budget
<b>BEG FUND BALANCE</b>	<b>1,734,195</b>	<b>2,998,097</b>	<b>2,495,762</b>	<b>3,190,003</b>	<b>1,967,027</b>
<b>REVENUES</b>					
Electric Franchise Fees	1,519,934	769,385	715,573	766,469	766,469
Gas Franchise Fees	491,472	230,268	298,833	307,163	307,000
Golden Eagle Regional Park Revenues	297,434	345,145	226,422	179,180	160,905
All other revenues	1,734	19,444	26,086	0	0
<b>TOTAL REVENUES</b>	<b>2,310,574</b>	<b>1,364,242</b>	<b>1,266,914</b>	<b>1,252,812</b>	<b>1,234,374</b>
<b>TRANSFER IN</b>	<b>0</b>	<b>500,000</b>	<b>882,758</b>	<b>803,671</b>	<b>800,000</b>
<b>EXPENSES</b>					
Salaries & Benefits	(417,510)	(412,020)	(339,496)	(319,126)	(408,744)
Services & Supplies	(127,109)	(204,365)	(171,183)	(520,369)	(250,547)
Capital Improvements	(502,053)	(1,750,192)	(944,752)	(2,439,964)	(1,210,000)
<b>TOTAL EXPENSES</b>	<b>(1,046,672)</b>	<b>(2,366,577)</b>	<b>(1,455,431)</b>	<b>(3,279,459)</b>	<b>(1,869,291)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>1,263,902</b>	<b>(502,335)</b>	<b>694,241</b>	<b>(1,222,976)</b>	<b>165,083</b>
<b>ENDING FUND BALANCE</b>	<b>2,998,097</b>	<b>2,495,762</b>	<b>3,190,003</b>	<b>1,967,027</b>	<b>2,132,110</b>

#### FISCAL NOTES

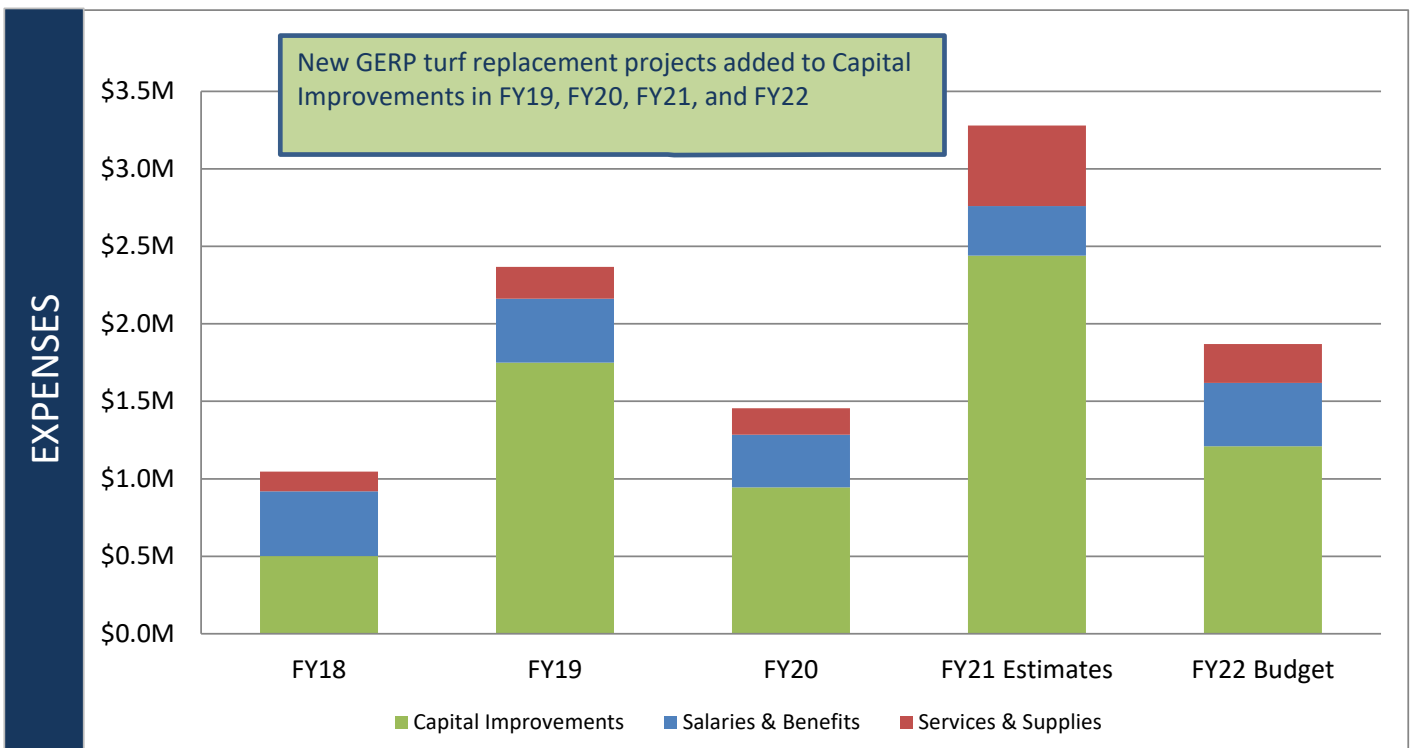
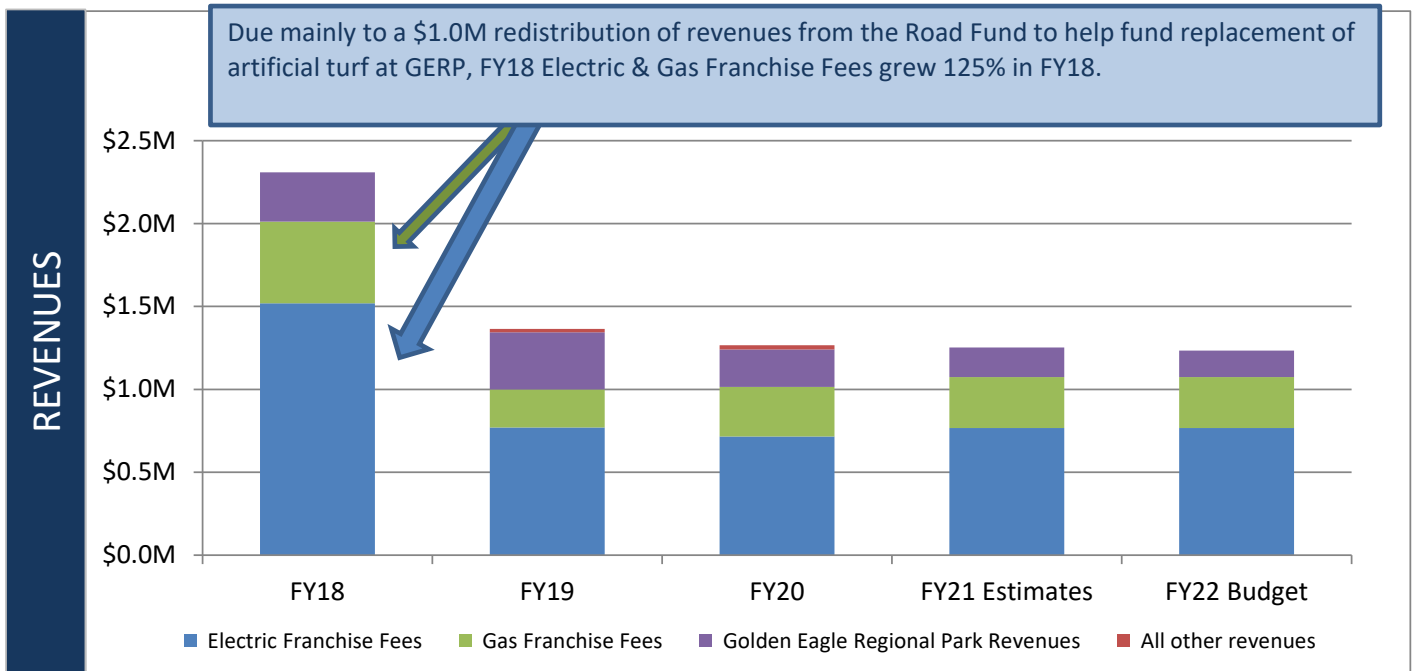
Electric and Gas Franchise Fees make up approximately 77% of the revenue in this Fund. These fees rose sharply in FY18 due to a shift in the distribution of the fees between the Road Fund and the Parks and Rec Project Fund. Half of the Electric and Gas Franchise Fees that had been going to the Road Fund (\$1.0M) were deposited in the Parks and Rec Project Fund in FY18. The revenue shift was necessary to begin funding the replacement of artificial field turf at the Golden Eagle Regional Park (GERP). While this revenue shift was approved for FY18, City Council directed that the franchise fees revert back to their original allocations in FY19 through FY22. Another funding mechanism was put in place, however, beginning FY19 to allow for turf replacement at GERP. \$500K of Marijuana Licensing revenues were transferred to this Fund in FY19; \$883K in FY20; \$803K in FY21 and the City Manager is recommending that \$800K of Marijuana Licensing revenues be transferred to this Fund in FY22 for GERP turf replacement. Electric Franchise Fees decreased slightly in FY20 and are expected to remain flat in FY21 and FY22.

Golden Eagle Regional Park (GERP) revenues consist mainly of concession franchise fees, a contribution from the Youth Sports Foundation for use of the fields and facility reservation fees. Revenues are down due to COVID Pandemic and are projected flat in FY21 and FY22.

Expenditures in the Fund represent park maintenance and other Community Services employee costs and projects outlined in the Capital Improvement Plan (CIP) approved by council on 3/22/2021. Overall expenditures are decreasing in FY22 due to reduced CIP spending.

## Other Funds Section Part 1: Million Dollar+ Funds

### Parks & Rec Project Fund Continued...



## Other Funds Section Part 1: Million Dollar+ Funds

### Capital Projects Fund 1404 (Capital Projects Fund)

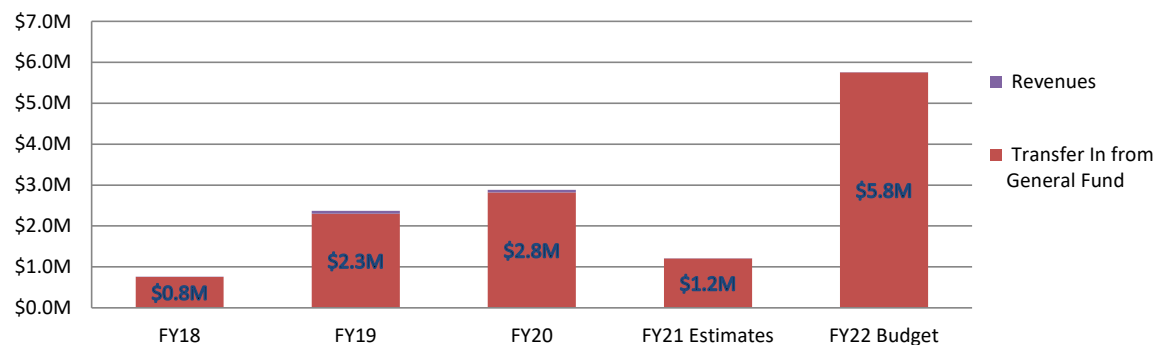
**Purpose of Fund:** Used for acquiring and constructing fixed assets or for the renovation and rehabilitation of capital facilities. Funding comes mainly from City transfers and bond proceeds.

	FY18	FY19	FY20	FY21 Estimates	FY22 Budget
<b>BEG FUND BALANCE</b>	<b>2,145,918</b>	<b>1,754,085</b>	<b>2,843,442</b>	<b>3,430,556</b>	<b>817,026</b>
<b>REVENUES</b>					
Interest Earnings	4,352	72,218	61,906	792	792
All Other Revenues	1,046	0	2,586	0	0
<b>TOTAL REVENUES</b>	<b>5,398</b>	<b>72,218</b>	<b>64,492</b>	<b>792</b>	<b>792</b>
<b>TRANSFER IN</b>	<b>754,108</b>	<b>2,300,000</b>	<b>2,817,242</b>	<b>1,205,300</b>	<b>5,753,580</b>
<b>EXPENSES</b>					
Services & Supplies	(666,580)	(416,675)	(1,147,222)	(1,668,441)	(340,000)
Capital Improvements	(484,759)	(866,186)	(1,147,398)	(2,151,181)	(1,568,000)
<b>TOTAL EXPENSES</b>	<b>(1,151,339)</b>	<b>(1,282,861)</b>	<b>(2,294,620)</b>	<b>(3,819,622)</b>	<b>(1,908,000)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(391,833)</b>	<b>1,089,357</b>	<b>587,114</b>	<b>(2,613,530)</b>	<b>3,846,372</b>
<b>ENDING FUND BALANCE</b>	<b>1,754,085</b>	<b>2,843,442</b>	<b>3,430,556</b>	<b>817,026</b>	<b>4,663,398</b>

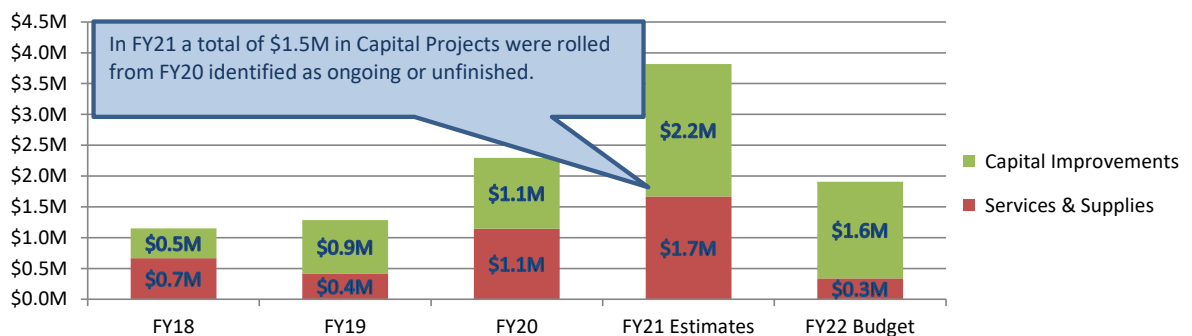
#### FISCAL NOTES

The City's Fiscal Policy #3 will be fully funded in FY22. Full funded policy states 2.5% of total General Fund revenues (\$2.1M) plus full funding of IT Hardware (\$274K) & Software (\$379K) Replacement Plans will be transferred from the General Fund to the Capital Projects Fund. Fiscal Policy #3 also defines Council designation of revenues from marijuana licensing fees. Per Council direction, the \$653K transfer for IT Hardware and Software Replacement Plans will be fully funded from marijuana licensing fee revenues. Additionally \$800K of Marijuana Licensing Fees will also be used to fund GERP Turf Replacement and Maintenance expenses. A supplemental transfer in of \$3M is in preparation for upcoming Fire Capital Projects. All 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.

#### REVENUES & Transfers-In



#### EXPENSES



## Other Funds Section Part 1: Million Dollar+ Funds

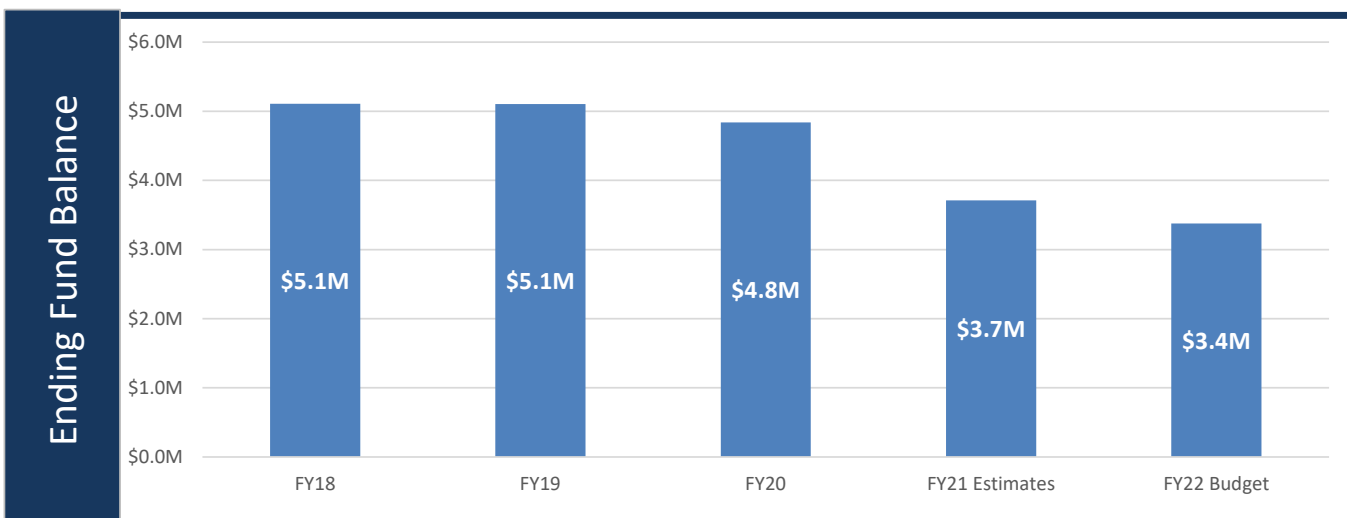
### Victorian Square Room Tax Fund 1415 (Capital Projects Fund)

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

	FY18	FY19	FY20	FY21 Estimates	FY22 Budget
<b>BEG FUND BALANCE</b>	<b>4,373,982</b>	<b>5,107,400</b>	<b>5,103,856</b>	<b>4,838,017</b>	<b>3,709,855</b>
<b>REVENUES</b>					
Room Tax	1,089,863	1,172,646	1,033,150	875,000	900,000
Interest Earned	21,771	208,420	133,424	8,596	8,596
<b>TOTAL REVENUES</b>	<b>1,111,634</b>	<b>1,381,066</b>	<b>1,166,574</b>	<b>883,596</b>	<b>908,596</b>
<b>TRANSFER IN</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100,000</b>
<b>EXPENSES</b>					
Services & Supplies	(7,322)	(1,034,463)	(1,099,135)	(209,758)	(50,000)
Capital Outlay	(370,894)	(350,147)	(333,278)	(1,802,000)	(1,292,080)
<b>TOTAL EXPENSES</b>	<b>(378,216)</b>	<b>(1,384,610)</b>	<b>(1,432,413)</b>	<b>(2,011,758)</b>	<b>(1,342,080)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>733,418</b>	<b>(3,544)</b>	<b>(265,839)</b>	<b>(1,128,162)</b>	<b>(333,484)</b>
<b>ENDING FUND BLANCE</b>	<b>5,107,400</b>	<b>5,103,856</b>	<b>4,838,017</b>	<b>3,709,855</b>	<b>3,376,371</b>

#### FISCAL NOTES

Revenues in this Fund suffered because of COVID-19, ending FY21 we anticipate a 15% decrease from FY20, which also underperformed as a result of pandemic closures. The City has entered into an agreement with Syufy and Galaxy Theaters to subsidize the re-opening and operation of the downtown theater which opened to the public in 2018. This subsidy consisted of a \$1.0M contribution in FY19 and five additional contributions of \$100K each from FY20-FY24. Expenses represent the Theatre subsidy plus improvements to Victorian Square which are approved each year in the Capital Improvement Plan (CIP). The City is currently working on a multi-phase, infrastructure project aimed at upgrading and improving the overall aesthetics and safety of Victorian Square. These improvements began in FY16 and are estimated to be completed by FY24. The project phases are outlined in the current approved CIP. In addition, The City will be contributing a total of \$1.2M to the opening and operation of the new Nugget Events Center. The contribution will be over a series of 4 years, with the first payment of \$854K disbursed in FY20, subsequent payments will be realized provided the Facility continues to be used for concerts and other special events open to the public.



## Other Funds Section Part 1: Million Dollar+ Funds

### Motor Vehicle Fund 1702 (Internal Service Fund)

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

	FY18	FY19	FY20	FY21 Estimates	FY22 Budget
<b>BEG NET ASSETS</b>	<b>11,319,831</b>	<b>11,547,519</b>	<b>12,691,584</b>	<b>14,153,115</b>	<b>14,487,649</b>
<b>REVENUES</b>					
Vehicle & Equipment Rent - M&R	1,716,193	2,094,652	2,492,756	2,534,547	2,480,898
Vehicle & Equipment Rent -Replacement	2,148,193	2,364,658	2,327,540	2,249,028	2,367,124
Fuel Reimbursement	581,446	590,107	494,184	493,135	502,998
All other revenues	37,155	386,389	340,996	5,656	5,656
<b>TOTAL REVENUES</b>	<b>4,482,987</b>	<b>5,435,806</b>	<b>5,655,476</b>	<b>5,282,366</b>	<b>5,356,676</b>
<b>TRANSFER IN</b>	30,068	111,645	347,932	15,480	0
<b>EXPENSES</b>					
Salaries	(554,297)	(619,444)	(603,289)	(695,177)	(711,391)
Benefits	(322,911)	(341,834)	(403,305)	(426,859)	(437,072)
Services and Supplies	(1,563,152)	(1,562,574)	(1,502,584)	(1,765,221)	(1,843,505)
All other expenses (including Depreciation)	(1,621,141)	(1,879,534)	(2,032,699)	(2,076,055)	(2,076,615)
<b>TOTAL EXPENSES</b>	<b>(4,061,501)</b>	<b>(4,403,386)</b>	<b>(4,541,877)</b>	<b>(4,963,312)</b>	<b>(5,068,583)</b>
<b>TRANSFER OUT</b>	0	0	0	0	(1,000,000)
<b>PRIOR PERIOD ADJUSTMENT</b>	(223,866)	0	0	0	0
<b>CHANGE IN NET ASSETS</b>	<b>227,688</b>	<b>1,144,065</b>	<b>1,461,531</b>	<b>334,534</b>	<b>(711,907)</b>
<b>ENDING NET ASSETS</b>	<b>11,547,519</b>	<b>12,691,584</b>	<b>14,153,115</b>	<b>14,487,649</b>	<b>13,775,742</b>
<i>Less: Restricted funds for Fire Equip &amp; Apparatus</i>	<i>(778,067)</i>	<i>(1,198,757)</i>	<i>(1,407,727)</i>	<i>(982,664)</i>	<i>(1,047,664)</i>
<b>Unrestricted Ending Net Assets</b>	<b>10,769,452</b>	<b>11,492,827</b>	<b>12,745,388</b>	<b>13,504,985</b>	<b>12,728,078</b>

#### 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 coming in very similar to last year as we end FY20. Fuels prices are projected to continue a slight upward trend into fiscal year FY22. This revenue is directly offset by the bulk fuel charge included in the Services & Supplies expense. The "all other revenue" resource is comprised of grants, recoveries & reimbursements, gain on the sale of assets in this fund and interest earnings.

The FY20 audited Ending Net Assets figure of \$14.1M represents an investment in Capital Assets of \$10.2M with the remaining balance of \$3.9M to fund future maintenance and repair operations and vehicle replacements. The proposed FY22 revenue budget includes full funding (via M&R and Replacement charges on every City vehicle) of \$2.4M in operational costs of the garage and \$2.3M of vehicle replacement funds. Replacement vehicles and equipment for FY22 include: 19 vehicles, 13 pieces of heavy equipment, one Fire Aerial Unit and a Water Tender, and \$35K in Fire Capital Equipment (defibrillators).

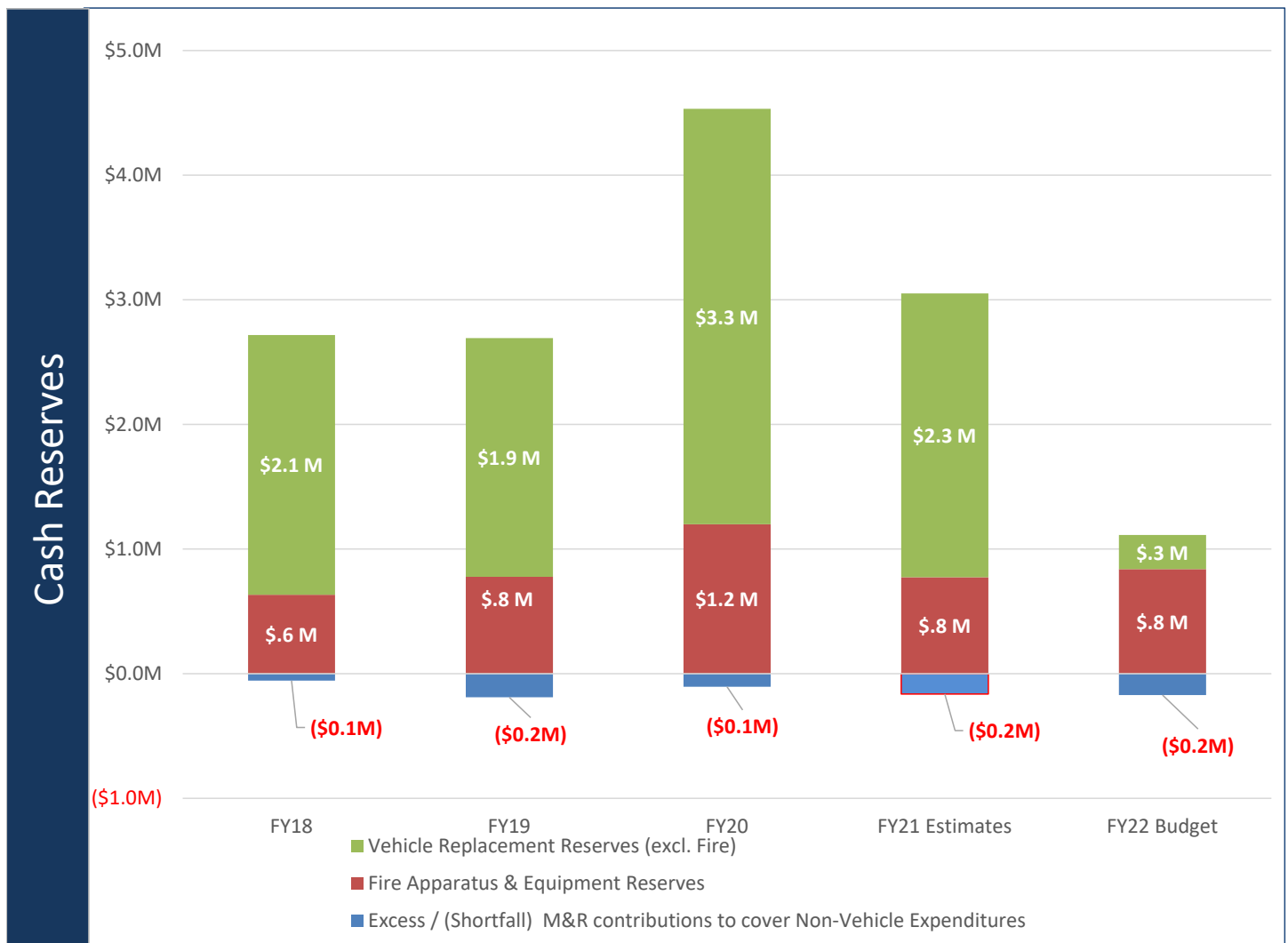
Management staff has identified a backlog that is estimated to be upwards of \$20M of deferred vehicle replacement that will be postponed to a later date. The current and expected resources in this Fund are not sufficient to fully fund this backlog. FY22 budget includes a \$1M transfer to the General Fund. This amount is budgeted annually to offset the Contingency budget in the General Fund and will only be made if the General Fund is unable to meet an emergency budget shortfall. March 15, 2020, the City Manager declared a state of emergency in the City of Sparks related to the global outbreak of COVID-19 and to date the City is still feeling affects of this pandemic.

## Other Funds Section Part 1: Million Dollar+ Funds

### Motor Vehicle Fund Continued...

#### FISCAL NOTES CONTINUED

A Fire Apparatus replacement plan was implemented in FY16. Funds previously allocated to lease payments are now being contributed to a replacement fund specifically designated for fire apparatus. These funds will be collected and used to replace fire apparatus as outlined in the FY22 CIP, Vehicle Replacement List. Beginning in FY19, a share of revenue collected from Mutual Aid services will also be earmarked for Fire Apparatus replacement. This revenue is unpredictable as it is dependant on the volume of wildfires and other events occuring where other government agencies request aid from our local fire department.





## Other Funds Section Part 1: Million Dollar+ Funds

### Group Health Self Insurance Fund 1703 (Internal Service Fund)

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

	FY18	FY19	FY20	FY21 Estimates	FY22 Budget
<b>BEG NET ASSETS</b>	<b>1,202,658</b>	<b>3,099,744</b>	<b>4,940,592</b>	<b>7,838,656</b>	<b>8,814,997</b>
<b>REVENUES</b>					
City Contributions (all funds)	8,865,870	9,095,804	9,250,736	9,326,000	9,704,000
Employee Contributions	379,323	427,442	489,007	487,000	580,000
Retiree Contributions	747,580	777,940	849,941	867,000	900,000
Retiree Sick Leave Conversion	802,827	816,064	850,641	832,000	850,000
All other revenues	1,010,425	1,041,318	1,057,036	929,263	996,263
<b>TOTAL REVENUES</b>	<b>11,806,025</b>	<b>12,158,568</b>	<b>12,497,361</b>	<b>12,441,263</b>	<b>13,030,263</b>
<b>EXPENSES</b>					
Health/Dental/Vision Claims	(6,894,145)	(7,306,017)	(6,751,602)	(7,600,000)	(8,355,000)
Prescription Claims	(1,980,390)	(1,951,680)	(2,127,196)	(2,640,000)	(2,904,000)
Stop Loss, LTD & Life Ins Premiums	(533,201)	(564,242)	(580,436)	(569,584)	(620,821)
Other Admin costs including ACA	(501,203)	(495,781)	(497,476)	(530,338)	(516,328)
Liability Adjustment for incurred but not reported (IBNR) claims	0	0	357,413	(125,000)	(125,000)
<b>TOTAL EXPENSES</b>	<b>(9,908,939)</b>	<b>(10,317,720)</b>	<b>(9,599,297)</b>	<b>(11,464,922)</b>	<b>(12,521,149)</b>
<b>CHANGE IN NET ASSETS</b>	<b>1,897,086</b>	<b>1,840,848</b>	<b>2,898,064</b>	<b>976,341</b>	<b>509,114</b>
<b>ENDING NET ASSETS</b>	<b>3,099,744</b>	<b>4,940,592</b>	<b>7,838,656</b>	<b>8,814,997</b>	<b>9,324,111</b>

#### FISCAL NOTES

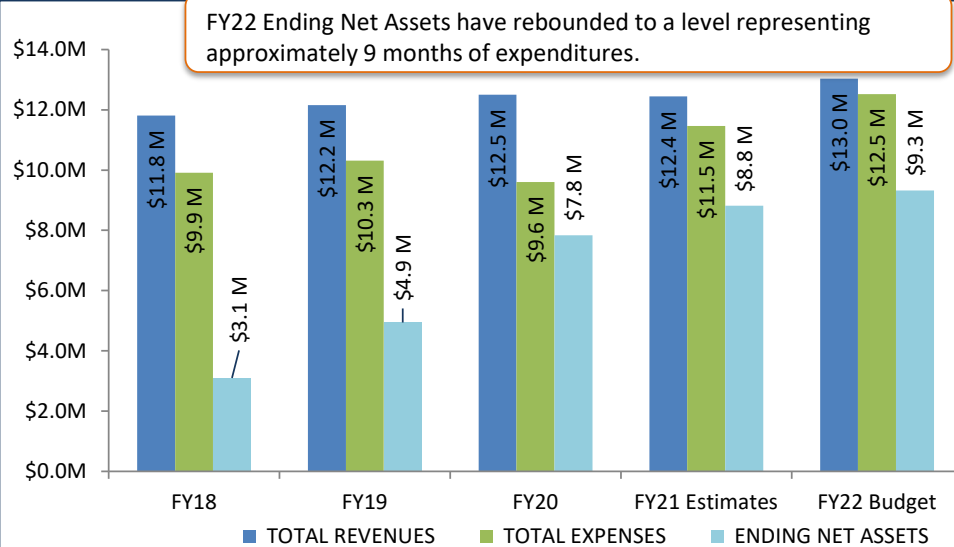
Resources to this Fund include City health insurance contributions for all active employees, premiums paid by active employees and premiums paid by retirees participating in our health plan. Contribution and premium rates were increased 25% in FY15 and another 25% in FY16 in order to meet rising plan costs. These large increases provided enough resources to correct the negative ending net asset position that occurred in FY15. There were no rate increases in FY17 or FY18, but a 3% increase was implemented in FY19 and a 1.5% increase was implemented in FY20. The reserves in this Fund remain modest, at a level that would cover just over 9 months of expenses. The City Manager is recommending that rates remain flat for FY22. Future rate increases will continue to be tied to claims expense as there is no excess reserve in this Fund for Post Employment Benefits Other than Retirement (OPEB).

FY18 was a positive year for the plan with health, dental and vision claims costs down 9.7%. FY19 saw a 6% increase over the low in FY18, but was still below FY17. In FY19 we had one very large claim that hit the reinsurance limit of \$300K. Expenses declined in FY20 and are currently projected to be under budget in FY21.

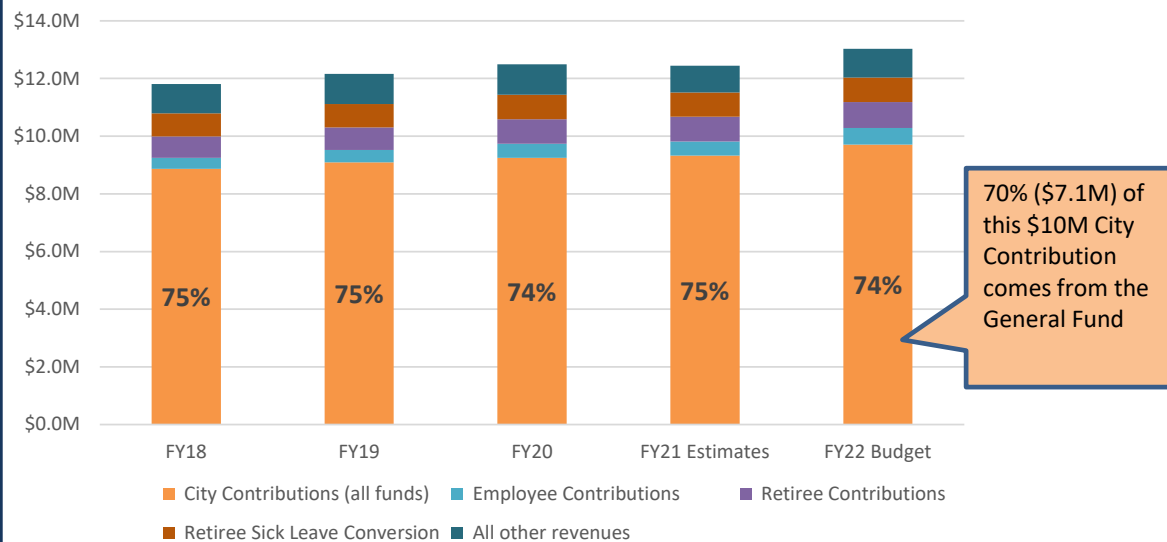
## Other Funds Section Part 1: Million Dollar+ Funds

### Group Health Self Insurance Fund Continued...

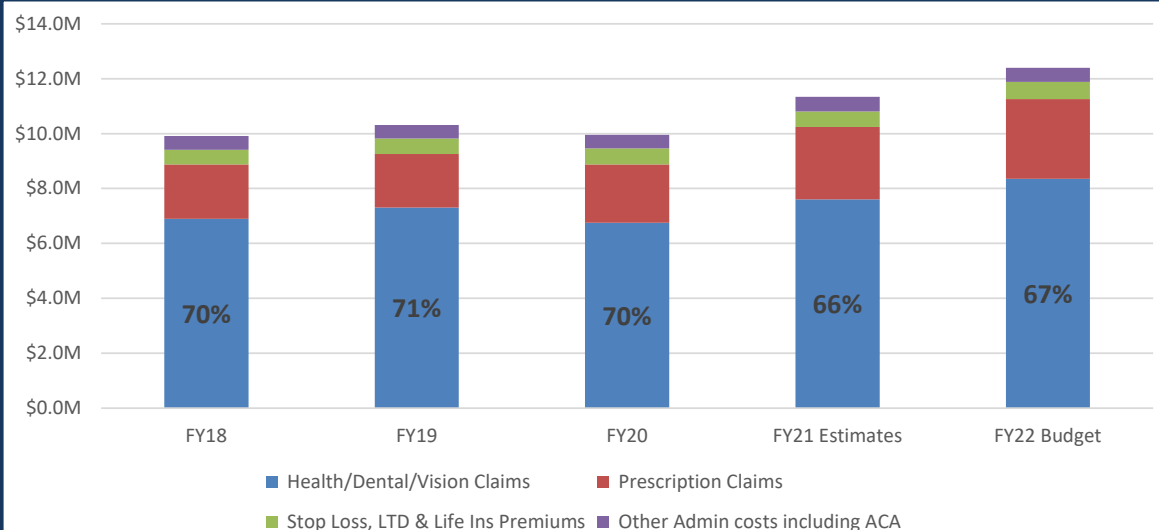
#### Revenues, Expenses & Ending Reserves



#### Sources of Contributions



#### Expenses



## Other Funds Section Part 1: Million Dollar+ Funds

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

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

	FY18	FY19	FY20	FY21 Estimates	FY22 Budget
<b>BEG NET ASSETS</b>	<b>(3,781,774)</b>	<b>(4,406,604)</b>	<b>(7,050,094)</b>	<b>(8,238,315)</b>	<b>(9,185,371)</b>
<b>REVENUES</b>					
City Paid Worker's Comp Premiums	320,955	958,203	1,584,890	2,065,288	2,350,000
Claims Reimbursement	37,029	60,673	29,575	0	25,000
All other revenues	26,675	109,784	68,298	0	0
<b>TOTAL REVENUES</b>	<b>384,659</b>	<b>1,128,660</b>	<b>1,682,763</b>	<b>2,065,288</b>	<b>2,375,000</b>
<b>TRANSFER IN</b>	<b>0</b>	<b>0</b>	<b>1,400,000</b>	<b>0</b>	<b>0</b>
<b>EXPENSES</b>					
Workman's Comp Claims-Non-HLC	(523,888)	(902,106)	(816,720)	(961,000)	(1,057,100)
Workman's Comp Claims-HLC	(236,452)	(252,147)	(1,687,666)	(703,000)	(773,300)
W/C liability adjustment - Non-HLC	(197,802)	(309,209)	(422,205)	(415,000)	(415,000)
W/C liability adjustment - HLC	307,768	(1,943,833)	(975,378)	(500,000)	(500,000)
Excess W/C premium (Stop-loss)	(112,872)	(122,163)	(126,654)	(126,676)	(138,376)
Administration Costs	(246,243)	(242,692)	(242,361)	(306,668)	(377,217)
<b>TOTAL EXPENSES</b>	<b>(1,009,489)</b>	<b>(3,772,150)</b>	<b>(4,270,984)</b>	<b>(3,012,344)</b>	<b>(3,260,993)</b>
<b>CHANGE IN NET ASSETS</b>	<b>(624,830)</b>	<b>(2,643,490)</b>	<b>(1,188,221)</b>	<b>(947,056)</b>	<b>(885,993)</b>
<b>ENDING NET ASSETS</b>	<b>(4,406,604)</b>	<b>(7,050,094)</b>	<b>(8,238,315)</b>	<b>(9,185,371)</b>	<b>(10,071,364)</b>

#### FISCAL NOTES

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

FY21 Estimates include a budgeted contribution of \$2.0M contribution to the fund enough to cover the projected expenditures in FY21. City paid revenue increased by 21% to help maintain the \$1M minimum cash reserve.

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

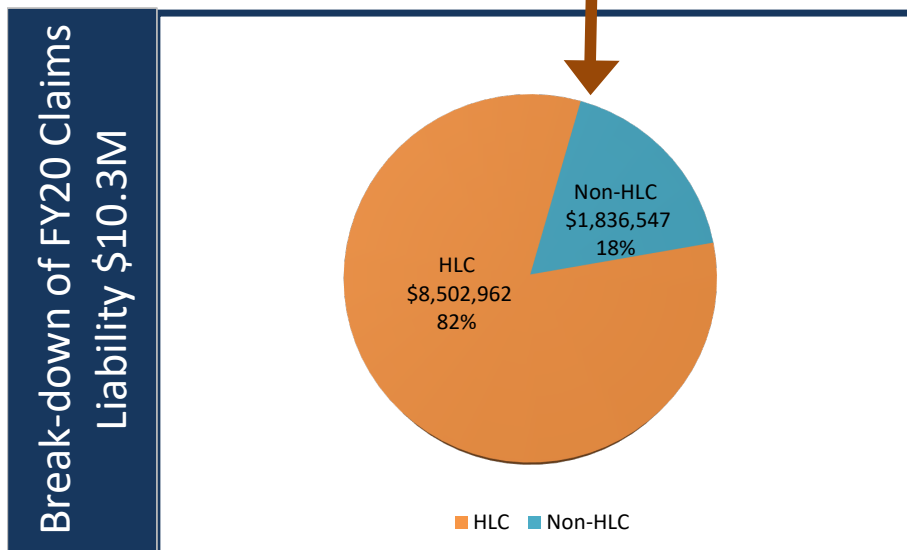
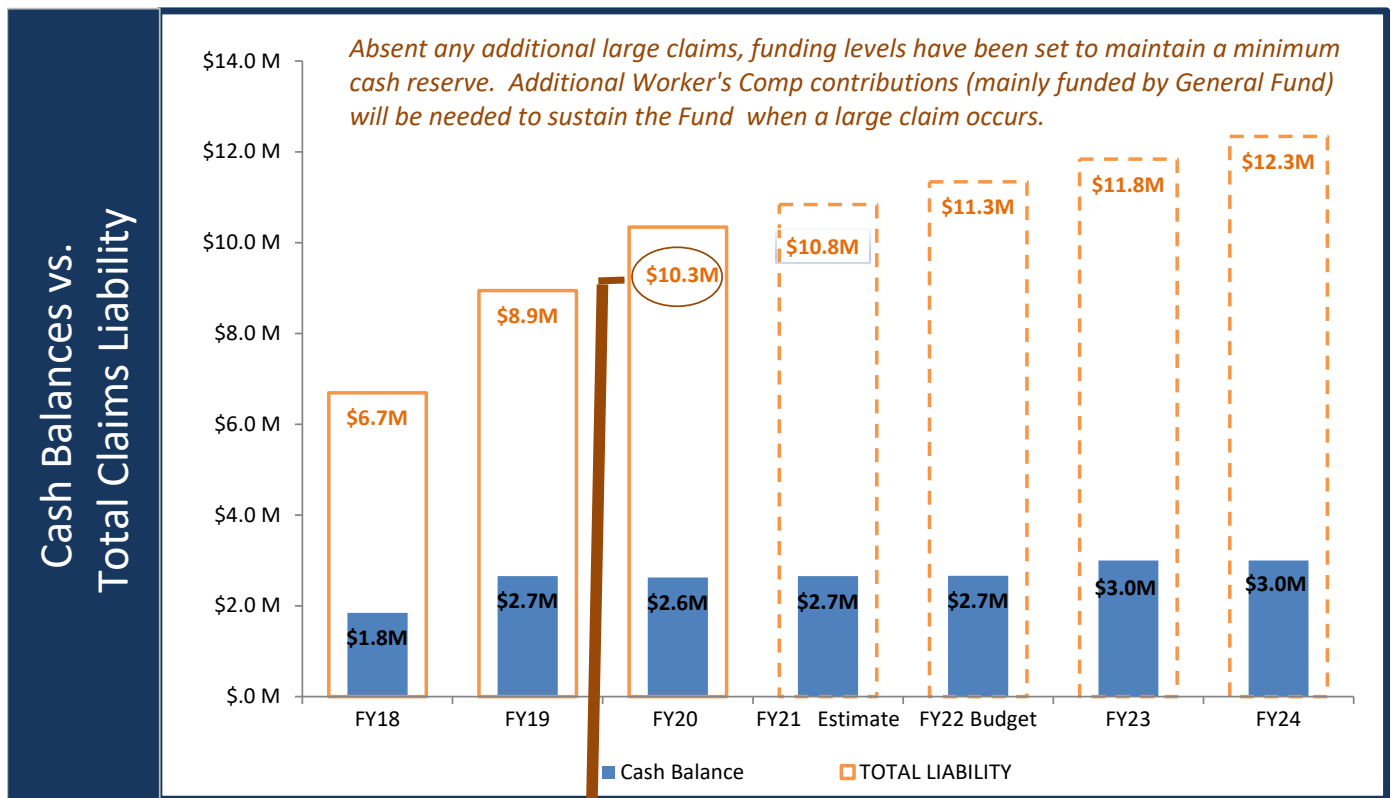
#### **How did we get here?**

Claims and administration costs have outpaced annual contributions to this Fund for the past 10 years. Among other efforts to weather the Great recession, contributions were lowered, redirecting General Fund (and other fund) resources. During those years, the Worker's Comp Fund had sufficient cash reserves to sustain the reduced contributions. Beginning FY19, in an effort to slow the cash drain, the contributions to the Fund were significantly increased to \$946K. FY20 increased to \$1.6M plus an unplanned transfer from the General Fund of \$1.4M. FY21 contributions increase to \$2.1M, a funding level meant to eliminated the cash burn in the Fund. FY22 funding increased to \$2M in an effort to continue to stabilize cash reserves in this Fund. As a result of these efforts cash reserves are expected to equal approximately \$2.7M by the end of FY22.

## Other Funds Section Part 1: Million Dollar+ Funds

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

Composition of Ending Net Assets					
	FY18	FY19	FY20	FY21 Estimates	FY22 Budget
Ending Cash	\$2.3M	\$1.8M	\$2.7M	\$2.6M	\$2.7M
Other Current Net Assets	\$0.0M	\$0.0M	(\$0.6M)	(\$0.6M)	(\$0.6M)
Liability for Non-HLC Claims	(\$2.0M)	(\$2.3M)	(\$2.7M)	(\$3.1M)	(\$3.6M)
Liability for HLC Claims	(\$4.7M)	(\$6.6M)	(\$7.6M)	(\$8.1M)	(\$8.6M)
<b>ENDING NET ASSETS</b>	<b>(\$4.4M)</b>	<b>(\$7.1M)</b>	<b>(\$8.2M)</b>	<b>(\$9.2M)</b>	<b>(\$10.1M)</b>



## Other Funds Section Part 1: Million Dollar+ Funds

### Municipal Self Insurance Fund 1707 (Internal Service Fund)

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

	FY18	FY19	FY20	FY21 Estimates	FY22 Budget
<b>BEG NET ASSETS</b>	<b>47,142</b>	<b>2,651</b>	<b>41,275</b>	<b>156,270</b>	<b>102,298</b>
<b>REVENUES</b>					
Recoveries and Reimbursements	88,329	80,699	104,972	103,236	103,000
Contributions from City Funds	885,671	1,072,989	1,200,095	1,284,364	2,085,100
Other Revenues	666	2,976	2,660	0	0
<b>TOTAL REVENUES</b>	<b>974,667</b>	<b>1,156,664</b>	<b>1,307,727</b>	<b>1,387,600</b>	<b>2,188,100</b>
<b>TRANSFER IN</b>	<b>0</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>250,000</b>
<b>EXPENSES</b>					
General Insurance Premium	(571,212)	(624,101)	(704,440)	(805,053)	(925,811)
Self Insurance Claims	(412,593)	(635,282)	(465,684)	(616,519)	(914,560)
Other Expenses	(5,286)	(8,657)	(22,608)	(20,000)	(42,900)
<b>TOTAL EXPENSES</b>	<b>(989,090)</b>	<b>(1,268,040)</b>	<b>(1,192,732)</b>	<b>(1,441,572)</b>	<b>(1,883,271)</b>
<b>TRANSFER OUT</b>	<b>(30,068)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CHANGE IN NET ASSETS</b>	<b>(44,491)</b>	<b>38,624</b>	<b>114,995</b>	<b>(53,972)</b>	<b>554,829</b>
<b>END NET ASSETS</b>	<b>2,651</b>	<b>41,275</b>	<b>156,270</b>	<b>102,298</b>	<b>657,127</b>

#### FISCAL NOTES

Liability claims and insurance premiums are funded by the General Fund and Proprietary Funds via an annual charge. The amount each Fund pays is based on the types of claims paid in prior years. Due to the timing of having audited cost data, actual claims and premium costs are allocated two years in arrears. FY22 contributions from City funds represents recovery of FY20 claims and premium costs. The FY22 budget includes an additional transfer of \$250K to help improve cash reserves in this Fund.

A portion of this Fund's revenue also comes from reimbursement from the City's general liability insurance or from third-party insurance for damage done to City property, vehicles, and the like. General insurance premiums are expected to increase 14.2% in FY21 and 15% in FY22. In FY15, claims cost were higher than normal due to two large claims the City was obligated to pay. Due to those large claims costs in FY15, contributions from other Funds increased 146% in FY17, but leveled out in FY18 with a 4.4% increase. With cash reserves critically low, additional funding will likely be needed in future years to re-build reserves and secure the financial health of this Fund.

#### Composition of Ending Net Assets

	FY18	FY19	FY20	FY21 Estimates	FY22 Budget
<b>Ending Cash</b>	<b>19,574</b>	<b>167,669</b>	<b>204,508</b>	<b>150,536</b>	<b>705,365</b>
<b>Other Current Net Assets</b>	<b>0</b>	<b>167,999</b>	<b>16,020</b>	<b>16,020</b>	<b>16,020</b>
<b>Liability</b>	<b>(16,925)</b>	<b>(294,394)</b>	<b>(64,259)</b>	<b>(64,259)</b>	<b>(64,259)</b>
<b>ENDING NET ASSETS</b>	<b>2,649</b>	<b>41,274</b>	<b>156,269</b>	<b>102,297</b>	<b>657,126</b>

## Other Funds Section Part 1: Million Dollar+ Funds

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

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

	FY18	FY19	FY20	FY21 Estimates	FY21 Budget
<b>BEG NET ASSETS</b>	<b>203,058,896</b>	<b>217,528,944</b>	<b>236,222,520</b>	<b>246,314,494</b>	<b>257,520,748</b>
<b>REVENUES</b>					
Sewer & Storm Drain User Fees (Residential)	14,804,250	15,165,155	16,888,711	18,253,641	18,618,713
Sewer & Storm Drain User Fees (Commercial)	4,832,585	4,995,990	5,059,833	5,755,842	5,870,958
Sewer & Storm Drain Connection Fees (Residential)	8,200,763	4,458,184	3,735,106	8,872,322	9,049,767
Sewer & Storm Drain Connection Fees (Commercial)	1,520,502	1,082,868	1,569,626	891,028	908,848
Sewer Connection Fees (Washoe County)	723,985	1,285,564	1,110,214	687,707	871,524
River Flood Fees (User and Connection)	3,478,166	3,981,083	3,842,314	3,555,962	3,626,175
Effluent Reuse User, Meter & Connection Fees	846,209	1,060,716	1,094,126	975,293	973,700
Sun Valley TMWRF Reimbursement	1,116,566	1,101,926	1,224,630	1,533,525	1,559,010
Contributions of Infrastructure from Developers	3,736,247	8,946,089	1,993,398	0	0
All other revenues	846,547	1,952,277	1,400,451	947,169	936,607
<b>TOTAL REVENUES</b>	<b>40,105,820</b>	<b>44,029,852</b>	<b>37,918,409</b>	<b>41,472,489</b>	<b>42,415,302</b>
<b>NET TRANSFERS</b>	251,848	114,275	(220,981)	185,371	95,998
<b>EXPENSES</b>					
Salaries & Wages	(2,955,353)	(2,839,267)	(3,414,174)	(3,497,678)	(4,119,858)
Benefits	(1,667,931)	(1,638,666)	(2,015,332)	(1,999,701)	(2,420,721)
Services and Supplies	(3,890,699)	(3,967,257)	(5,030,792)	(6,730,289)	(5,575,613)
Sparks Share of TMWRF Operating	(6,084,536)	(6,850,443)	(7,105,168)	(7,507,312)	(8,694,059)
Depreciation	(6,845,536)	(7,238,804)	(6,965,843)	(7,163,119)	(11,187,337)
Debt Service Interest	(621,833)	(557,616)	(488,816)	(553,507)	(196,408)
All other expenses	(2,658,502)	(2,358,498)	(2,585,329)	(3,000,000)	(3,000,000)
<b>TOTAL EXPENSES</b>	<b>(24,724,390)</b>	<b>(25,450,551)</b>	<b>(27,605,454)</b>	<b>(30,451,606)</b>	<b>(35,193,996)</b>
<b>CHANGE IN NET ASSETS</b>	15,633,278	18,693,576	10,091,974	11,206,254	7,317,304
<b>PRIOR PERIOD ADJUSTMENT</b>	<b>(1,163,230)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>END NET ASSETS</b>	<b>217,528,944</b>	<b>236,222,520</b>	<b>246,314,494</b>	<b>257,520,748</b>	<b>264,838,052</b>

#### FISCAL NOTES

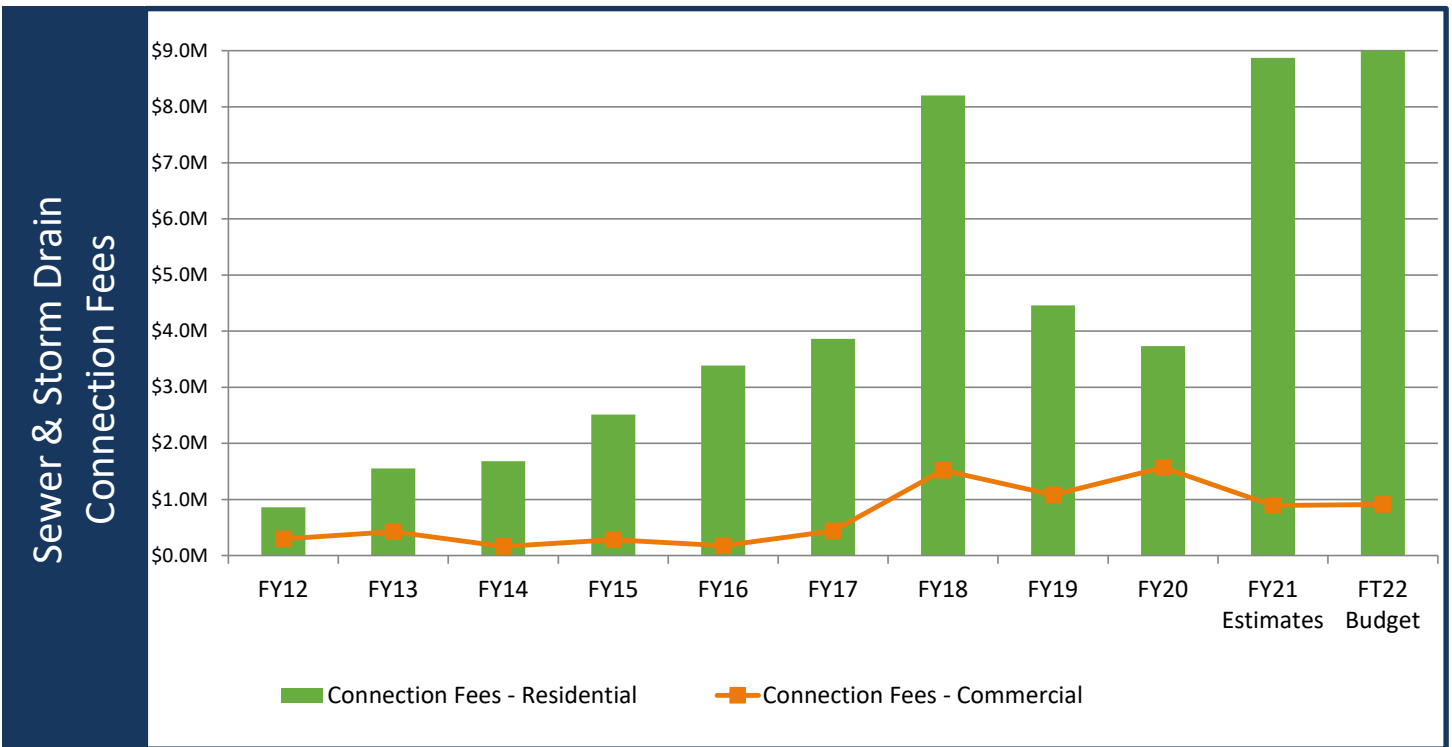
The primary resources to this Fund include Sewer, Storm Drain and Effluent Reuse user fees (\$29.0M or 58% of total revenues). On December 10, 2018, City Council approved amendments to Title 13 of the Sparks Municipal Code as part of a new rate study. Effective January 1, 2019, residential connections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

Connection fees also comprise a significant portion of this Fund's revenues, and while they fell sharply during the economic downturn, they are now returning to pre-recession levels, budgeted connection fees are of \$9.9M for FY22. This increase in connection fees can be attributed to the significant construction of multi-family units in the downtown corridor. Construction projects in Sparks remain strong for the near term.

## Sewer, Storm Drain and Effluent Continued...

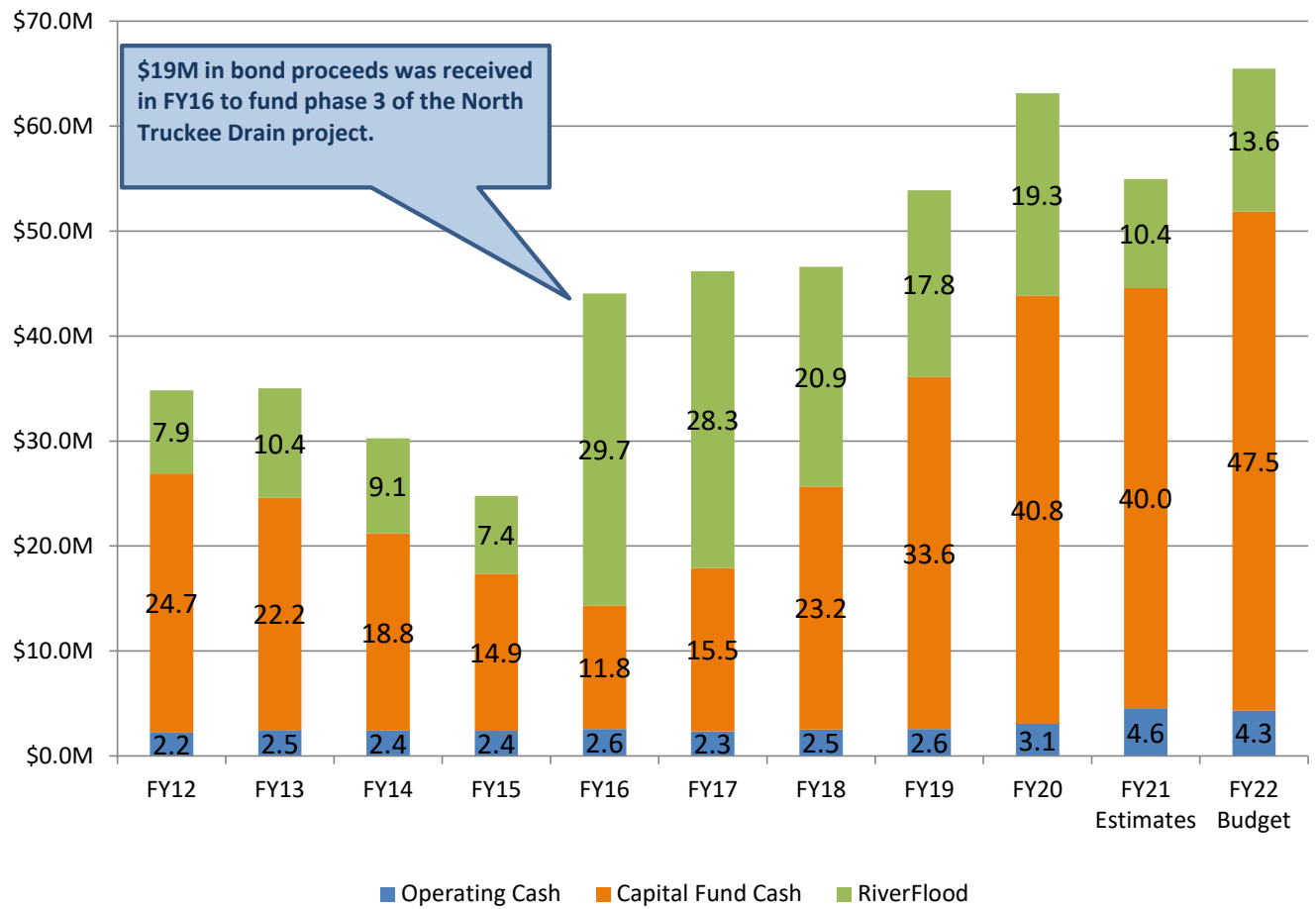
### FISCAL NOTES CONTINUED

The Riverflood fees are expected to bring in \$3.6M in FY22. The Flood Control Bonds callable in FY21 have been paid in full. All of the City's State Revolving Loans were refinanced in FY17, resulting lower debt service interest payment. The expected savings over the remaining life of the debt is \$2M.



Sewer, Storm Drain and Effluent Continued...

Cash Balances





## Other Funds Section Part 1: Million Dollar+ Funds

### Development Services Fund 2201 (Enterprise Fund)

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

	FY18	FY19	FY20	FY21 Estimates	FY22 Budget
<b>BEG NET ASSETS</b>	<b>2,666,389</b>	<b>3,055,517</b>	<b>3,682,846</b>	<b>4,374,954</b>	<b>3,255,235</b>
<b>REVENUES</b>					
Building Permits (402120)	1,940,176	1,773,622	2,128,865	1,603,100	1,442,790
Plan Checking (404120)	2,173,461	2,118,339	2,346,998	1,782,125	1,603,912
Planned Development/Subdivision Related Revenue	764,023	686,954	477,647	644,600	580,140
All other revenues	822,924	1,131,418	1,058,281	788,985	711,670
<b>TOTAL REVENUES</b>	<b>5,700,584</b>	<b>5,710,333</b>	<b>6,011,791</b>	<b>4,818,810</b>	<b>4,338,512</b>
<b>TRANSFER IN</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,234</b>	<b>0</b>
<b>EXPENSES</b>					
Base Salary and Wages	(1,870,807)	(1,784,985)	(2,091,377)	(2,306,516)	(2,764,858)
Benefits	(856,240)	(862,058)	(1,124,534)	(1,198,881)	(1,484,836)
Third Party Costs	(944,351)	(1,398,596)	(1,039,895)	(1,151,803)	(1,708,110)
Services and Supplies	(815,227)	(891,822)	(991,338)	(1,247,860)	(1,346,311)
All other expenditures	(4,164)	(9,986)	(12,747)	(12,125)	(35,000)
<b>TOTAL EXPENSES</b>	<b>(4,490,789)</b>	<b>(4,947,447)</b>	<b>(5,259,891)</b>	<b>(5,917,185)</b>	<b>(7,339,115)</b>
<b>TRANSFER OUT</b>	<b>(23,375)</b>	<b>(135,557)</b>	<b>(59,792)</b>	<b>(30,578)</b>	<b>(24,012)</b>
<b>CHANGE IN NET ASSETS</b>	<b>1,186,420</b>	<b>627,329</b>	<b>692,108</b>	<b>(1,119,719)</b>	<b>(3,024,615)</b>
<b>PRIOR PERIOD ADJUSTMENT</b>	<b>(797,292)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>END NET ASSETS</b>	<b>3,055,517</b>	<b>3,682,846</b>	<b>4,374,954</b>	<b>3,255,235</b>	<b>230,620</b>

#### FISCAL NOTES

Revenues in Fund 2201 are driven by construction and new development. The largest revenues in this Fund come from building permits and plan checking. Both amounts are calculated as a percentage of a project's total valuation. The assumptions underlying projected expenses and revenues for FY22 are intentionally conservative. Expenses are necessarily budgeted to cover expenses, including for third-party consulting and contract personnel. Revenues are projected to decline by 10 percent. While projecting a decline may seem counter-intuitive given the region's "hot" housing market, revenues are primarily driven by fees for plan checking and building permits. Single-family building permit fees, and to a lesser extent plan check fees, account for a large share of overall revenues, and represent the "bread and butter" of Fund 2201 revenues. However, multi-family and large non-residential projects account for a substantial segment of revenues and are more variable. For example, in FY20, total Fund 2201 revenues exceeded \$6 million, buoyed by almost \$1.97 million in fees for the high school under construction on the Wildcreek golf course site. During FY21 to date, significant non-residential projects issued permits include two casinos (Dotty's, Legends) and the assisted living facility in the Kiley Ranch North planned development, but the fees received for these projects were far less than for the high school.

In terms of multi-family development, in FY21 building permits have been issued for only 4 units. In comparison, an average of 646 multi-family units were permitted annually during the four previous fiscal years (FY17 – FY20). While 9 multi-family projects representing over 1,900 units have received planning approvals, whether and when these projects/units will proceed to building permits and construction is highly uncertain. This is due to several reasons, including a pause as developers and investors wait to see how the large number of apartments currently under construction in Sparks and Reno are absorbed and the general economic uncertainty precipitated by the Covid pandemic.

Regarding non-residential construction, the largest projects in the pipeline are the mixed-use project planned for the former Lowe's store on Oddie Boulevard and the WinCo store in the Stonebrook planned development. Building permits for the WinCo will likely be issued during FY21; the issuance of building permits for the Oddie mixed-use project, which includes a multi-family component, is more uncertain and likely to be phased. Given the lead time required to obtain a planning approval and prepare construction documents, it is unlikely that many building permits for large, as-yet-unknown non-residential projects will be issued in FY22.

## Other Funds Section Part 1: Million Dollar+ Funds

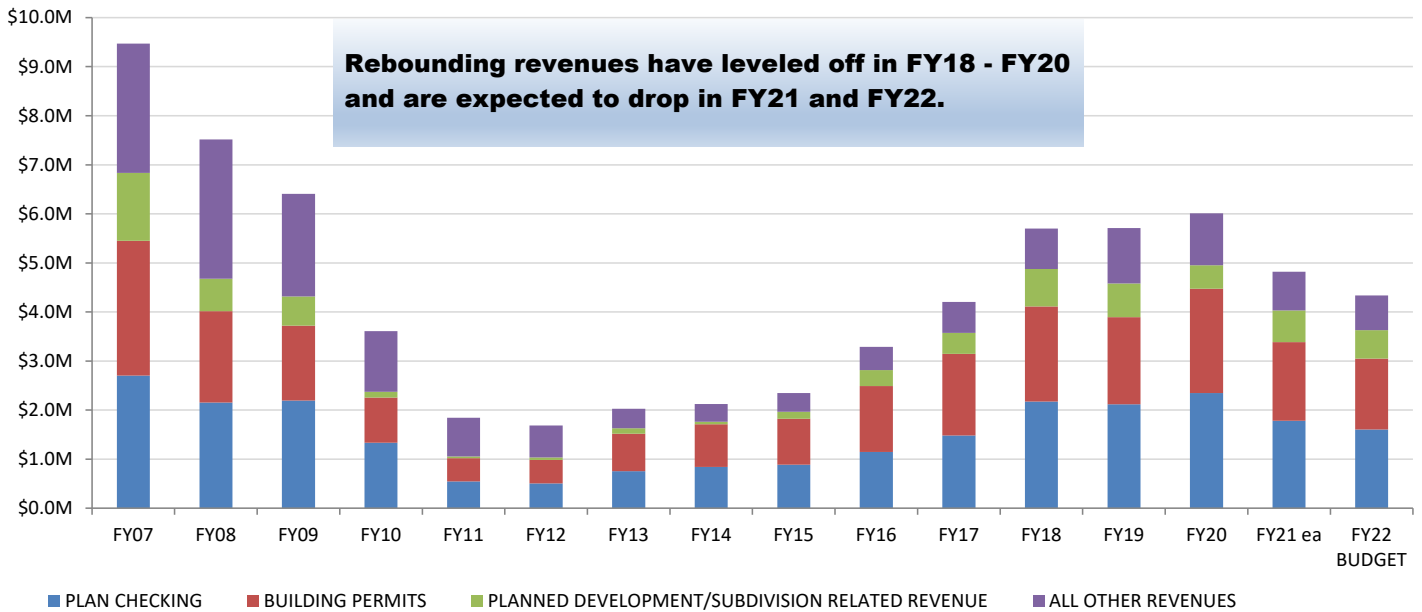
### Development Services Enterprise Fund Continued...

#### FISCAL NOTES CONTINUED

Total expenses are expected to increase \$1.4M from \$5.9M to \$7.3M in FY22 (24%). Several positions have been added over the past four years, but we have also experienced varying vacancy rates. These two things combined have resulted in the somewhat steady increase shown above in salaries and benefits. Vacancy savings in FY19 were \$614K. In FY20 it is expected there will be budgetary savings due to staff vacancies of \$400K. The FY21 budget assumes no staff vacancies and includes a 2.8% cost of living adjustment increasing FY21 salaries and benefits by \$290K. The fund will end FY22 with a fund balance of \$230K and have cash/cash equivalents on hand of \$3M.

Current single family developments underway in Sparks are; Stonebrook-Alicante, Catalina, Merida, Village E1, Village F1 and Village G1 - Village G2 are duplexes. Also Miramonte, Silver Meadows, D'Andrea - Vicenza, SkyRidge, Kiley Ranch Village 37, Village 43, Village 9, Pioneer Meadows Village 6 and Village 10. Multi-family developments that are coming soon; CityView Townhomes and the Sierra Cove Apartment building.

#### Revenues



## Other Funds Section Part 1: Million Dollar+ Funds

### Truckee Meadows Water Reclamation Facility Fund 5605 (Enterprise Fund)

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

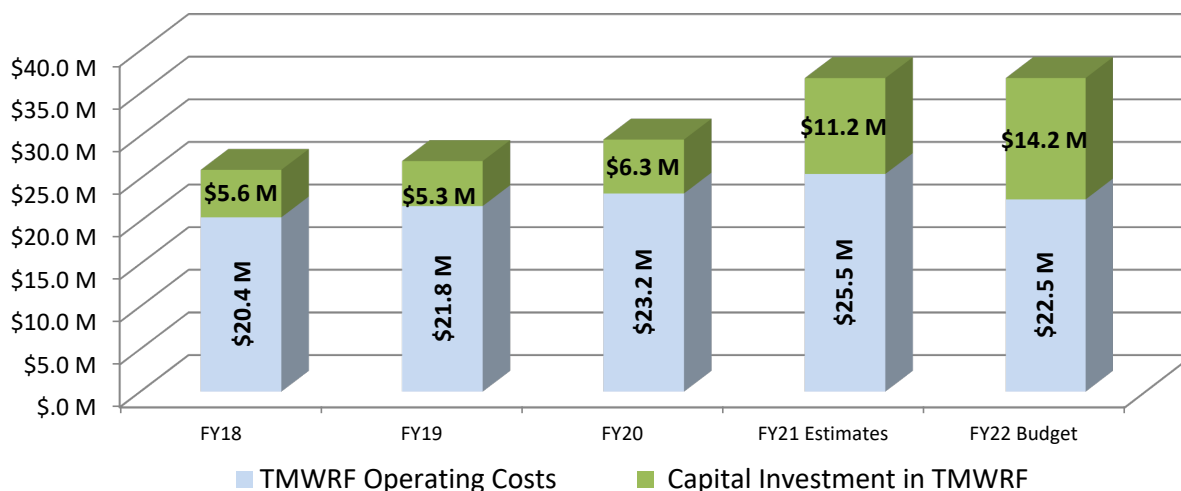
	FY18	FY19	FY20	FY21 Estimates	FY22 Budget
<b>BEG NET ASSETS</b>	<b>136,653,633</b>	<b>133,700,015</b>	<b>131,332,194</b>	<b>129,455,149</b>	<b>134,065,124</b>
<b>REVENUES</b>					
Operating Contribution - Sparks	6,462,148	7,179,917	7,994,891	8,692,158	9,253,449
Operating Contribution - Reno	13,551,578	14,120,130	14,263,947	17,277,256	16,058,955
Capital Contributions - Sparks	1,747,633	1,655,859	1,982,592	3,528,210	4,467,402
Capital Contributions - Reno	3,823,399	3,622,620	4,337,435	7,718,872	9,773,598
All other revenues	469,409	717,794	910,573	670,049	594,049
<b>TOTAL REVENUES</b>	<b>26,054,167</b>	<b>27,296,320</b>	<b>29,489,438</b>	<b>37,886,545</b>	<b>40,147,453</b>
<b>TRANSFER IN</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35,686</b>	<b>0</b>
<b>EXPENSES</b>					
Base Salary and Wages	(4,589,327)	(4,860,170)	(4,918,945)	(4,696,753)	(5,417,027)
Benefits	(2,259,739)	(2,318,679)	(2,763,918)	(2,508,869)	(2,739,705)
Services and Supplies	(13,588,432)	(14,582,853)	(15,555,939)	(18,317,434)	(14,382,220)
Depreciation	(6,871,986)	(7,902,439)	(8,127,681)	(7,789,200)	(9,152,271)
<b>TOTAL EXPENSES</b>	<b>(27,309,484)</b>	<b>(29,664,141)</b>	<b>(31,366,483)</b>	<b>(33,312,256)</b>	<b>(31,691,223)</b>
<b>CHANGE IN NET ASSETS</b>	<b>(1,255,317)</b>	<b>(2,367,821)</b>	<b>(1,877,045)</b>	<b>4,609,975</b>	<b>8,456,230</b>
<b>PRIOR PERIOD ADJUSTMENT</b>	<b>(1,698,301)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>END NET ASSETS</b>	<b>133,700,015</b>	<b>131,332,194</b>	<b>129,455,149</b>	<b>134,065,124</b>	<b>142,521,354</b>

#### 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 FY20, the plant treated 10.9 billion gallons or approximately 29.8 million gallons per day (MGD) of waste water. Of that 29.9 MGD, Sparks contributed 10.9 MGD (36.56%) and Reno contributed 19.0 MGD (63.44%). Capital investments are split on capacity ownership of 31.37% Sparks and 68.63% Reno. Capital contributions from Sparks and Reno shown above include both the capital projects shown on the FY22 Capital Improvement Plan (CIP) and other capital projects managed by TMWRf staff which are not reported on the CIP.

The FY22 budget has no Cost of Living Allowance (COLA) and assumes all positions are filled. The FY22 Service and Supplies decreased by \$290K (Facility Plan) in Professional Services & \$958K from Chemical Savings.

### TMWRf Operating Costs & Capital Investment (excluding depreciation expense)



## Other Funds Section Part 2

### Smaller Funds: Funds with FY22 Expenditure Budgets Under \$1.0M

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

### GOVERNMENTAL FUNDS

#### Special Revenue Funds

<b>FUND 1202 - Community Development Block Grant (CDBG)</b>	<b>Purpose of Fund:</b> 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.			
	<b>FY19</b>	<b>FY20</b>	<b>FY21 Estimates</b>	<b>FY22 Budget</b>
BEG FUND BAL	0	0	0	0
REVENUES	73,491	77,159	75,000	66,883
EXPENSES	(73,491)	(77,159)	(75,000)	(66,883)
CHANGE IN FB	0	0	0	0
END FUND BAL	0	0	0	0
<b>FISCAL NOTES</b>				
This fund is part of the Community Development Block Grant Fund (CDBG) and represents Housing Loans that have been repaid. As of February 2021, there were 77 no-interest housing rehab loans outstanding with a loan balance of \$1.3M. Repayment of these loans will occur when the property changes hands. All funds collected must be re-loaned to new applicants and distributed before any new grant year funds can be used for loan issuance. There are an average of 5 loan re-payments per year of approximately \$17K each resulting in \$85K in average revenues. We have anticipated a reduction in the number of loan re-payments for both FY21 estimates and FY22 budget based on an possible downturn in housing sales due to the Covid19 pandemic.				

<b>FUND 1203 - Community Development Block Grant (CDBG) Entitlement</b>	<b>Purpose of Fund:</b> 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).			
	<b>FY19</b>	<b>FY20</b>	<b>FY21 Estimates</b>	<b>FY22 Budget</b>
BEG FUND BAL	0	0	0	0
GRANT REVENUES	759,823	845,548	1,899,180	685,850
EXPENSES	(759,823)	(845,548)	(1,899,180)	(685,850)
CHANGE IN FB	0	0	0	0
END FUND BAL	0	0	0	0
<b>FISCAL NOTES</b>				
The budget for the Community Development Block Grant Fund (CDBG) may be adjusted after the start of the fiscal year when the actual grant award is released from HUD. Grant Fund revenues match expenditures each year. Grant Funds are paid from HUD to the City of Sparks via claims for expenses that are incurred. The CDBG Grant for FY21 (Grant Year 2020) was \$684K. The City of Sparks was also awarded \$965K from CARES Act (CDBG-CV) Funds. Estimated expenses for the FY21 (Grant Year 2020) funds are \$965K for the COVID Relief Rental Assistance Program, \$25K for Fair Housing, \$173K for Planning & Administration, \$112K for the Community Assistance Center, \$50K for Housing Rehab Loans, \$450K for Pedestrian Improvements, \$103K for Housing Administrative Costs and \$20K for Emergency Response Grant. There were \$249K of available funds that rolled forward into FY21 from prior grant years making \$1.9M of grant funds available for use in FY21. The FY22 grant award (Grant Year 2021) has been determined and will be \$686K. The award is determined by; population growth (25%), overcrowded units (25%), and poverty levels (50%). There is a second formula that accounts for Pre-1960's and Pre-1940's housing in an area. The greater award out of the two formulas is what is granted to a jurisdiction.				

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

### Special Revenue Funds Continued...

<b>FUND 1204 - Sparks Grants &amp; Donations Fund</b>	<b>Purpose of Fund:</b> Special Revenue Fund to account for grants received by the City. Does not include Community Development Block Grants or grants received by Proprietary Funds.			
	<b>FY19</b>	<b>FY20</b>	<b>FY21 Estimates</b>	<b>FY22 Budget</b>
<b>BEG FUND BAL</b>	448,751	509,054	651,231	1,348,003
<b>Police Grants</b>	1,147,467	667,403	2,110,048	0
<b>Fire Grants</b>	4,007	4,036	18	0
<b>Parks &amp; Rec Grants</b>	34,933	78,247	28,000	0
<b>Other Grants</b>	343,706	270,292	20,268,408	0
<b>EXPENSES</b>	(1,469,810)	(877,801)	(5,504,058)	0
<b>TRANSFER OUT</b>	0	0	(16,205,644)	0
<b>CHANGE IN FB</b>	60,303	142,177	696,772	0
<b>END FUND BAL</b>	509,054	651,231	1,348,003	1,348,003

#### 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. In FY21 the City received \$19.2M in Coronavirus Relief Funds (CARES Act) of which \$16.1M was transferred to the General Fund to cover eligible expenditures accounted for within the General Fund, and \$3.1M was kept in the Grants and Donations Fund for sub-granted Coronavirus Relief Programs like SARS Detection and Rent / Eviction Relief. Donations are received prior to expenses being incurred. Grant funds are paid to the City to reimburse expenses after they have been incurred. At the end of FY20 the Fund balance primarily consisted of; \$407K in Drug Forfeitures, \$8k in Crime Forfeitures, \$12K Specialty Court Support, all supporting law enforcement with \$224K in grants and donations supporting other programs.

<b>FUND 1210 - Impact Fee Service Area 1</b>	<b>Purpose of Fund:</b> 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.			
	<b>FY19</b>	<b>FY20</b>	<b>FY21 Estimates</b>	<b>FY22 Budget</b>
<b>BEG FUND BAL</b>	1,375,641	2,043,984	2,494,269	2,844,696
<b>TOTAL REVENUE</b>	798,811	601,845	1,055,116	485,116
<b>Flood Impact Fees</b>	173,852	43,477	142,000	80,000
<b>Parks Impact Fees</b>	297,786	312,210	520,000	200,000
<b>Public Facility Impact Fees</b>	172,861	103,841	220,000	100,000
<b>Sewer Impact Fees</b>	117,145	94,195	168,000	100,000
<b>Other Revenues</b>	37,167	48,122	5,116	5,116
<b>EXPENSES</b>	(12,207)	(56,424)	(536,689)	(1,160,000)
<b>TRANSFER OUT</b>	(118,261)	(95,136)	(168,000)	(100,000)
<b>CHANGE IN FB</b>	668,343	450,285	350,427	(774,884)
<b>END FUND BAL</b>	2,043,984	2,494,269	2,844,696	2,069,812

#### FISCAL NOTES

Four types of impact fees are collected in this Fund - Sewer, Flood, Parks & Public Facilities. Revenues are only recorded from developers paying cash for impact fees. In lieu of paying cash for these fees, several developers use credits earned as a result of constructing and dedicating parks and flood control infrastructure to the City. As of 6/30/2020, credit balances totaled \$2.9M with the majority of credit in Flood impact fees. All cash collected for Sewer Impact Fees is used to repay the City's Sewer Fund 1631 for the I-80 Reliever line. Of this \$3.8M original amount there is a remaining balance of \$1.6M as of 12/31/2020. Pre-Design work and land purchase exploration will move forward in FY22 for Fire Station #6. Reach 9 Design Review is slated to continue FY22 with a budget of \$25k. Also slated for FY22 is \$100k for Trail Design and Construction to make the regional trail contiguous.

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

### Special Revenue Funds Continued...

<b>FUND 1215 - Tourism Improvement Dist. 1 (Legends)</b>	<b>Purpose of Fund:</b> 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.			
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	<b>FY19</b>	<b>FY20</b>	<b>FY21 Estimates</b>	<b>FY22 Budget</b>
<b>BEG FUND BAL</b>	21,447	19,288	0	0
<b>REVENUES</b>	415	186	0	0
<b>BOND PROCEEDS</b>	0	3,883,955	0	0
<b>EXPENSES</b>	(2,575)	(3,885,380)	0	0
<b>TRANSFER OUT</b>	0	(18,049)	0	0
<b>CHANGE IN FB</b>	(2,160)	(19,288)	0	0
<b>END FUND BAL</b>	19,288	0	0	0

#### FISCAL NOTES

In FY20 the Star and Sub Star bonds were refinanced. \$3.9M of new bond proceeds were distributed to the Developer of the Star Bond District as shown above in the FY20 Estimates. The remaining balance of bond proceeds along with interest earnings on that balance were held by fiscal agent in a trust account and being used to pay on-going fiscal agent and legal fees associated with the Senior and Sub-STAR bond issues. With no remaining proceeds in this fund the fees will be paid from sales taxes collected in the district. Once the STAR bonds retire in FY28, this Fund will be closed.

<b>Fund 1222 - Tourism &amp; Marketing Fund</b>	<b>Purpose of Fund:</b> Revenue and spending related to the Washoe County Taxes on Transient Lodging Act of 1999 (SB 477, now codified in Chapter 432, Statutes of Nevada 1999) which added 1% to transient lodging taxes collected county-wide. Sparks receives a small portion of this 1% and is capped at \$200,000 per year. Funds must be used for the marketing and promotion of tourism in the City of Sparks and for the operation and maintenance of capital improvements within redevelopment areas.			
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	<b>FY19</b>	<b>FY20</b>	<b>FY21 Estimates</b>	<b>FY22 Budget</b>
<b>BEG FUND BAL</b>	98,200	123,103	136,867	308,207
<b>REVENUES</b>	199,806	198,814	196,340	196,340
<b>EXPENSES</b>	(174,903)	(185,050)	(25,000)	(200,000)
<b>TRANSFER OUT</b>	0	0	0	(100,000)
<b>CHANGE IN FB</b>	24,903	13,764	171,340	(103,660)
<b>END FUND BAL</b>	123,103	136,867	308,207	204,547

#### FISCAL NOTES

The TOURMARK Committee meets annually to hear presentations and distribute funding to successful applicants for events in Sparks. In January 2021, the TOURMARK Committee approved \$25K in a funding request for the first half of the 2021 event season. The approved distribution was for the Arts and Culture Advisory Committee for marketing materials for the Downtown Artwalk Program. The committee has pledged \$100k toward the funding of new bollards for Victorian Square in FY22. Based on pre-COVID levels of funding distribution, the committee has estimated funding for the 2021/2022 event season to be \$200k. The committee has chosen to keep 15% of the annual funding, \$30K in reserve for late events that may need funding and would benefit the city's tourism.

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

### Special Revenue Funds Continued...

<b>Fund 1224 - Street Cut Fund</b>	<b>Purpose of Fund:</b> 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.			
	<b>FY19</b>	<b>FY20</b>	<b>FY21 Estimates</b>	<b>FY22 Budget</b>
<b>BEG FUND BAL</b>	610,804	759,967	773,692	265,898
<b>REVENUES</b>	339,071	429,155	233,684	301,584
<b>TRANSFER IN</b>	0	0	1,524	0
<b>EXPENSES</b>	(189,908)	(415,430)	(743,002)	(512,470)
<b>CHANGE IN FB</b>	149,163	13,725	(507,794)	(210,886)
<b>END FUND BAL</b>	759,967	773,692	265,898	55,012

#### FISCAL NOTES

Street Cut Fund is designated to provide orderly repair of City streets relating to street excavations by commercial contractor services. Sources of revenue are primarily from permit fees. Expenses in this Fund represent the pavement repair costs associated with the street cut permit revenue. Street Cut permit revenues have been variable over the past fiscal years. The FY22 Street Cut program is projected to be slightly higher than how we will end FY21. Estimates for these costs come from the approved Capital Improvement Plan.

<b>Fund 1230 - Landscape Maintenance Fund</b>	<b>Purpose of Fund:</b> To Account for the revenue and expense for landscape maintenance of The Promontory, Mesa Meadows, and Triple Crown subdivisions. Established February 22, 2021.			
	<b>FY19</b>	<b>FY20</b>	<b>FY21 Estimates</b>	<b>FY22 Budget</b>
<b>BEG FUND BAL</b>	0	0	158,739	137,435
<b>REVENUES</b>	0	0	81,998	81,957
<b>TRANSFER IN</b>	0	0	107,800	107,800
<b>EXPENSES</b>	0	0	(211,102)	(229,578)
<b>CHANGE IN FB</b>	0	0	(21,304)	(39,821)
<b>END FUND BAL</b>	0	0	137,435	97,614

#### FISCAL NOTES

On February 22, 2021, Council approved the creation of this Fund to track expense of The Promontory, Mesa Meadows and Triple Crown subdivisions in compliance with GASB Statement #84. Each subdivision will be considered separate accounts within the special revenue fund. Landscape fees are established by each of the three agreements. Appropriations from other City Funds will be accounted for as transfers-in as approved by City Council.



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

<b>Fund 1299 - Stabilization Fund</b>	<b>Purpose of Fund:</b> Reserve to stabilize the operation of the City in the event of a revenue shortfall or natural disaster. In order to comply with GASB statement 54, the Council approved a policy in June of 2011, which states that Stabilization Fund resources could only be used if General Fund revenues decrease by 4% or more from the previous year or to pay expenses incurred to mitigate the effects of a declared natural disaster.			
	<b>FY19</b>	<b>FY20</b>	<b>FY21 Estimates</b>	<b>FY22 Budget</b>
<b>BEG FUND BAL</b>	390,675	601,748	812,099	1,014,362
<b>REVENUES</b>	211,073	210,351	202,263	252,263
<b>CHANGE IN FB</b>	211,073	210,351	202,263	252,263
<b>END FUND BAL</b>	601,748	812,099	1,014,362	1,266,625
<b>FISCAL NOTES</b>				
The City of Sparks Council approved Fiscal Policy #4 to commit a portion of General Fund Business License revenue to the Stabilization Fund each year. While no commitments were made in FY15 or FY16, \$200K of Business License revenue has been committed in FY17 through FY21. The City has not had to tap into this "Rainy Day" Fund since FY17 to help mitigate effects from flooding in January and February of 2017. The General Fund incurred \$252K in costs related to the flood events and was reimbursed for those costs from this Fund, bringing the balance down to \$186K at the end of FY17. In accordance with direction received from City Council during the February 22, 2021 budget workshop, the City Manager is recommending that \$250K of business license revenue be committed for FY22. Barring any unexpected use of resources within the Fund, the fund balance is expected to grow to \$1.3M in FY22.				

## Capital Projects Funds

<b>Fund 1405 - Capital Facilities Fund</b>	<b>Purpose of Fund:</b> 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.			
	<b>FY19</b>	<b>FY20</b>	<b>FY21 Estimates</b>	<b>FY22 Budget</b>
<b>BEG FUND BAL</b>	448,709	523,372	579,703	79,696
<b>REVENUES</b>	234,511	249,417	242,932	241,972
<b>EXPENSES</b>	(159,848)	(193,086)	(742,939)	(290,000)
<b>CHANGE IN FB</b>	74,663	56,331	(500,007)	(48,028)
<b>END FUND BAL</b>	523,372	579,703	79,696	31,668
<b>FISCAL NOTES</b>				
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. Fund revenues are primarily derived from property taxes and now remain stable. Expenses represent qualified projects from the approved Capital Improvement Plan (CIP) - FY21 estimates assume 100% project completion and continued projects from prior years. Approved projects on the FY22 Capital Improvement Plan include: City-wide Re-Keying/Security Improvements, Maintenance Admin Restroom Remodel, Police Department Carpet Replacement at 1st Floor.				

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

### Capital Projects Funds Continued...

<b>Fund 1406 - Rec &amp; Parks District 1 Fund</b>	<b>Purpose of Fund:</b> Construction Tax revenues collected in Park District 1 to be used for the acquisition, improvement and expansion of neighborhood parks, playgrounds and recreational facilities within that district. Park District 1 encompasses the area to the West of McCarran Blvd and the majority of the area between Pyramid Hwy and Sparks Blvd.			
	<b>FY19</b>	<b>FY20</b>	<b>FY21 Estimates</b>	<b>FY22 Budget</b>
<b>BEG FUND BAL</b>	989,773	1,171,718	1,150,836	668,261
<b>REVENUES</b>	200,834	254,588	477,117	115,167
<b>EXPENSES</b>	(18,889)	(275,470)	(959,692)	(50,000)
<b>CHANGE IN FB</b>	181,945	(20,882)	(482,575)	65,167
<b>END FUND BAL</b>	1,171,718	1,150,836	668,261	733,428
<b>FISCAL NOTES</b>				
The drastic swing in revenues from FY20 through FY22 is due to construction activity variability and collection of deferred fees. Deferred fees are difficult to project as planned developments progress at different schedules. For example, the Deco, a 209 unit multi-family project, has opted to defer fees of \$209k and are estimated to be collected in FY21. The Atrium, a 132 unit multi-family project, has also opted to defer \$132k in fees which will be collected in FY21. 112 Multi Family units are in the plan for FY22, Oddie District will have 90 units and Greentree Apartments will have an additional 22 units. Expenses represent Park District 1 park construction projects from the approved Capital Improvement Plan.				

<b>Fund 1407 - Rec &amp; Parks District 2 Fund</b>	<b>Purpose of Fund:</b> Construction Tax revenues collected in Park District 2 to be used for the acquisition, improvement and expansion of neighborhood parks, playgrounds and recreational facilities within that district. Park District 2 encompasses the area to the East of McCarran Blvd. and Sparks Blvd up through Los Altos Pkwy.			
	<b>FY19</b>	<b>FY20</b>	<b>FY21 Estimates</b>	<b>FY22 Budget</b>
<b>BEG FUND BAL</b>	1,137,100	1,031,487	807,817	537,753
<b>REVENUES</b>	125,391	177,710	314,913	365,263
<b>EXPENSES</b>	(231,004)	(401,380)	(584,977)	(100,000)
<b>CHANGE IN FB</b>	(105,613)	(223,670)	(270,064)	265,263
<b>END FUND BAL</b>	1,031,487	807,817	537,753	803,016
<b>FISCAL NOTES</b>				
There is a significant increase projected in Residential Construction Tax revenue in FY21 and FY22 as the Azure Apartments and some single family homes near completion in FY21. The Azure development is a one-, two-, and three- bedroom apartment complex that broke ground in August 2018. The developer has deferred \$308K in fees that are projected to be collected in FY21. WellQuest is a senior living community expected to bring in \$171k in revenue for this fund in FY22 completing 1/2 of 222 planned units. A significant jump in FY21 estimated expenses represent Shelly Park Restroom Addition included in the FY21 approved Capital Improvement Plan (CIP) document. Expenses for FY22 Park District 2 are listed in the CIP.				

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

### Capital Projects Funds Continued...

<b>Fund 1408 - Rec &amp; Parks District 3 Fund</b>	<b>Purpose of Fund:</b> Construction Tax revenues collected in Park District 3 to be used for the acquisition, improvement and expansion of neighborhood parks, playgrounds and recreational facilities within that district. Parks District 3 encompasses the area south of La Posada Dr down to Disc Dr. and East of Pyramid Hwy.			
	<b>FY19</b>	<b>FY20</b>	<b>FY21 Estimates</b>	<b>FY22 Budget</b>
BEG FUND BAL	1,271,069	1,634,976	1,943,940	837,206
REVENUES	412,341	377,060	380,072	461,072
EXPENSES	(48,434)	(68,096)	(1,486,806)	(650,000)
CHANGE IN FB	363,907	308,964	(1,106,734)	(188,928)
END FUND BAL	1,634,976	1,943,940	837,206	648,278
<b>FISCAL NOTES</b>				
Residential Construction Tax revenue in FY21 include deferred fees from Tolls Brothers and additional Single Family homes. Developments including Lumina 2, Kiley Ranch North Phase 6 Multi-family, and Single Family homes are expected to bring \$461k in revenues for FY22. Expenses represent Park District 3 park construction projects from the approved Capital Improvement Plan (CIP). FY21 expenditures include a significant investment (\$663K) for the construction of the Truth Drive (Foothills #4) Park. Other large investments are Black Hills Parks (\$450k) and Bodega Park Play Equipment (\$300k). Due to rising costs in construction Truth Drive Park has not yet been completed and will continue to be constructed in FY22. Expenses for FY21 Park District 3 are listed in the approved CIP.				

<b>Fund 1427 - Local Improvement District 3 Legends Fund</b>	<b>Purpose of Fund:</b> 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.			
	<b>FY19</b>	<b>FY20</b>	<b>FY21 Estimates</b>	<b>FY22 Budget</b>
BEG FUND BAL	470,300	478,032	484,445	485,296
REVENUES	10,857	5,183	826	826
TRANSFER IN	0	2,764	1,422	0
EXPENSES	(3,125)	(1,534)	(1,397)	(483,000)
CHANGE IN FB	7,732	6,413	851	(482,174)
END FUND BAL	478,032	484,445	485,296	3,122
<b>FISCAL NOTES</b>				
All cash in this Fund is being held in a trust account to pay on-going administrative and legal costs associated with the special assessment debt issue and for additional public infrastructure related to new properties being developed in the Local Improvement District 3 (LID3). As of 4/2/2021 there was \$18K available for on-going administrative and legal costs and \$488K 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 FY22 Expenditure budget represents the entire remaining balance in order to provide flexibility should administrative or public infrastructure costs related to new properties arise.				

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# *Redevelopment Agency Areas 1 & 2 Section*

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# Redevelopment Agency Agenda Staff Report







## REDEVELOPMENT AGENCY AGENDA STAFF REPORT

MEETING DATE: April 26, 2021

<b>Title:</b> Consideration, discussion, and possible approval of the Chief Administrative Officer's final budget recommendations for the City of Sparks Redevelopment Agency, Areas 1 and 2, for fiscal year 2021-2022.
<b>Petitioner:</b> Neil C. Krutz, ICMA-CM, Chief Administrative Officer
<b>Presenter:</b> Jeff Cronk, CPA, Chief Financial Officer
<b>Recommendation:</b> That the Agency Board approve the Chief Administrative Officer's recommendations for the fiscal year 2021-2022 final budget.
<b>Financial Impact:</b> Recommending the Agency's final budget for Fiscal Year 2021-2022.
<b>Business Impact (Per NRS 237)</b> <input type="checkbox"/> A Business Impact Statement is attached. <input checked="" type="checkbox"/> A Business Impact Statement is not required because this is not a rule. <input type="checkbox"/> A Business Impact Statement is not required. This is a rule but does not impose a direct and significant economic burden on a business, or directly restrict the formation, operation or exemption of a business. <input type="checkbox"/> A Business Impact Statement is not required. This is a rule but emergency action is necessary to protect the public health and safety (requires a unanimous vote of the City Council and cannot be in effect for more than six months).
<b>Agenda Item Brief:</b> This agenda item provides the Agency's Board with the Chief Administrative Officer's recommendations for the fiscal year 2021-2022 final budget for the City of Sparks Redevelopment Agency, Areas 1 and 2.

### BACKGROUND & ANALYSIS:

The Agency's Chief Administrative Officer and Chief Financial Officer are presenting the Chief Administrative Officer's final budget recommendations for fiscal year 2021-2022 (FY22). Today, the Agency Board is asked to direct the Chief Administrative Officer in preparing the Agency's final budget document for submission to the State of Nevada. City staff has filed the tentative budget for FY22 based upon direction received at the February 22, 2021 budget workshop and the March 22, 2021 Capital Improvement Plan workshop, and the Agency Board will hold a public hearing to receive public comment on the FY22 tentative budget at its regularly scheduled Agency meeting on May 24, 2021. Immediately following the public hearing on the FY22 tentative budget, the Chief Administrative Officer and Chief Financial Officer will present the FY22 final budget for approval which will be prepared based upon direction received today.

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

Attached to this agenda are summary financial information for the Redevelopment Agency Areas 1 and 2, providing an overview of the expectations for FY21 and budget recommendations for FY22.

**ALTERNATIVES:**

1. Agency members could approve the fiscal year 2021-2022 final budget recommendations presented today.
2. Agency members could reject the fiscal year 2021-2022 final budget recommendations and provide direction to the Chief Administrative Officer.

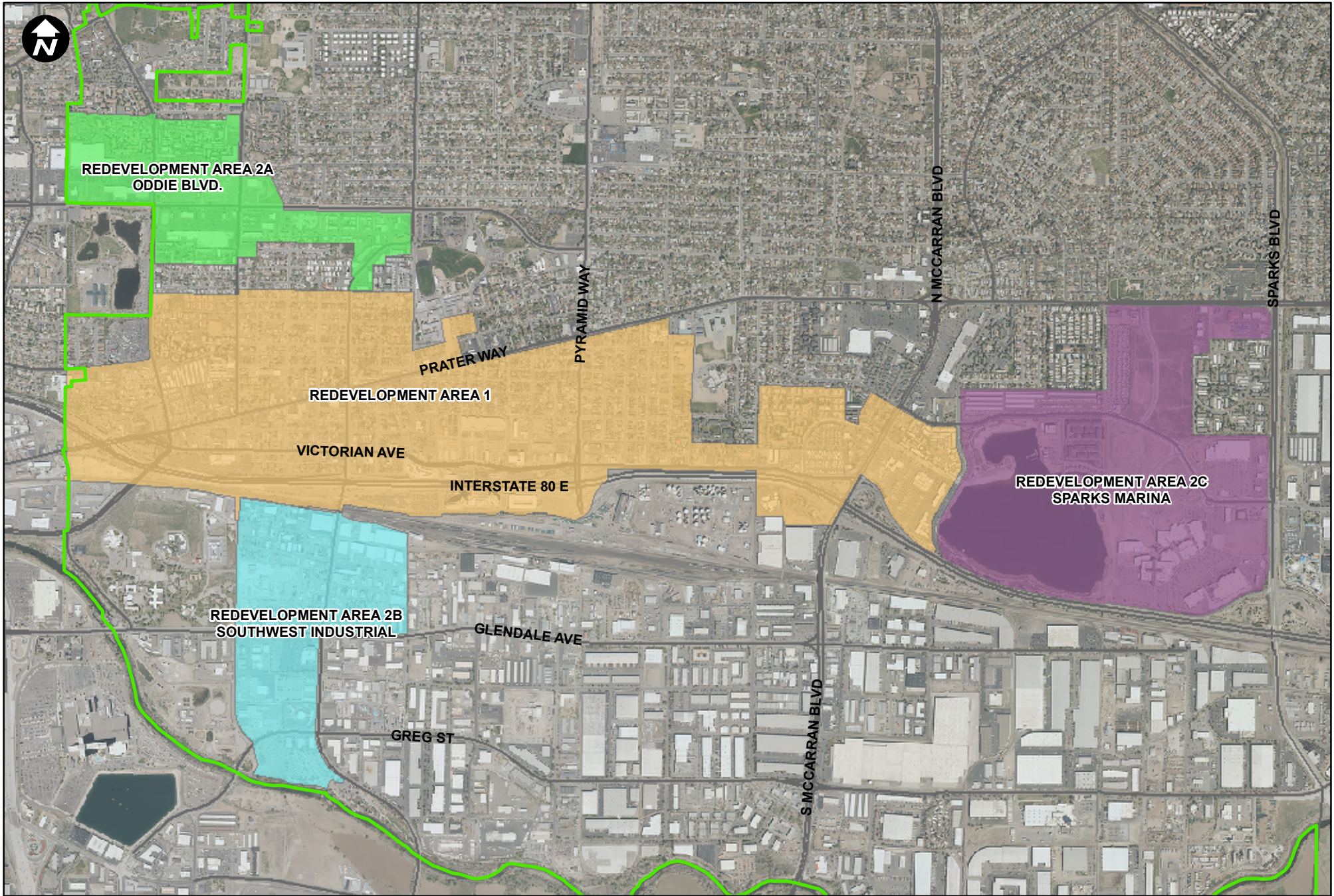
**RECOMMENDED MOTIONS:**

"I move to approve the Chief Administrative Officer's final budget recommendations for the City of Sparks Redevelopment Agency, Areas 1 and 2, for fiscal year 2021-2022."

# Redevelopment Agency Financial Overview & Final FY22 Budget Recommendations







## Redevelopment Districts

### Legend

- |  |   |
|--|---|
| <span style="display:inline-block; width:15px; height:15px; background-color:orange; border:1px solid black;"></span> REDEVELOPMENT AREA 1 | <span style="display:inline-block; width:15px; height:15px; background-color:cyan; border:1px solid black;"></span> REDEVELOPMENT AREA 2B   |
| <span style="display:inline-block; width:15px; height:15px; background-color:green; border:1px solid black;"></span> REDEVELOPMENT AREA 2A | <span style="display:inline-block; width:15px; height:15px; background-color:purple; border:1px solid black;"></span> REDEVELOPMENT AREA 2C |

Date: August 2018





# City of Sparks Redevelopment Agency

## FY22 Budget Presentation

### Chief Administrative Officer's Final Budget Recommendations

April 26, 2021

# Redevelopment Agency Area #1 Overview and Recommended FY22 Budget

- FY22 budgeted revenues of \$3.9M from ongoing sources are up by 5.2% over FY21 estimates.
- FY22 Debt service costs total \$2.5M.
- Budgeted expenses exceed revenues by \$1.9M in FY22.
- Unrestricted ending fund balance is expected to be \$1.2M in FY22.
  - ✓ Additional fund balance of \$824K is restricted for debt service reserves
- Area #1 terminates in 2023

# Redevelopment Agency Area #1 Overview and Recommended FY22 Budget

- FY22 Capital expenditures of \$3.2M includes:
  - ❖ Avenue of the Oaks Straightening Project (\$1.1M)
  - ❖ Victorian Square Infrastructure Improvement Section 2C (\$800K)
  - ❖ Victorian Square Barricades (\$700K)
  - ❖ Pedestrian Improvements Related to CDBG Project (\$300K)
  - ❖ Nugget Events Center Forecourt Design (\$250K)
  - ❖ Victorian Avenue Tree Grate Replacement (\$50K)
  - ❖ Amphitheater Phase 2 Design (\$25K)

# Sparks Redevelopment Agency Fiscal Summary

## Sparks Redevelopment Area #1

(Chief Administrative Officer's FY22 Final Budget Recommendations)

	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Estimate	FY22 Budget
Revenues	\$2,940,371	\$3,409,535	\$3,592,542	\$3,749,276	\$3,944,276
Expenditures	(\$2,970,912)	(\$3,259,669)	(\$5,809,739)	(\$2,837,745)	(\$5,876,795)
<b>Net Revenues/(Expenses)</b>	<b>(\$30,541)</b>	<b>\$149,866</b>	<b>(\$2,217,197)</b>	<b>\$911,531</b>	<b>(\$1,932,520)</b>
Beginning Fund Balance	\$5,110,871	\$5,080,330	\$5,230,196	\$3,012,999	\$3,924,530
Ending Fund Balance	\$5,080,330	\$5,230,196	\$3,012,999	\$3,924,530	\$1,992,011
Less: Restricted for Debt Service	(\$3,354,041)	(\$3,486,429)	(\$2,926,981)	(\$2,825,960)	(\$823,688)
<b>Unrestricted Ending Fund Balance</b>	<b>\$1,726,289</b>	<b>\$1,743,767</b>	<b>\$86,019</b>	<b>\$1,098,571</b>	<b>\$1,168,322</b>

Victorian Square Room Tax Fund Balance	\$4,373,982	\$5,107,400	\$4,838,017	\$3,709,855	\$3,376,371
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Note: The Victorian Square Room Tax Fund is a City Resource, but is Potentially Available for Victorian Square 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	1/15/2022	5/1/2018	5/1/2026	
Interest Rate	4.0% - 5.375%	3.05%	3.09%	
FY21 Principal Payment	\$1,975,000	\$0	\$865,000	
FY21 Interest Payment	\$202,500	\$0	\$172,886	
Total FY21 Debt Service	\$2,177,500	\$0	\$1,037,886	
Total FY21 Debt Service Paid by RDA	\$2,177,500	\$0	\$298,280	\$2,475,780
6/30/21 Debt Outstanding	\$2,075,000	\$0	\$4,730,000	
FY22 Principal Payment	\$2,075,000	\$0	\$892,000	
FY22 Interest Payment	\$103,750	\$0	\$146,157	
Total FY22 Debt Service	\$2,178,750	\$0	\$1,038,157	
Total FY22 Debt Service Paid by RDA	\$2,178,750	\$0	\$298,358	\$2,477,108
6/30/22 Debt Outstanding	\$0	\$0	\$3,838,000	

\*\* Both CTAX bonds were issued by the City, but about 29% (\$298,358 in FY22) is allocated to RDA #1.

## Redevelopment Agency Area 1 Detail

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

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

	FY18	FY19	FY20	FY21 Estimates	FY22 Budget
<b>BEGINNING FUND BALANCE</b>	<b>5,110,870</b>	<b>5,080,329</b>	<b>5,230,197</b>	<b>3,013,001</b>	<b>3,924,454</b>
<b>REVENUES</b>					
Property Taxes (Real & Personal)	2,708,248	3,097,923	3,336,981	3,555,000	3,750,000
State Govt'l Svcs Tax (Formerly Motor Veh Priv Tax)	192,370	177,572	177,572	177,572	177,572
All other revenues	39,753	134,041	77,989	16,627	16,627
<b>TOTAL REVENUES</b>	<b>2,940,371</b>	<b>3,409,536</b>	<b>3,592,542</b>	<b>3,749,199</b>	<b>3,944,199</b>
<b>EXPENSES</b>					
Salaries & Benefits	(22,257)	(23,073)	(24,937)	(25,799)	(25,819)
Services and Supplies	(197,330)	(197,631)	(117,752)	(163,060)	(148,868)
Capital Outlay	(173,897)	(451,825)	(899,081)	(173,107)	(3,225,000)
Debt Service - Principal	(1,710,000)	(1,790,000)	(4,055,000)	(1,975,000)	(2,075,000)
Debt Service - Interest	(576,981)	(500,031)	(415,006)	(202,500)	(103,750)
<b>TOTAL EXPENSES</b>	<b>(2,680,465)</b>	<b>(2,962,560)</b>	<b>(5,511,776)</b>	<b>(2,539,466)</b>	<b>(5,578,437)</b>
<b>TRANSFERS OUT</b>					
Transfer out to City Debt Service Fund	(290,447)	(297,108)	(297,962)	(298,280)	(298,358)
<b>TOTAL TRANSFERS OUT</b>	<b>(290,447)</b>	<b>(297,108)</b>	<b>(297,962)</b>	<b>(298,280)</b>	<b>(298,358)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(30,541)</b>	<b>149,868</b>	<b>(2,217,196)</b>	<b>911,453</b>	<b>(1,932,596)</b>
<b>ENDING FUND BLANCE</b>	<b>5,080,329</b>	<b>5,230,197</b>	<b>3,013,001</b>	<b>3,924,454</b>	<b>1,991,858</b>
<i>Less: Restricted for Debt Service</i>	<i>(3,354,040)</i>	<i>(3,486,428)</i>	<i>(2,926,980)</i>	<i>(2,825,960)</i>	<i>(823,689)</i>
<b>Unrestricted Ending Fund Balance</b>	<b>1,726,289</b>	<b>1,743,769</b>	<b>86,021</b>	<b>1,098,494</b>	<b>1,168,169</b>

#### FISCAL NOTES

Resources to this Fund consist mainly of property taxes collected within Redevelopment Agency Area 1 (RDA1). These resources are expected to be sufficient to repay the remaining debt issued in the name of the RDA1--Tax Increment Revenue Bonds series 2010 and there were even sufficient resources in FY20 to make an extra principal payment. This debt will now be paid in full in FY22 instead of FY23. In addition, RDA1 has paid (via transfer to General Obligation Debt Service Fund) for it's share of principal and interest on two City issued Revenue Bonds--CTAX Bonds Series 2011 and Series 2014. RDA1's transfer pays the principal and interest for the portion of the bond proceeds that were spent on improvements to Victorian Square. RDA1 will have paid is full share of the CTAX Bonds Series 2011 and Series 2014 by the end of FY23. Ending Fund Balance represents the required \$824K reserve on the 2010 Tax Increment Revenue Bonds plus cash on hand to make future debt service payments.

# Redevelopment Agency Area #2 Overview and Recommended FY22 Budget

- Revenues are expected to increase by 6.0% to \$5.0M in FY22.
- Debt service costs are expected to be \$1.5M in FY22.
- \$150,000 is included in the FY22 Capital Improvement Plan to help complete the All Abilities Playground at the Sparks Marina.

# Redevelopment Agency Area #2 Overview and Recommended FY22 Budget

- Revenues are expected to exceed expenses and transfers-out by \$3.2M in FY22.
- Unrestricted ending fund balance is expected to be \$11.4M by the end of FY22
  - ✓ \$2.2M of additional fund balance is restricted for Tax Increment bond service.
- Area #2 terminates in 2029.



# Sparks Redevelopment Agency Fiscal Summary

## Sparks Redevelopment Area #2

(Chief Administrative Officer's FY22 Final Budget Recommendations)

	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Estimate	FY22 Budget
Revenues	\$2,726,580	\$3,555,085	\$4,276,634	\$4,713,150	\$4,997,622
Transfer-Out To General Fund	\$0	\$0	(\$1,111,580)	\$0	\$0
Expenditures	(\$1,598,670)	(\$1,686,853)	(\$1,601,266)	(\$1,744,050)	(\$1,769,306)
<b>Net Revenues/(Expenses)</b>	\$1,127,910	\$1,868,231	\$1,563,788	\$2,969,100	\$3,228,316
Beginning Fund Balance	\$2,890,790	\$4,018,700	\$5,886,931	\$7,450,720	\$10,419,819
Ending Fund Balance	\$4,018,700	\$5,886,931	\$7,450,720	\$10,419,819	\$13,648,135
Less: Restricted for Debt Service & Note Receivable	(\$1,804,665)	(\$2,082,306)	(\$2,361,103)	(\$2,256,535)	(\$2,208,810)
<b>Unrestricted Ending Fund Balance</b>	\$2,214,035	\$3,804,625	\$5,089,617	\$8,163,284	\$11,439,326

### RDA #2 Debt Information

	2016 TIF Refunding Bonds	2014 Tax Increment Bonds	Total RDA #2 Debt Service
Original Issue Amount	\$9,660,000	\$7,285,000	
Issue Date	9/26/2016	8/14/2014	
Maturity Date	6/1/2028	6/1/2029	
Interest Rate	2.33%	3.25%	
FY21 Principal Payment	\$794,000	\$430,000	
FY21 Interest Payment	\$160,933	\$158,064	
Total FY21 Debt Service	\$954,933	\$588,064	\$1,542,997
6/30/21 Debt Outstanding	\$6,113,000	\$4,435,000	
FY22 Principal Payment	\$814,000	\$445,000	
FY22 Interest Payment	\$142,433	\$144,093	
Total FY22 Debt Service	\$956,433	\$589,093	\$1,545,526
6/30/22 Debt Outstanding	\$5,299,000	\$3,990,000	

## Redevelopment Agency Area 2 Detail

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

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

	FY18	FY19	FY20	FY21 Estimates	FY22 Budget
<b>BEGINNING FUND BALANCE</b>	<b>2,890,790</b>	<b>4,018,700</b>	<b>5,886,932</b>	<b>7,450,720</b>	<b>10,419,820</b>
<b>REVENUES</b>					
Property Taxes (Real & Personal)	2,713,519	3,396,411	4,086,610	4,690,528	4,975,000
All other revenues (including refunding bond proceeds)	13,062	158,674	190,024	22,622	22,622
<b>TOTAL REVENUES</b>	<b>2,726,581</b>	<b>3,555,085</b>	<b>4,276,634</b>	<b>4,713,150</b>	<b>4,997,622</b>
<b>TRANSFERS IN</b>					
<b>TOTAL TRANSFERS IN</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENSES</b>					
Services and Supplies	(57,377)	(141,472)	(60,728)	(201,053)	(73,780)
Site Improvements	0	0	0	0	(150,000)
Debt Service - Principal	(1,130,000)	(1,164,000)	(1,190,000)	(1,224,000)	(1,259,000)
Debt Service - Interest	(411,294)	(381,381)	(350,538)	(318,997)	(286,526)
<b>TOTAL EXPENSES</b>	<b>(1,598,671)</b>	<b>(1,686,853)</b>	<b>(1,601,266)</b>	<b>(1,744,050)</b>	<b>(1,769,306)</b>
<b>TRANSFERS OUT</b>					
Transfer out to General Fund	0	0	(1,111,580)	0	0
<b>TOTAL TRANSFERS OUT</b>	<b>0</b>	<b>0</b>	<b>(1,111,580)</b>	<b>0</b>	<b>0</b>
<b>CHANGE IN FUND BALANCE</b>	<b>1,127,910</b>	<b>1,868,232</b>	<b>1,563,788</b>	<b>2,969,100</b>	<b>3,228,316</b>
<b>ENDING FUND BLANCE</b>	<b>4,018,700</b>	<b>5,886,932</b>	<b>7,450,720</b>	<b>10,419,820</b>	<b>13,648,136</b>
<i>Less: Restricted for Debt Service &amp; Note Receivable</i>	<i>(1,804,665)</i>	<i>(2,082,307)</i>	<i>(2,361,103)</i>	<i>(2,256,534)</i>	<i>(2,208,809)</i>
<b>Unrestricted Ending Fund Balance</b>	<b>2,214,035</b>	<b>3,804,625</b>	<b>5,089,617</b>	<b>8,163,286</b>	<b>11,439,327</b>

#### FISCAL NOTES

Resources to this Fund consist mainly of property taxes collected within Redevelopment Agency Area 2 (RDA2). These resources are used to repay the remaining 2 bonds issued in the name of RDA2--Tax Increment Revenue Bonds - Series 2016 (maturing FY28) and Series 2014 (maturing FY29). \$2.2M of Area #2's ending fund balance is reserved in FY22 for future debt service payments.

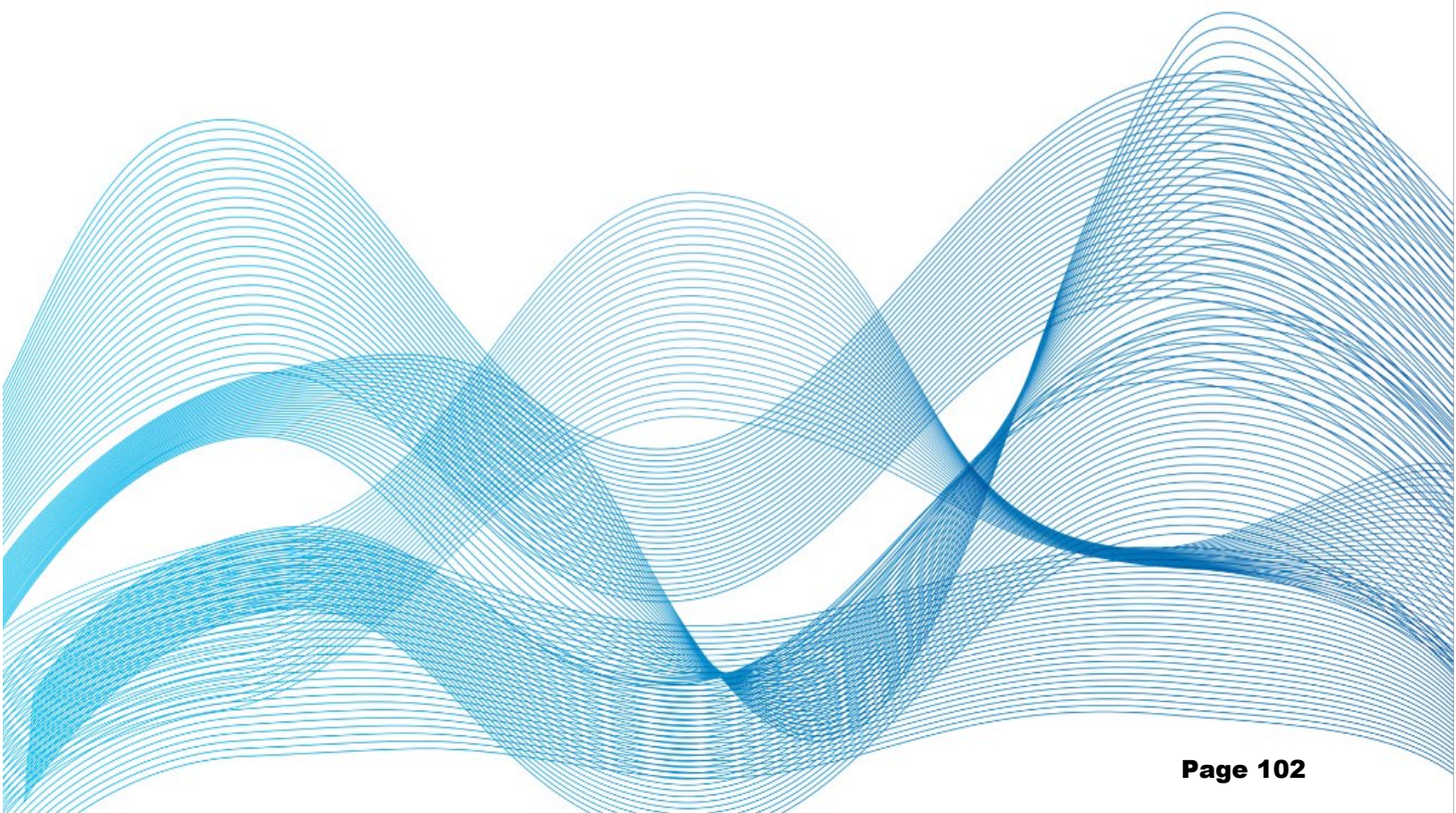
\$150K is included in the FY22 Capital Improvement Plan to help complete the All Abilities Playground at the Sparks Marina.

A subsidy from the General Fund was needed in FY13 in the amount of \$250K followed by an \$862K subsidy in FY14. In FY20 the Agency repaid these subsidies by transferring \$1.1M back to the General Fund.

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# *Supplementary Citywide Information Section*

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# Debt Review

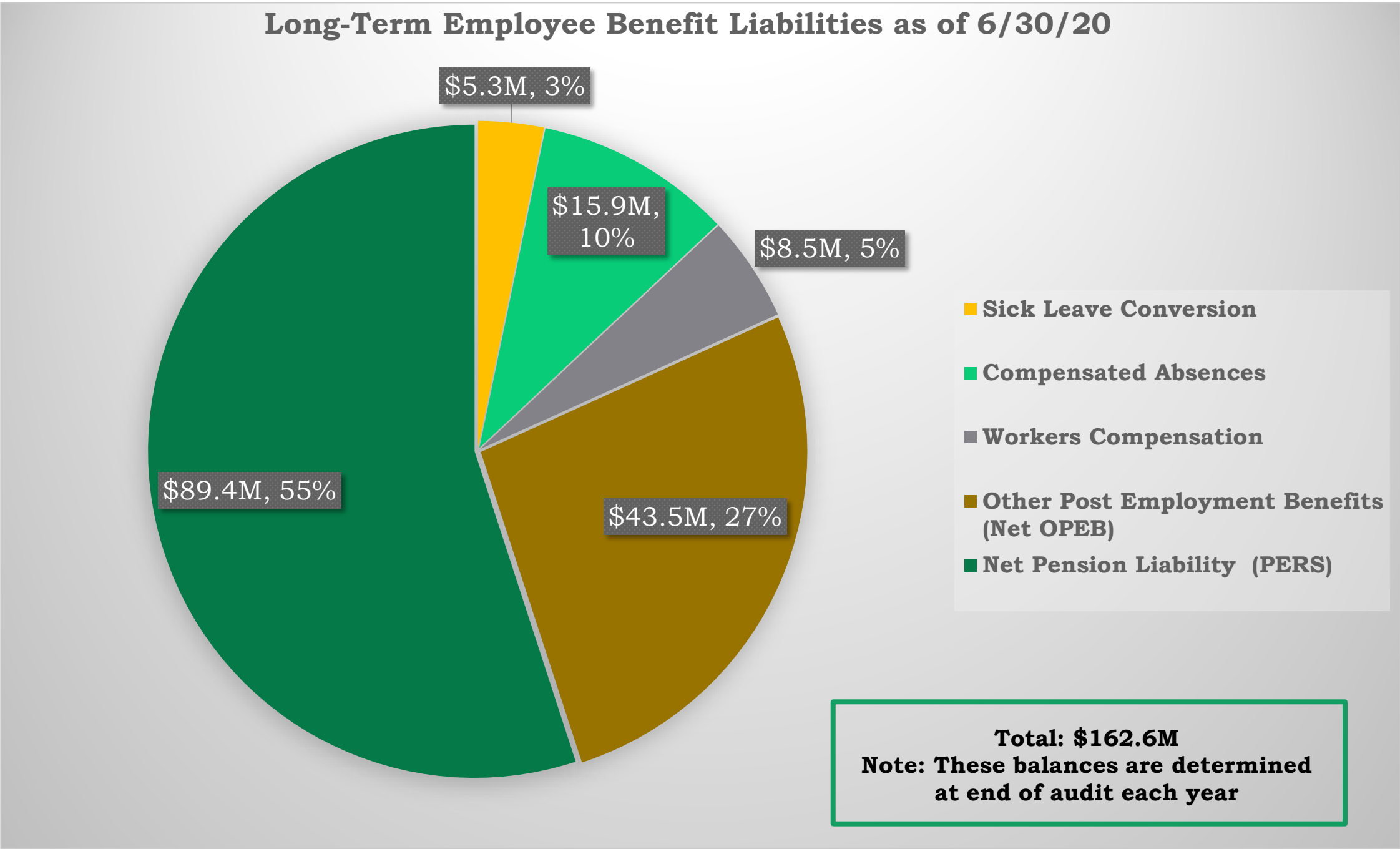
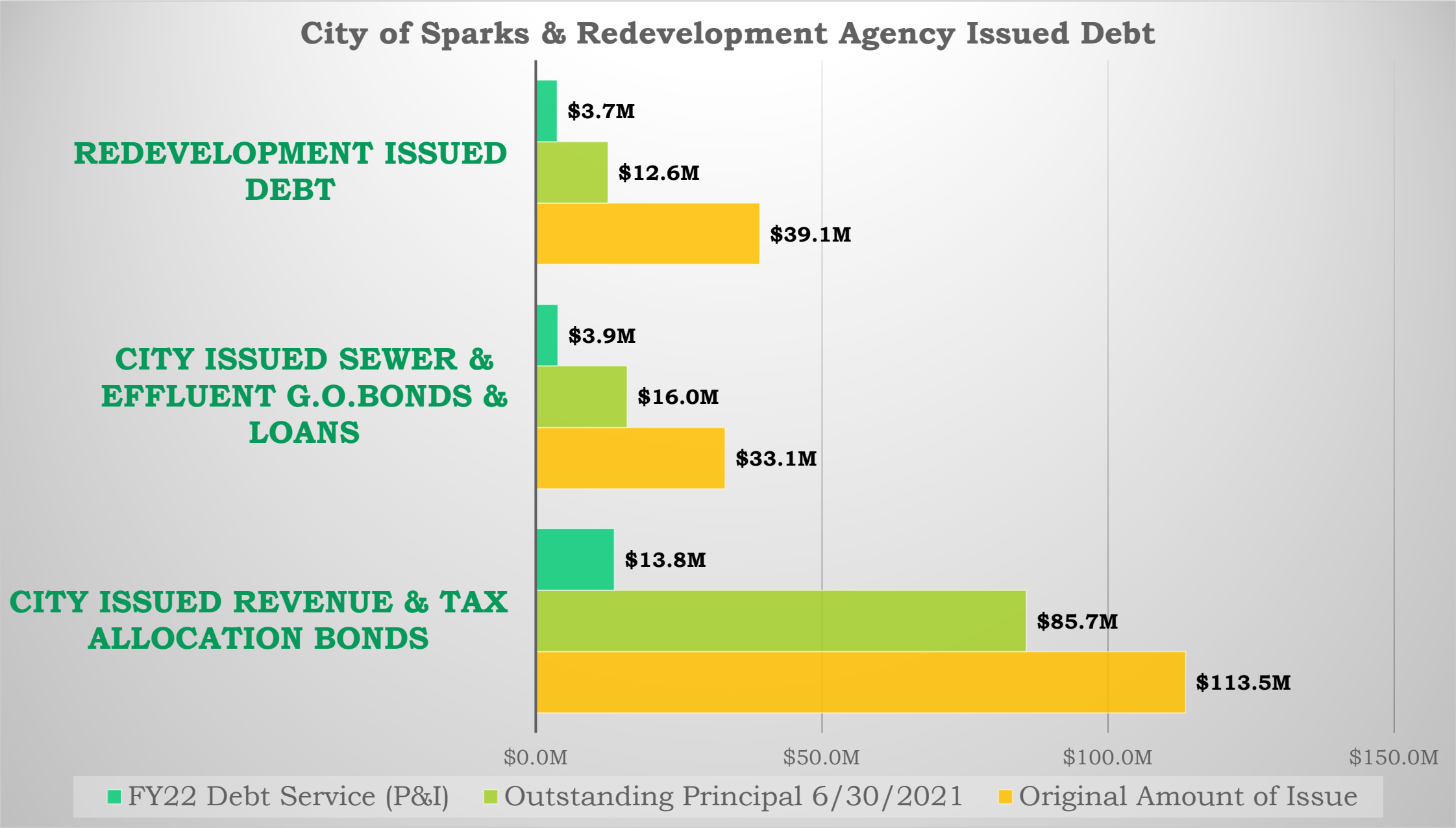


## City of Sparks & Redevelopment Agency Issued Debt and Long-Term Employee Benefit Liabilities

City of Sparks & Redevelopment Agency Issued Debt					
NAME OF BOND OR LOAN	Term (years)	Original Amount of Issue	Scheduled Maturity Date	Outstanding Principal ending 6/30/2021	FY22 Debt Service (P&I)
<b><u>City General Obligation (G.O) Bonds and Notes Payable</u></b>					
<i>*The City currently has no General Obligation debt outstanding with the exception of the Sewer and Effluent G.O. debt</i>					
<b><u>City Issued Revenue &amp; Tax Allocation Bonds</u></b>					
CTAX Bond Series 2014 (partially funded by the Redevelopment Agency)	12	\$7,330,000	5/1/2026	\$4,730	\$1,038,157
Senior Sales Tax Anticipation Series A Refunded 2019	8	\$79,905,000	6/15/2028	\$69,350,000	\$9,442,238
Subordinate Sales Tax Anticipation Exempt Series B 2019	8	\$8,926,847	6/15/2028	\$8,926,847	\$2,312,440
Subordinate Sales Tax Anticipation Taxable Series C 2019	8	\$3,886,437	6/15/2028	\$1,821,437	\$0
Local Improvement District #3 Special Assessment Bonds Series 2016	10	\$13,498,290	9/1/2027	\$5,638,881	\$962,241
<b><u>City Issued Sewer &amp; Effluent G.O.Bonds &amp; Loans</u></b>					
Sewer Utility Refunding Bond SRF 2016B	13	\$27,099,691	7/1/2029	\$13,264,870	\$3,024,069
TMWRF Expansion Loan- Sparks Portion of Reno-issued SRF Water Pollution Bonds	8	\$5,998,790	7/1/2025	\$2,701,340	\$831,591
<b><u>Redevelopment Issued Debt</u></b>					
Agency Area #1 Tax Increment Revenue Bonds Series 2010	14	\$22,165,000	1/15/2022	\$2,075,000	\$2,178,750
Agency Area #2 Tax Increment Revenue Bonds Series 2014	15	\$7,285,000	6/1/2029	\$4,435,000	\$589,093
Agency Area #2 Tax Increment Revenue Bonds Series 2016	12	\$9,660,000	6/1/2028	\$6,113,000	\$956,433
<b>TOTAL CITY &amp; REDEVELOPMENT ISSUED DEBT</b>		<b>\$185,755,055</b>		<b>\$114,331,105</b>	<b>\$21,335,012</b>



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



# Budgeted Positions



**City of Sparks**  
**FY22 Budgeted Positions**

All positions currently authorized including those added via FY22 New Needs

	General Fund	Parks & Recreation Fund	Sewer Enterprise Fund	Development Services Enterprise Fund	Road Fund	Parks & Rec Project Fund	Motor Vehicle Fund	TMWRF Fund	Other Funds	Total
<b>Base Salaries &amp; Wages</b>										
Base Salaries & Wages	32,325,452	818,102	3,705,671	2,441,672	1,174,043	234,759	643,801	4,492,791	143,633	45,979,924
Part-time Temporary Wages *	15,200	1,728,890	0	0	0	0	0	0	0	1,744,090
Special Pays **	1,849,928	37,500	154,082	165,830	10,000	2,000	33,500	136,200	0	2,389,040
Longevity	802,564	18,195	78,479	44,579	32,234	6,196	16,290	90,378	2,250	1,091,165
Overtime/Premium Pays ***	5,677,570	639,238	181,626	112,777	63,776	24,881	17,800	697,658	351	7,415,677
<b>Total Salaries &amp; Wages</b>	<b>40,670,714</b>	<b>3,241,925</b>	<b>4,119,858</b>	<b>2,764,858</b>	<b>1,280,053</b>	<b>267,836</b>	<b>711,391</b>	<b>5,417,027</b>	<b>146,234</b>	<b>58,619,896</b>
<b>Benefits</b>										
Retirement	13,395,490	260,735	1,154,672	788,469	363,034	72,351	197,512	1,363,207	42,687	17,638,157
Health Insurance ****	7,937,096	258,711	1,038,985	535,388	341,161	58,837	159,611	1,075,169	24,639	11,429,597
Workers Comp	2,297,257	15,167	57,275	52,327	17,351	3,270	9,967	66,879	1,525	2,521,018
Medicare	565,197	20,677	56,029	35,248	18,434	3,601	9,852	66,660	2,219	777,917
Cell, Uniform and Car Allowance	338,180	1,800	20,074	15,100	6,607	900	2,610	24,249	774	410,294
Deferred Compensation Match	381,061	22,250	20,086	11,505	7,150	1,950	5,200	19,500	0	468,702
Other Benefits	347,748	8,520	73,600	46,800	0	0	52,320	124,040	313,800	966,828
<b>Total Benefits</b>	<b>25,262,029</b>	<b>587,860</b>	<b>2,420,721</b>	<b>1,484,837</b>	<b>753,737</b>	<b>140,909</b>	<b>437,072</b>	<b>2,739,704</b>	<b>385,644</b>	<b>34,212,513</b>
<b>Total Salaries, Wages &amp; Benefits</b>	<b>65,932,743</b>	<b>3,829,785</b>	<b>6,540,579</b>	<b>4,249,695</b>	<b>2,033,790</b>	<b>408,745</b>	<b>1,148,463</b>	<b>8,156,731</b>	<b>531,878</b>	<b>92,832,409</b>
<b>Authorized F/T Positions</b>	<b>375</b>	<b>11</b>	<b>50</b>	<b>27</b>	<b>15</b>	<b>3</b>	<b>9</b>	<b>60</b>	<b>3</b>	<b>553</b>
<b>FY22 New Need Position</b>	<b>11</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14</b>
<b>Total FTE's in FY22 Budget</b>	<b>386</b>	<b>11</b>	<b>51</b>	<b>29</b>	<b>15</b>	<b>3</b>	<b>9</b>	<b>60</b>	<b>3</b>	<b>567</b>

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

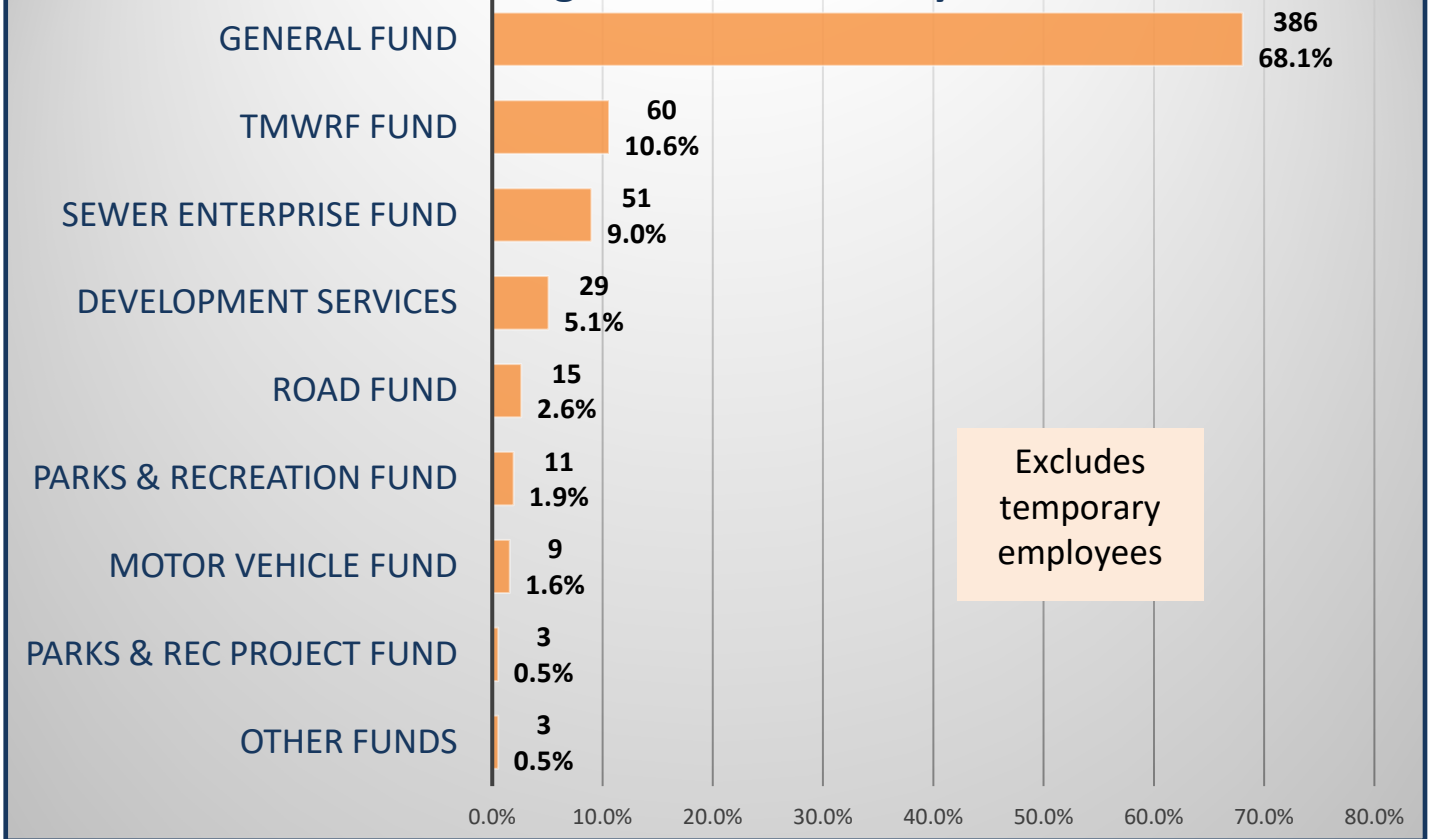
\*\***Special Pays** include Bilingual, Education Incentive, and Special Assignment

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

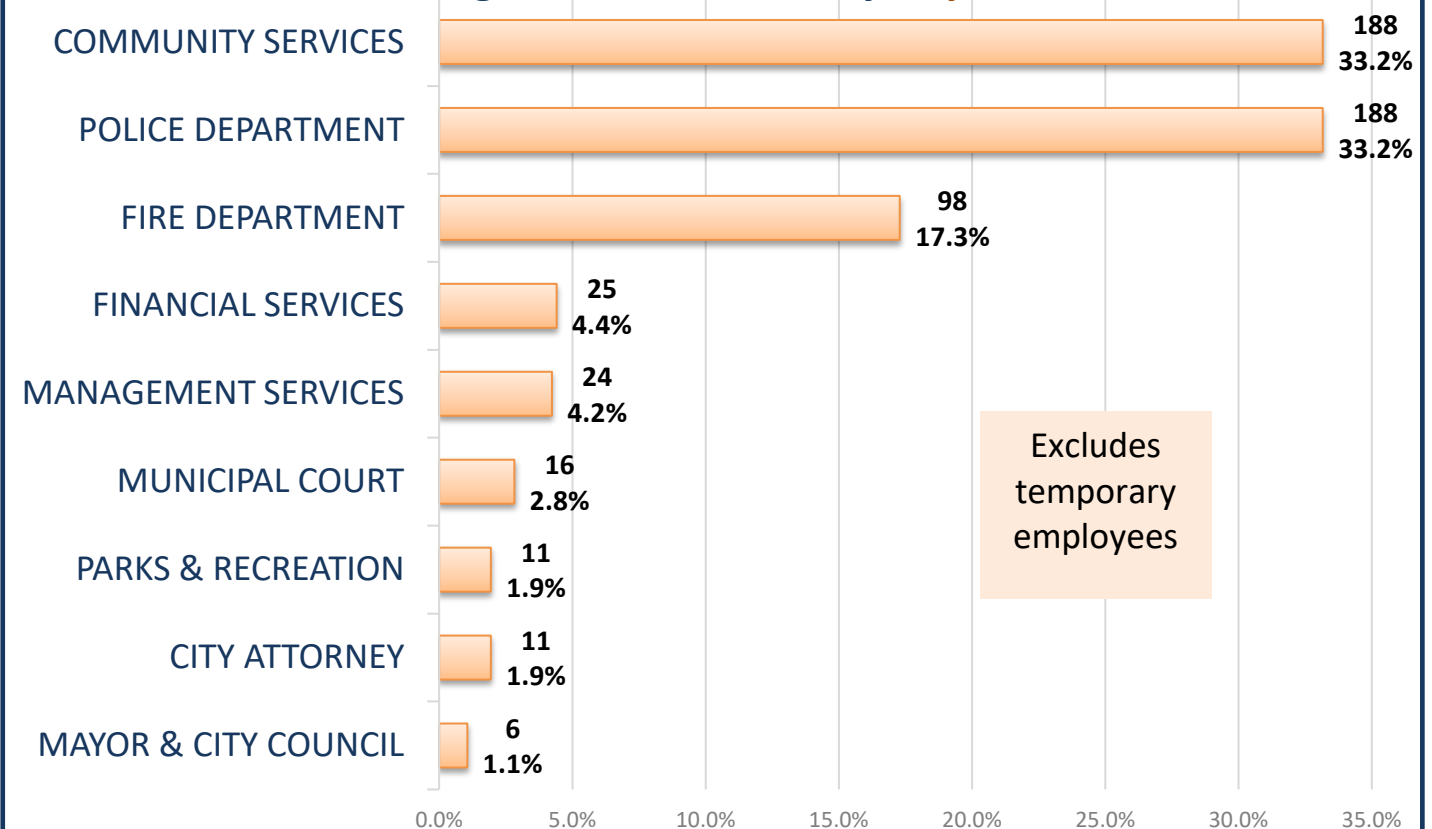
\*\*\*\* **Health Insurance** costs include Health Insurance Fund contributions and premiums, Sick Leave Conversion and NV PEBP Subsidy



### FY22 Budgeted FTE Counts by *Fund*



### FY22 Budgeted FTE Counts by *Department*



## Mayor and City Council - FY22 Budgeted Positions

### FY22 Budgeted Salaries and Benefits

	General Fund
Salaries & Wages	322,649
Part-time Temporary Wages *	15,200
Overtime/Premium Pays**	0
Benefits	243,853
<b>Total Salaries &amp; Benefits</b>	<b>581,702</b>
<b>Authorized F/T Positions</b>	<b>6</b>
<b>FY22 New Needs</b>	<b>0</b>
<b>Total FTE's in FY22 Budget</b>	<b>6</b>

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

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

### Mayor and City Council Position Detail

Position Title	Authorized F/T Positions	FY22 New Needs	Total
Mayor	1		1
City Council - Ward 1	1		1
City Council - Ward 2	1		1
City Council - Ward 3	1		1
City Council - Ward 4	1		1
City Council - Ward 5	1		1
<b>TOTAL</b>	<b>6</b>	<b>0</b>	<b>6</b>

## Management Services Department - FY22 Budgeted Positions

### FY22 Budgeted Salaries and Benefits

	General Fund	Sewer Enterprise Fund	Total
Salaries & Wages	2,011,940	361,795	2,373,735
Part-time Temporary Wages *	0	0	0
Overtime/Premium Pays**	14,308	19,323	33,631
Benefits	2,040,441	206,411	2,246,852
<b>Total Salaries &amp; Benefits</b>	<b>4,066,689</b>	<b>587,529</b>	<b>4,654,218</b>
<b>Authorized F/T Positions</b>	<b>16</b>	<b>5</b>	<b>21</b>
<b>FY22 New Needs</b>	<b>2</b>	<b>0</b>	<b>2</b>
<b>Total FTE's in FY22 Budget</b>	<b>18</b>	<b>5</b>	<b>23</b>

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

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

### Management Services Position Detail

Position Title	Authorized F/T Positions	FY22 New Needs	Total
Assistant City Clerk	1		1
Assistant City Manager	1		1
Business License Specialist	1		1
City Clerk	1		1
City Manager	1		1
Community Relations Manager	1		1
Customer Service Specialist I/II	5		5
Customer Service Supervisor	1		1
Executive Administrative Assistant	1		1
Grant Administrator		1	1
Human Resources Analyst	1		1
Human Resources Analyst Senior	2		2
Human Resources Director	1		1
Human Resources/Risk Tech II	2		2
Records Technician	2		2
Risk Manager		1	1
<b>TOTAL</b>	<b>21</b>	<b>2</b>	<b>23</b>

## City Attorney - FY22 Budgeted Positions

### FY22 Budgeted Salaries and Benefits

	General Fund
Salaries & Wages	1,229,341
Part-time Temporary Wages *	0
Overtime/Premium Pays**	0
Benefits	616,029
<b>Total Salaries &amp; Benefits</b>	<b>1,845,370</b>
<b>Authorized F/T Positions</b>	<b>10</b>
<b>FY22 New Needs</b>	<b>0</b>
<b>Total FTE's in FY22 Budget</b>	<b>10</b>

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

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

### City Attorney Position Detail

Position Title	Authorized F/T Positions	FY22 New Needs	Total
Assistant City Attorney	2		2
Assistant City Attorney II Civil		1	1
Assistant City Attorney Senior	2		2
Chief Assistant City Attorney	1		1
City Attorney	1		1
Legal Secretary I/II	1		1
Legal Secretary Senior	2		2
Victim Advocate	1		1
<b>TOTAL</b>	<b>10</b>	<b>1</b>	<b>11</b>

## Municipal Court - FY22 Budgeted Positions

### FY22 Budgeted Salaries and Benefits

	General Fund	Muni Court Admin Assessment	Total
Salaries & Wages	1,528,781	0	1,528,781
Part-time Temporary Wages *	0	0	0
Overtime/Premium Pays**	0	10,000	10,000
Benefits	928,339	0	928,339
<b>Total Salaries &amp; Benefits</b>	<b>2,457,120</b>	<b>10,000</b>	<b>2,467,120</b>
<b>Authorized F/T Positions</b>	<b>16</b>	<b>0</b>	<b>16</b>
<b>FY22 New Needs</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total FTE's in FY22 Budget</b>	<b>16</b>	<b>0</b>	<b>16</b>

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

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

## Municipal Court Position Detail

Position Title	Authorized F/T Positions	FY22 New Needs	Total
Assistant Court Administrator	1		1
Court Administrator	1		1
Court Clerk	3		3
Court Compliance Officer	1		1
Judges Assistant	2		2
Marshal	6		6
Municipal Court Judge	2		2
<b>TOTAL</b>	<b>16</b>	<b>0</b>	<b>16</b>

## Financial Services Department - FY22 Budgeted Positions

### FY22 Budgeted Salaries and Benefits

	General Fund
Salaries & Wages	2,612,542
Part-time Temporary Wages *	0
Overtime/Premium Pays**	16,191
Benefits	1,326,809
<b>Total Salaries &amp; Benefits</b>	<b>3,955,542</b>
<b>Authorized F/T Positions</b>	<b>25</b>
<b>FY22 New Needs</b>	<b>0</b>
<b>Total FTE's in FY22 Budget</b>	<b>25</b>

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

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

### Financial Services Position Detail

Position Title	Authorized F/T Positions	FY22 New Needs	Total
Accountant I/II	5		5
Accountant Senior	1		1
Accounting Manager	2		2
Accounting Specialist I/II	4		4
Budget Manager	1		1
Chief Financial Officer	1		1
Contracts and Risk Manager	1		1
IT Security Specialist	1		1
IT Manager	1		1
IT Support Specialist I/II	2		2
Network & Infrastructure Admin	1		1
Systems Analyst II	2		2
Systems Analyst Senior	1		1
Systems Development Administrator	1		1
Systems Specialist	1		1
<b>TOTAL</b>	<b>25</b>	<b>0</b>	<b>25</b>

## Police Department - FY22 Budgeted Positions

### FY22 Budgeted Salaries and Benefits

	General Fund	Other Funds (Grant Fund***)	Total
Salaries & Wages	15,609,775	0	15,609,775
Part-time Temporary Wages *	0	0	0
Overtime/Premium Pays**	3,781,952	0	3,781,952
Benefits	11,351,208	0	11,351,208
<b>Total Salaries &amp; Benefits</b>	<b>30,742,935</b>	<b>0</b>	<b>30,742,935</b>
<b>Authorized F/T Positions</b>	<b>183</b>	<b>1</b>	<b>184</b>
<b>FY22 New Needs</b>	<b>5</b>	<b>0</b>	<b>5</b>
<b>Total FTE's in FY22 Budget</b>	<b>188</b>	<b>1</b>	<b>189</b>

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

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

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

### Police Department Position Detail

Position Title	Authorized F/T Positions	FY22 New Needs	Total
Administrative Assistant	1		1
Administration Division Manager	0	1	1
Crime Analyst/Statistician	1		1
Deputy Police Chief	2		2
Emergency Communications Dispatcher	16	2	18
Emergency Communications Supervisor	5		5
GT Specialist I - GIS	1		1
IT Administrator	1		1
IT Support Specialist	1		1
IT Support Specialist Sr.	1		1
Mental Health Counselor	0	2	2
Police Assistant I/II	6		6

## Police Department Position Detail

Position Title	Authorized F/T Positions	FY22 New Needs	Total
Police Chief	1		1
Police Lieutenant	6		6
Police Office Asst I/II	13		13
Police Officer (includes Detectives & Recruits)	99		99
Police Operations Specialist	2		2
Police Records Supervisor	3		3
Police Sergeant	16		16
Police Services Manager	2		2
Property Evidence Supervisor	1		1
Property Evidence Technician	2		2
Sergeant Detective			0
Terminal Agency Coord	1		1
Victim Advocate	2		2
<b>TOTAL</b>	<b>183</b>	<b>5</b>	<b>188</b>



## Fire Department - FY22 Budgeted Positions

### FY22 Budgeted Salaries and Benefits

	General Fund	Development Services Enterprise Fund	Total
Salaries & Wages	9,640,915	165,675	9,806,590
Part-time Temporary Wages *	0	0	0
Overtime/Premium Pays**	1,831,333	8,139	1,839,472
Benefits	7,510,580	120,195	7,630,775
<b>Total Salaries &amp; Benefits</b>	<b>18,982,828</b>	<b>294,009</b>	<b>19,276,837</b>
<b>Authorized F/T Positions</b>	<b>93</b>	<b>2</b>	<b>95</b>
<b>FY22 New Needs</b>	<b>3</b>		<b>3</b>
<b>Total FTE's in FY22 Budget</b>	<b>96</b>	<b>2</b>	<b>98</b>

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

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

### Fire Department Position Detail

Position Title	Authorized F/T Positions	FY22 New Needs	Total
Administrative Analyst Senior	1		1
Administrative Assistant	1		1
Administrative Secretary	1		1
Assistant Fire Marshal	1		1
Fire Apparatus Operator	21		21
Fire Battalion Chief	5		5
Fire Captain	23		23
Fire Chief	1		1
Fire Marshal	1		1
Fire Plans Examiner	1		1
Fire Prev Inspector	5		5
Firefighter	7		7
Firefighter/Paramedic	26	3	29
IT Support Specialist Sr	1		1
<b>TOTAL</b>	<b>95</b>	<b>3</b>	<b>98</b>

## Community Services Department - FY22 Budgeted Positions

### FY22 Budgeted Salaries and Benefits

	General Fund	Sewer Enterprise Fund	Dev Services Enterprise Fund	Road Fund	Parks & Rec Project Fund	Motor Vehicle Fund	TMWRF	Other Funds	Total
Salaries & Wages	1,865,800	3,576,437	2,486,406	1,216,277	242,955	693,591	4,719,369	145,883	14,946,718
Part-time Temporary Wages *	0	0	0	0	0	0	0	0	0
Overtime/Premium Pays**	33,787	162,303	104,638	63,776	24,881	17,800	697,658	351	1,105,194
Benefits	1,168,025	2,214,310	1,364,641	753,737	140,908	437,072	2,739,705	71,844	8,890,242
<b>Total Salaries &amp; Benefits</b>	<b>3,067,612</b>	<b>5,953,050</b>	<b>3,955,685</b>	<b>2,033,790</b>	<b>408,744</b>	<b>1,148,463</b>	<b>8,156,732</b>	<b>218,078</b>	<b>24,942,154</b>
<b>Authorized F/T Positions</b>	<b>26</b>	<b>45</b>	<b>25</b>	<b>15</b>	<b>3</b>	<b>9</b>	<b>60</b>	<b>2</b>	<b>185</b>
<b>FY22 New Needs</b>		<b>1</b>	<b>2</b>						<b>3</b>
<b>Total FTE's in FY22 Budget</b>	<b>26</b>	<b>46</b>	<b>27</b>	<b>15</b>	<b>3</b>	<b>9</b>	<b>60</b>	<b>2</b>	<b>188</b>

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

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

### Community Services Position Detail

Position Title	Authorized F/T Positions	FY22 New Needs	Total
Administrative Assistant	1		1
Administrative Secretary	3		3
Asset Manager	1		1
Assistant City Manager	1		1
Assistant Community Services Director-Development	1		1
Assistant Public Works Manager	1		1
Building Inspector I/II	4		4
Building Inspector Senior	2		2
Building Official	1		1
Capital Projects Coordinator	2		2
Capital Projects Manager	1		1
Chemist I/II	5		5
City Engineer	1		1
City Planner	0	1	1
Civil Engineer	1		1
Civil Engineer Senior	4		4
Code Enforcement Officer	2		2
Code Enforcement Supervisor	1		1
Community Appearance Maintenance Worker Lead	1		1
Control System Programmer	3		3
Crew Supervisor	14		14
Deputy Building Official	1		1
Development Services Manager	1		1
Environmental Control Officer	3		3
Environmental Control Supervisor	1		1
Equipment Mechanic I/II	5		5
Equipment Mechanic Lead	1		1
Equipment Parts Technician	1		1

## Community Services Position Detail

Position Title	Authorized F/T Positions	FY22 New Needs	Total
Facilities Maintenance Worker III	1		1
Facilities Maintenance Worker Lead	1		1
Heavy Equipment Operator	2		2
Housing Specialist	1		1
Infrastructure Coordinator	1		1
Laboratory Manager	1		1
Laboratory Quality Assurance Officer	1		1
Laborer	3		3
Office Assistant	2		2
Parks Development Coordinator	1		1
Parks Maintenance Worker I/II	9		9
Parks Maintenance Worker Lead	2		2
Permit Supervisor	1		1
Permit Technician I/II	2		2
Permit Technician Senior	1		1
Planner I/II	2		2
Planner Senior	1		1
Planning Manager	1		1
Planning Technician	0	1	1
Plans Examiner	1		1
Plans Examiner Senior	1		1
Public Works Inspector	4		4
Public Works Manager	1		1
Safety Coordinator	2		2
Streets Maintenance Worker I/II	3		3
Streets Maintenance Worker Lead	1		1
Systems Analyst Senior-GIS	2		2
Traffic Maintenance Worker	3		3
Traffic Signal Technician II	2		2
Traffic Signal Technician Lead	1		1
Transportation Manager	1		1
Transportation Services Coordinator	1		1
Treatment Plant Electrical & Instrumentation Tech	5		5
Treatment Plant Maintenance Manager	1		1
Treatment Plant Manager	1		1
Treatment Plant Mechanic I/II	9		9
Treatment Plant Operations Manager	1		1
Treatment Plant Process Engineer	1		1
Utilities Maintenance Worker I/II	20		20
Utilities Maintenance Worker Lead	4		4
Utility Locator	1	1	2
Utility Manager	1		1
Warehouse Technician	1		1
Wastewater Plant Operator I/II	19		19
Wastewater Plant Operator III	2		2
<b>TOTAL</b>	<b>185</b>	<b>3</b>	<b>188</b>

## Parks & Recreation Department - FY22 Budgeted Positions

### FY22 Budgeted Salaries and Benefits

	Parks & Rec Fund
Salaries & Wages	873,797
Part-time Temporary Wages *	1,728,890
Overtime/Premium Pays**	639,238
Benefits	587,861
<b>Total Salaries &amp; Benefits</b>	<b>3,829,786</b>
 <b>Authorized F/T Positions</b>	 <b>11.0</b>
<b>FY22 New Needs</b>	<b>0.0</b>
<b>Total FTE's in FY22 Budget</b>	<b>11.0</b>

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

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

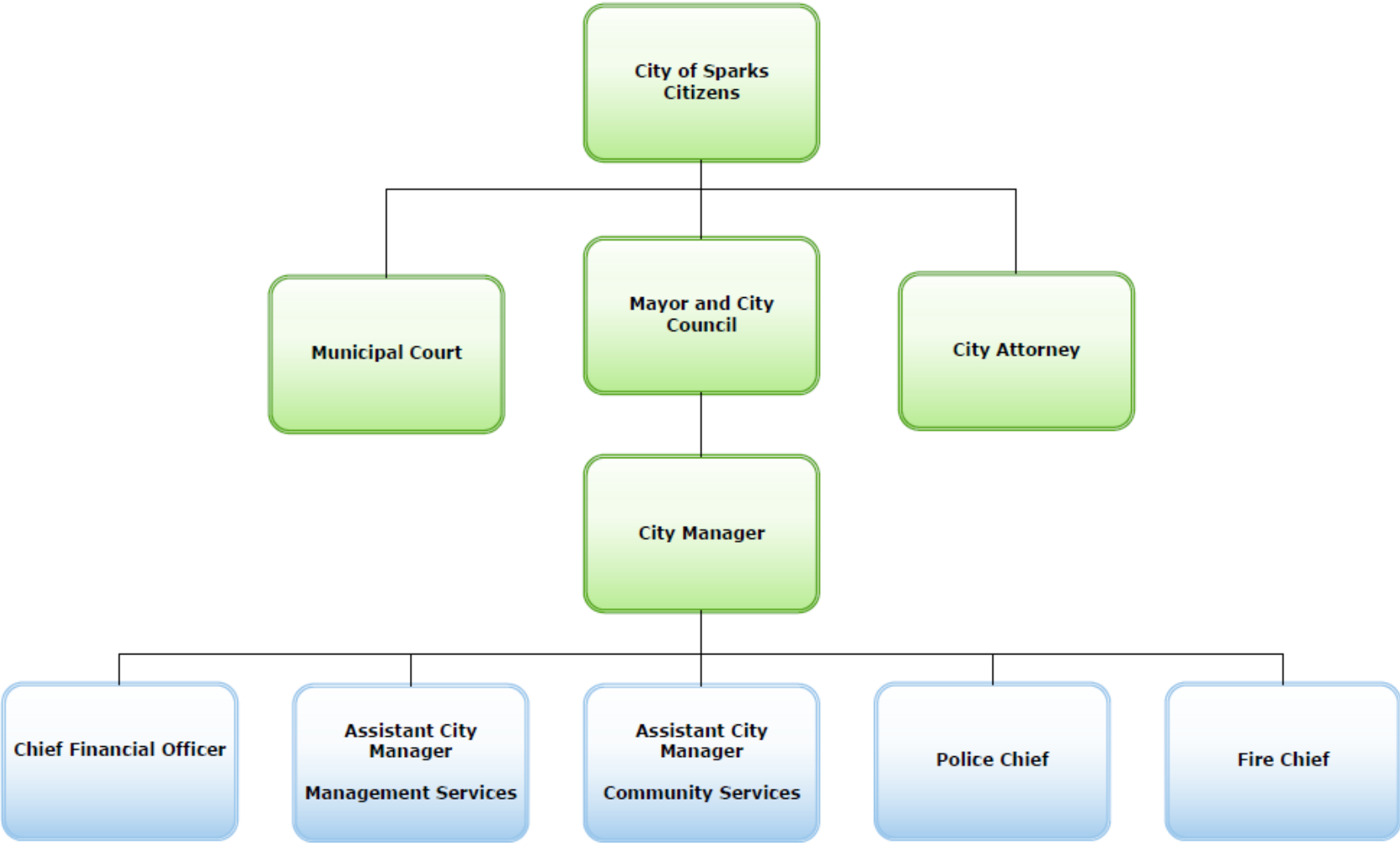
### Parks & Recreation Position Detail

Position Title	Authorized F/T Positions	FY22 New Needs	Total
Administrative Secretary	1		1
Aquatics Specialist	1		1
Office Assistant	1		1
Parks and Recreation Administration Manager	1		1
Parks & Recreation Director	1		1
Recreation Manager	2		2
Recreation Specialist I/II	3		3
Special Events Supervisor	1		1
<b>TOTAL</b>	<b>11</b>	<b>0</b>	<b>11</b>

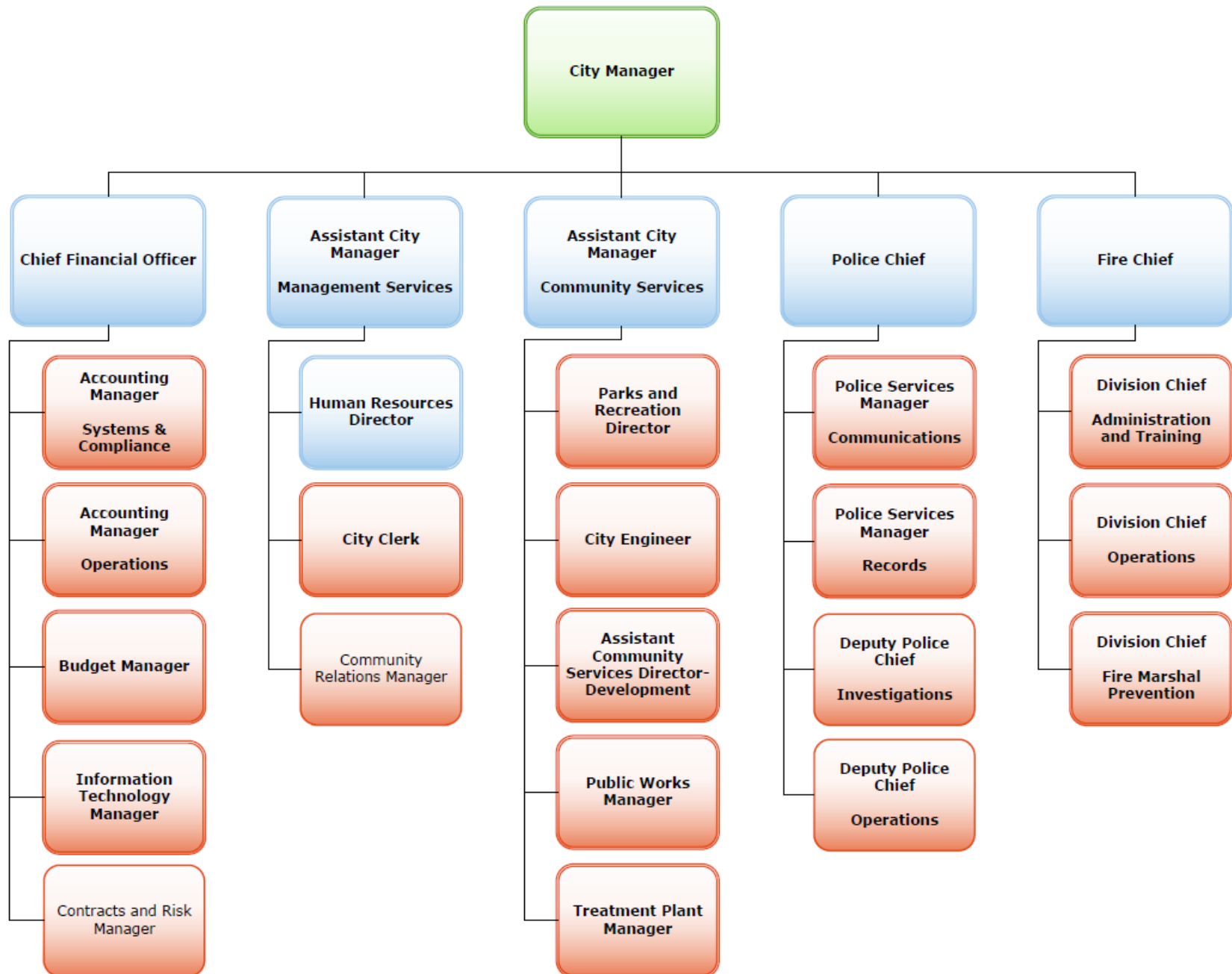
# Department Review



City of Sparks Organizational Chart



## City of Sparks Organizational Chart (continued)



## City Council

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



## Mayor

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

# Management Services

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

**City Council Services:** Facilitates development of City Council's selected policies and oversees implementation and enforcement; curates public meeting agendas and information on behalf of City Council.

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

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

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

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

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

**Internal Services:** Led by the Assistant City Manager, supports internal departments and employees by providing essential services needed to maintain effective and integrated service levels.

**Human Resources:** Administers recruitment, employee services, promotional support, labor relations, benefits, and workers' compensation programs; oversees personnel investigations, grievance resolution, and employee discipline; manages job classification and compensation analysis; conducts external and internal supervisory and skills training; assists with payroll processing; ensures compliance with relevant regulatory requirements; and coordinates volunteers.

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

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

## Management Services (continued)

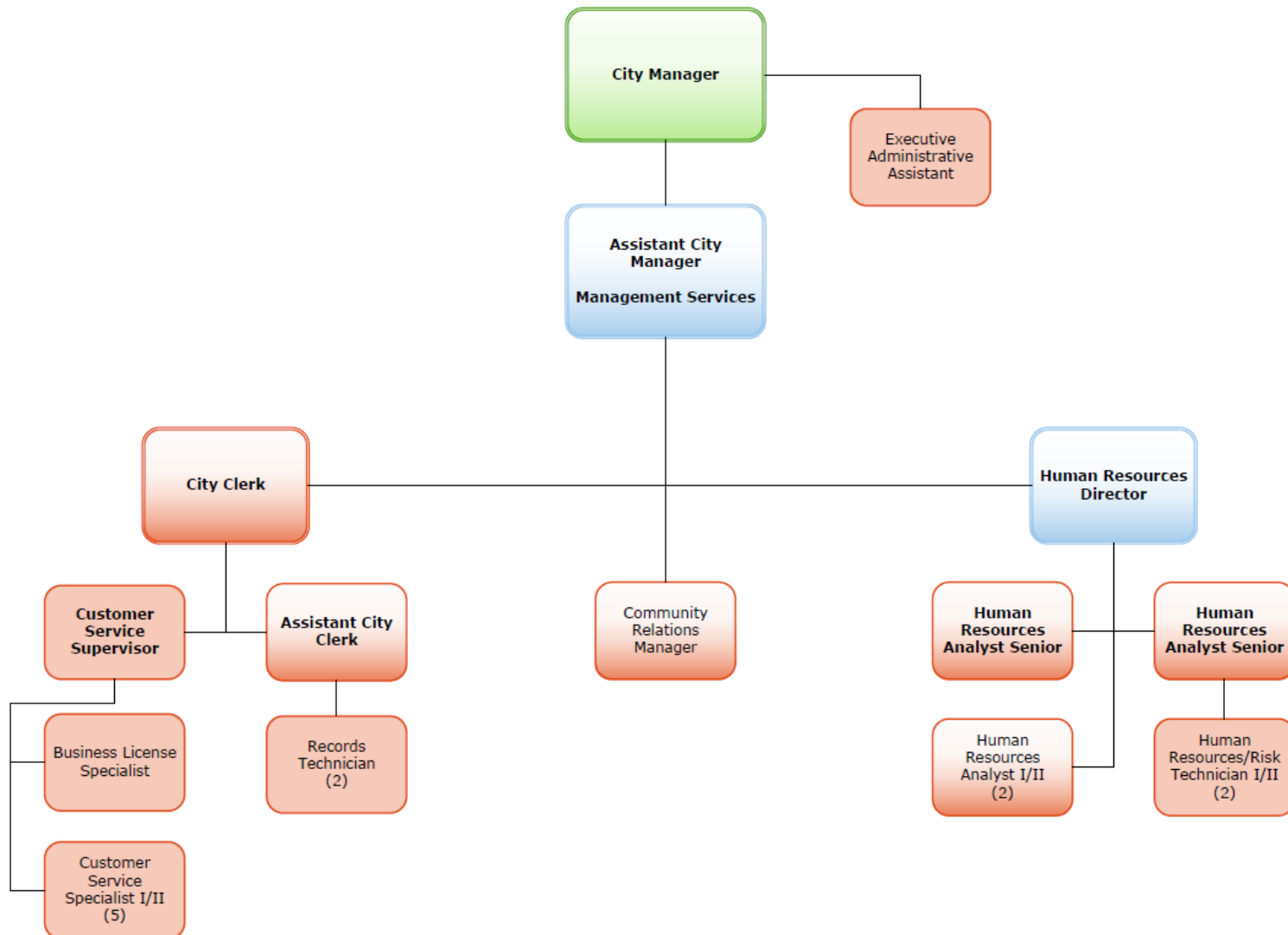
Redevelopment Agency, which, once approved, are the official record of the meetings; tracks and processes all actions of the City Council and Redevelopment Agency; maintains all City records via an electronic document management system; processes applications for participation on City boards and commissions;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

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

**Community Relations:** Development and production of public information materials including Sparks Centennial TV programming, press releases, social media, and newsletters.

## Management Services

### Departmental Organizational Chart



*FY22 Note: New Needs approved 1 New Risk Manager position and 1 New Grant Administrator position in the Management Services Department - not reflected in Org. Chart above.*

## City Attorney

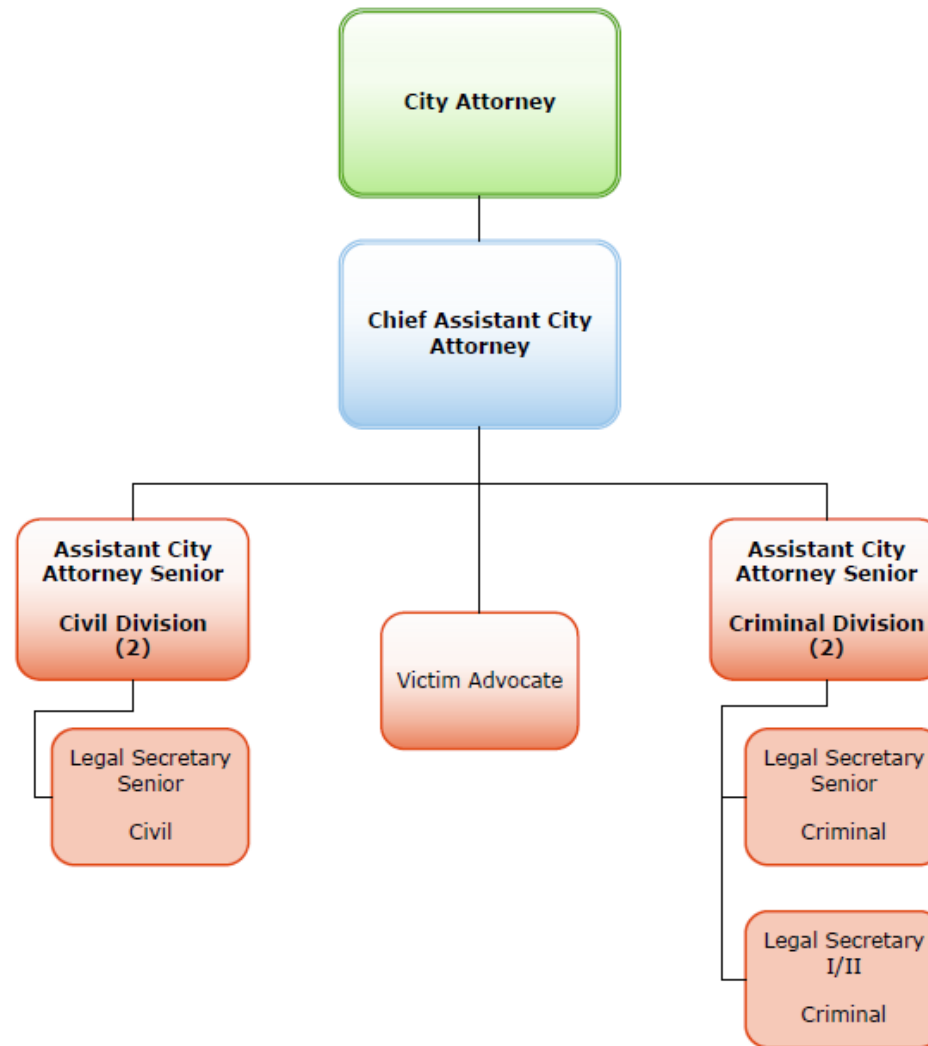
The City Attorney is an elected official charged with the responsibility of representing the City of Sparks in a wide spectrum of legal matters, from the prosecution of misdemeanor crimes and defense of civil claims made against the City to providing legal advice to every City department. The City Attorney's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

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

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

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

**City Attorney**  
**Departmental Organizational Chart**



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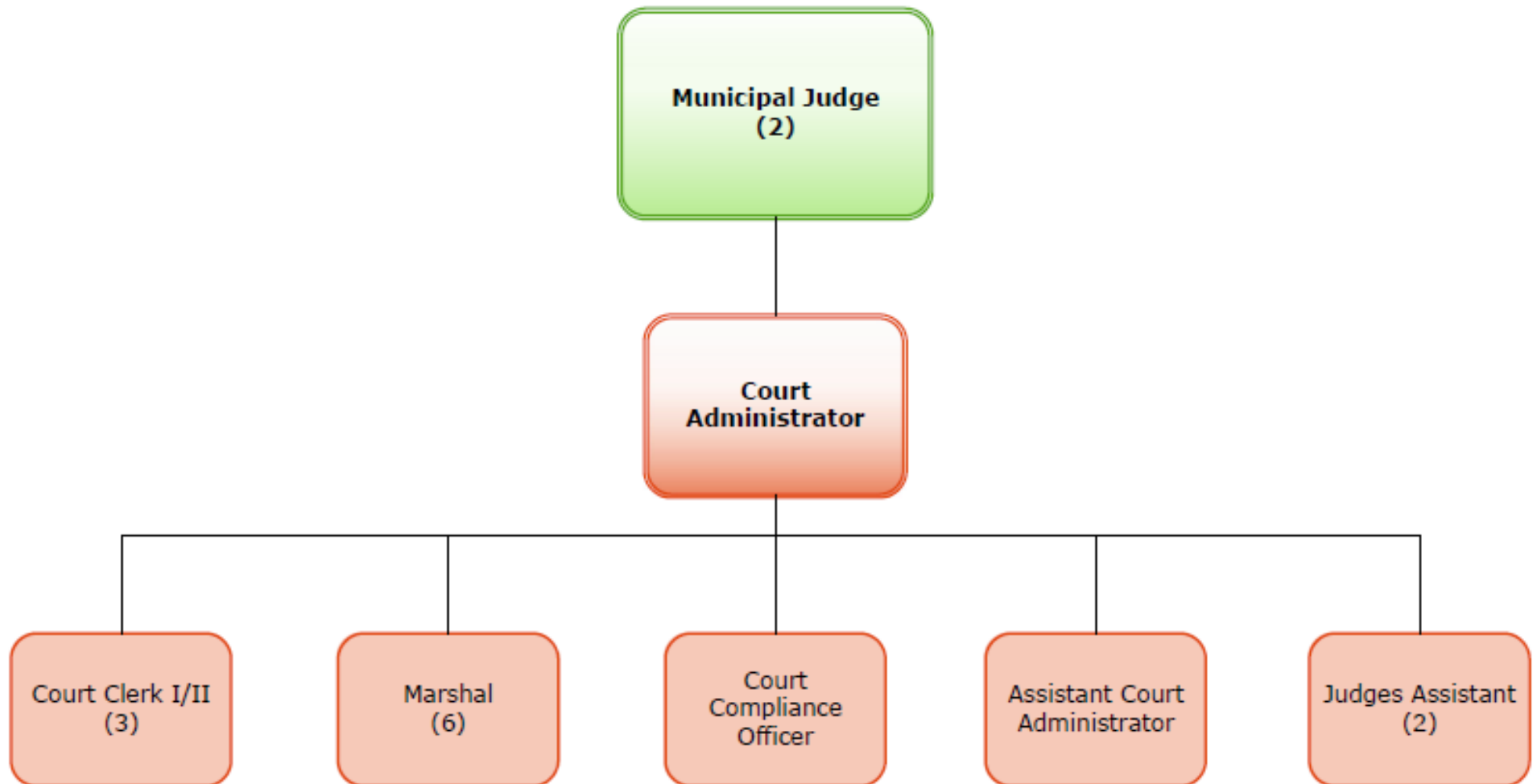
*FY22 Note: New Needs approved 1 Assistant City Attorney II Civil position in the City Attorney Department - not reflected in Org. Chart above.*

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## Municipal Court

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

**Municipal Court**  
**Departmental Organizational Chart**





## Financial Services

The Financial Services Department provides stewardship of all city assets and technology resources, by coordinating financial, accounting, budgetary, information technology, purchasing and contracts management services with all departments and stakeholders. The Key Services provided to the City and Redevelopment Agency by the Financial Services Department are categorized under the City's "Administration" Core Service classification. The Financial Services Department is staffed by twenty-five highly dedicated professionals within the following five Divisions:

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

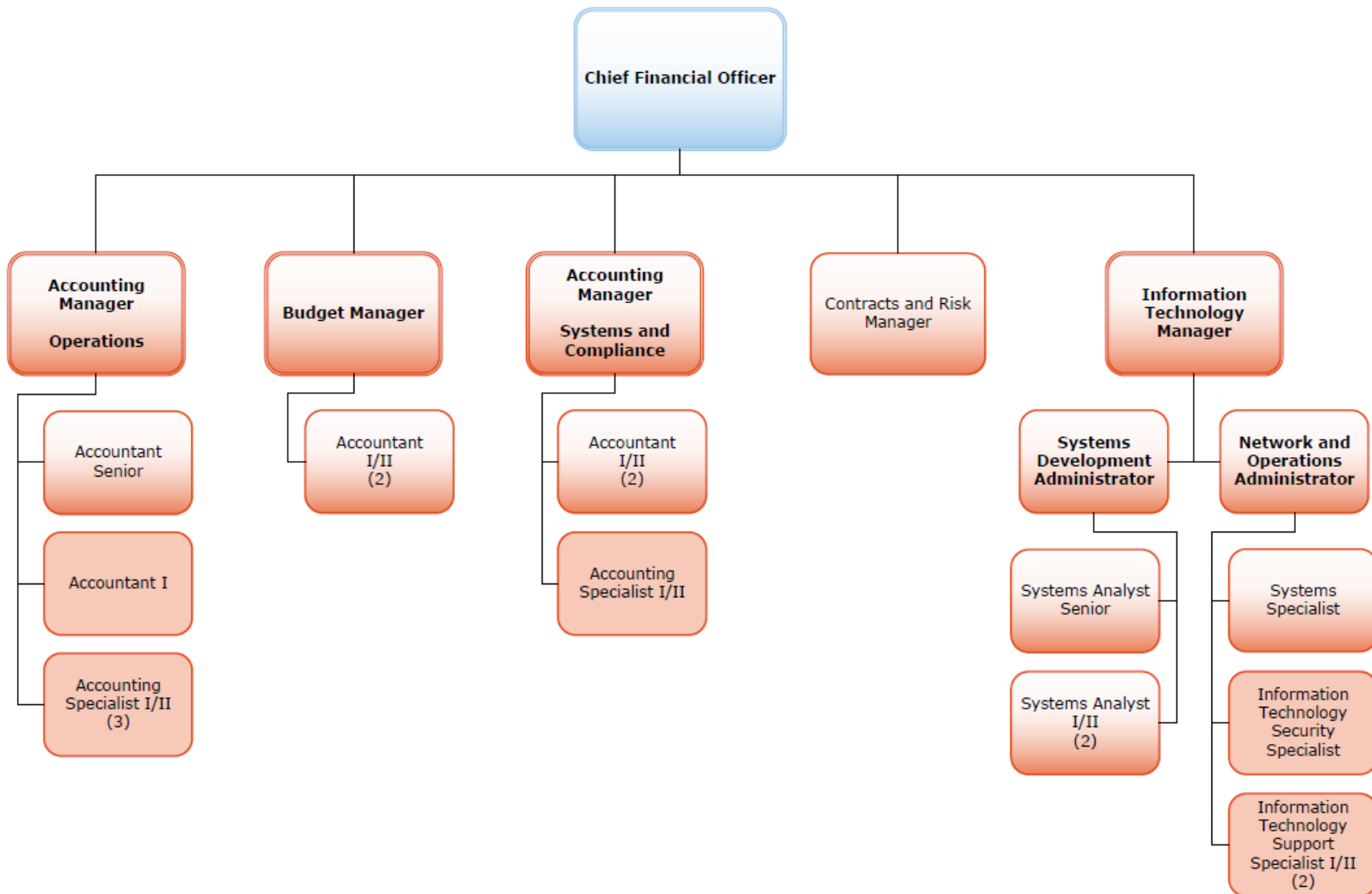
**Accounting Operations:** Processes payroll, accounts receivable and payable; provides debt and investment management; manages the daily cashflow needs of the City; provides employee contract support; and processes the City's procurement card transactions.

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

**Procurement and Contracts:** Provides centralized purchasing and contract administration; oversees all franchise agreements; provides risk analysis, assessment, and claims resolution; and ensures proper City asset liability coverage.

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

**Financial Services**  
**Departmental Organizational Chart**



# Police Department



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

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

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

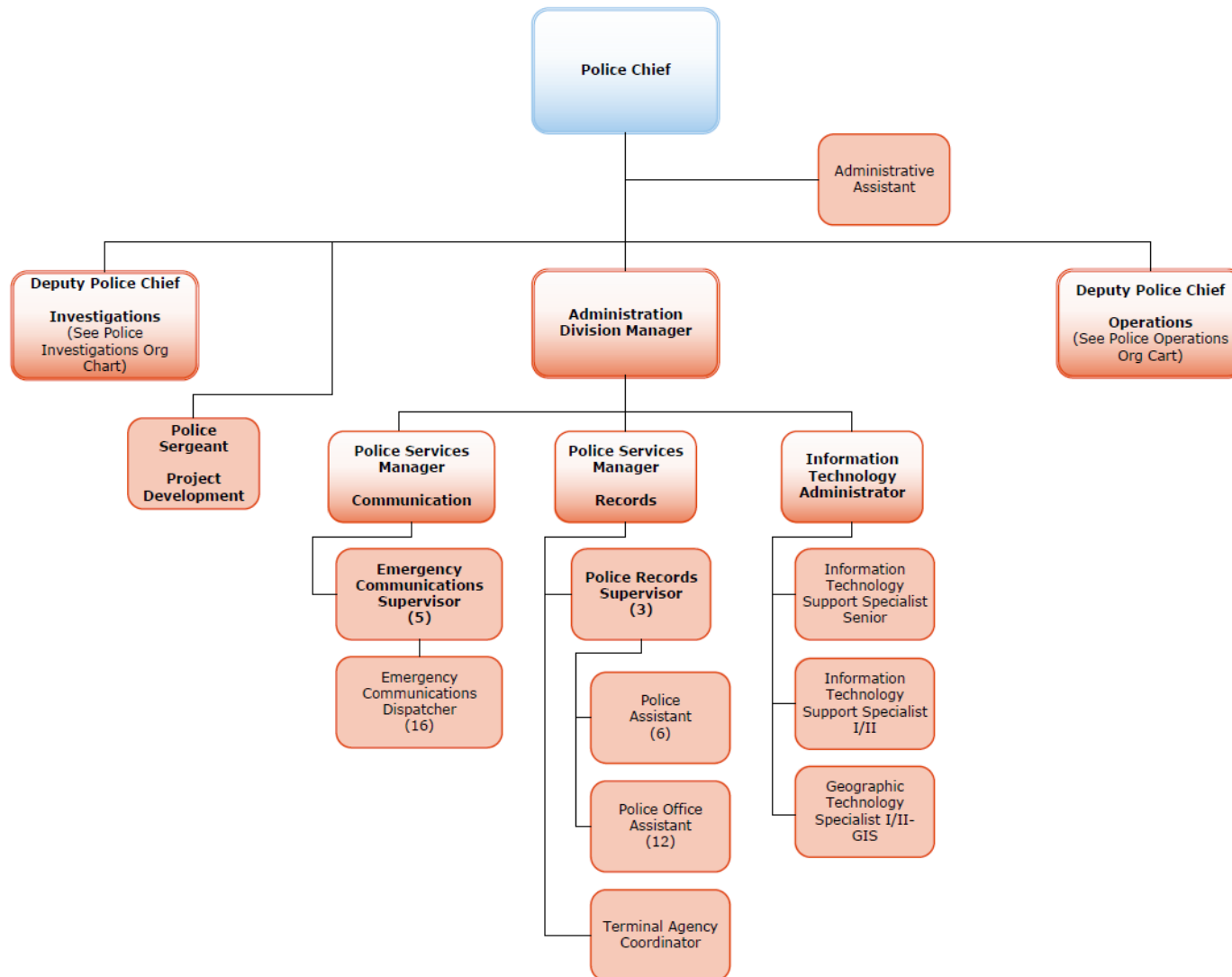
## Police Department (continued)

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

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

## Police Department (Administration)

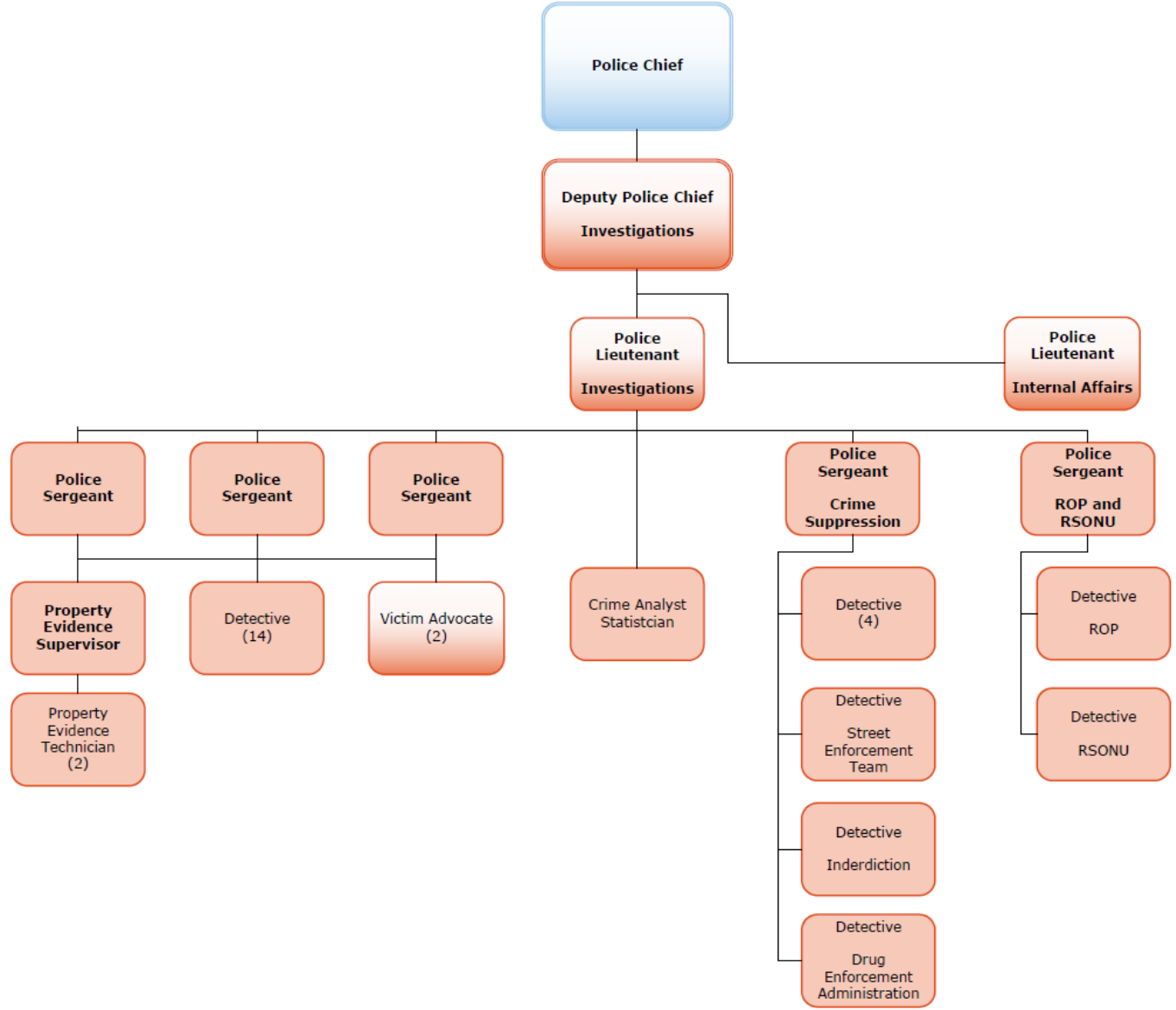
### Departmental Organizational Chart



*FY22 Note: New Needs approved 2 New Mental Health Counselors, 1 Administrative Division Manager and 2 Emergency Communication Dispatcher positions not reflected in Org. Chart above.*

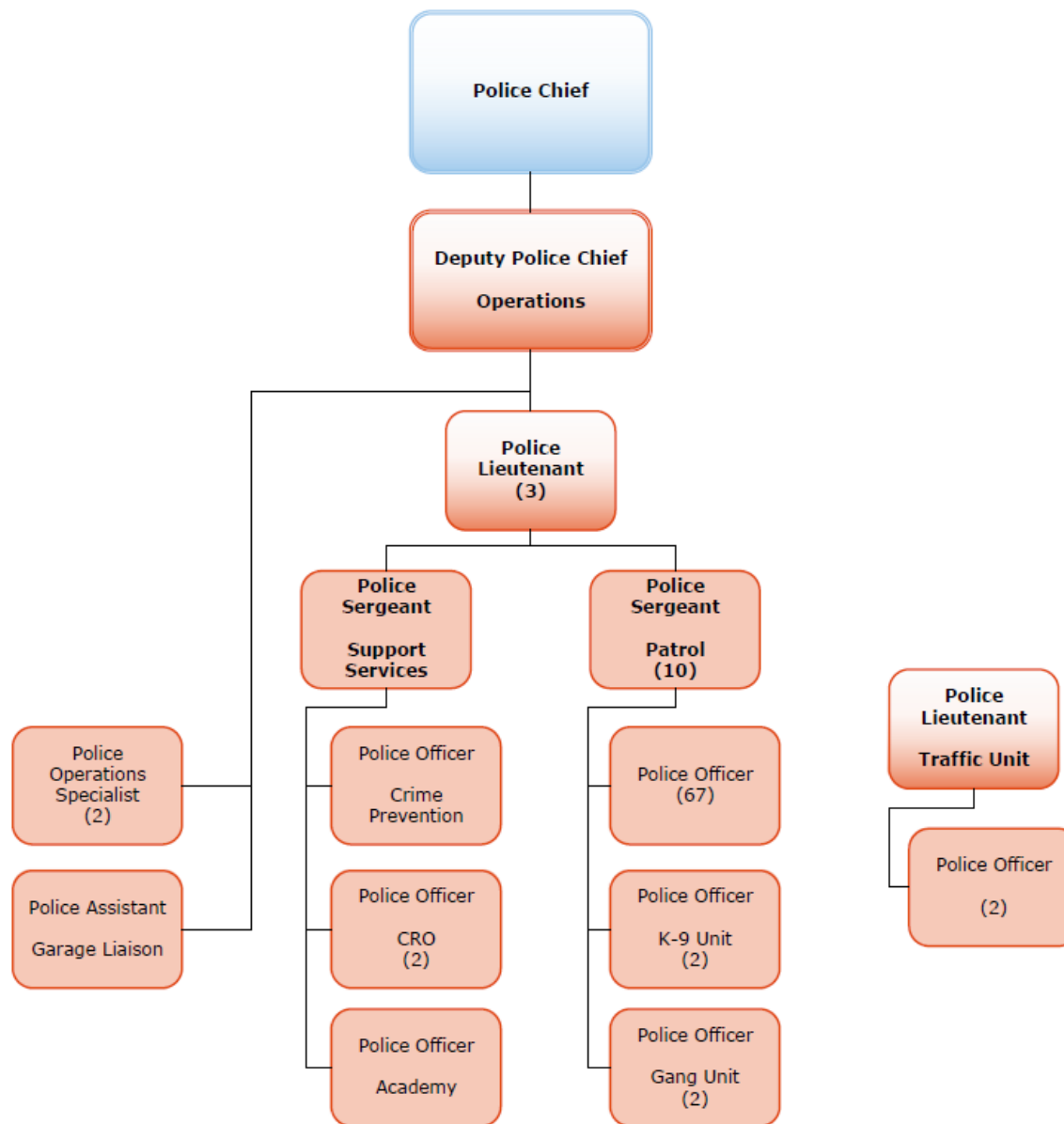
**Police Department (Investigations)**

**Departmental Organizational Chart**



## Police Department (Operations)

### Departmental Organizational Chart





# Fire Department



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

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

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



## Fire Department (continued)

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

### Emergency Services

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

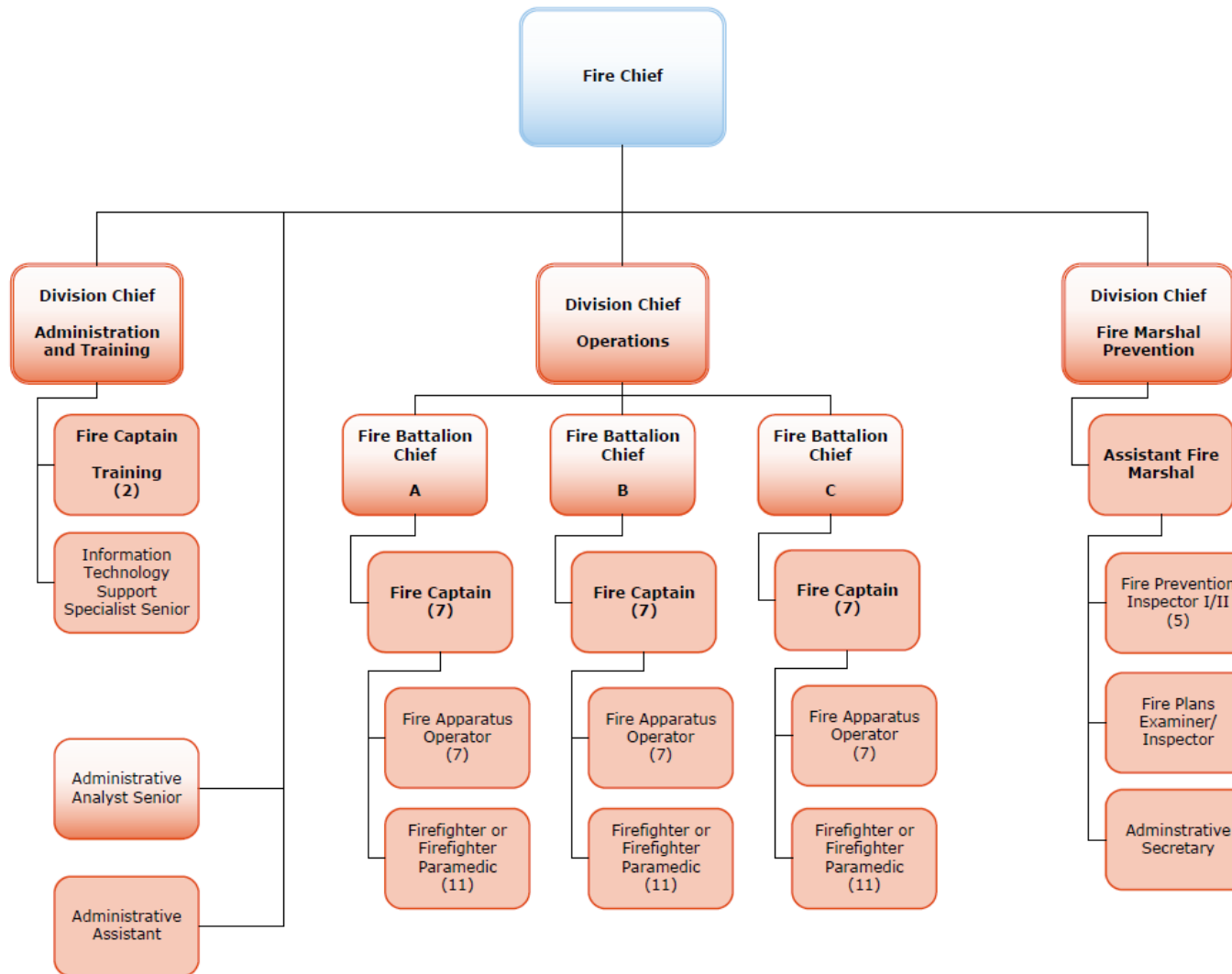
### Non-Emergency Support Services

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

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

# Fire Department

## Departmental Organizational Chart



*FY22 Note: New Needs approved 3 Firefighter Paramedic 112-hour positions not reflected in Org. Chart above.*

# Parks and Recreation

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

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

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

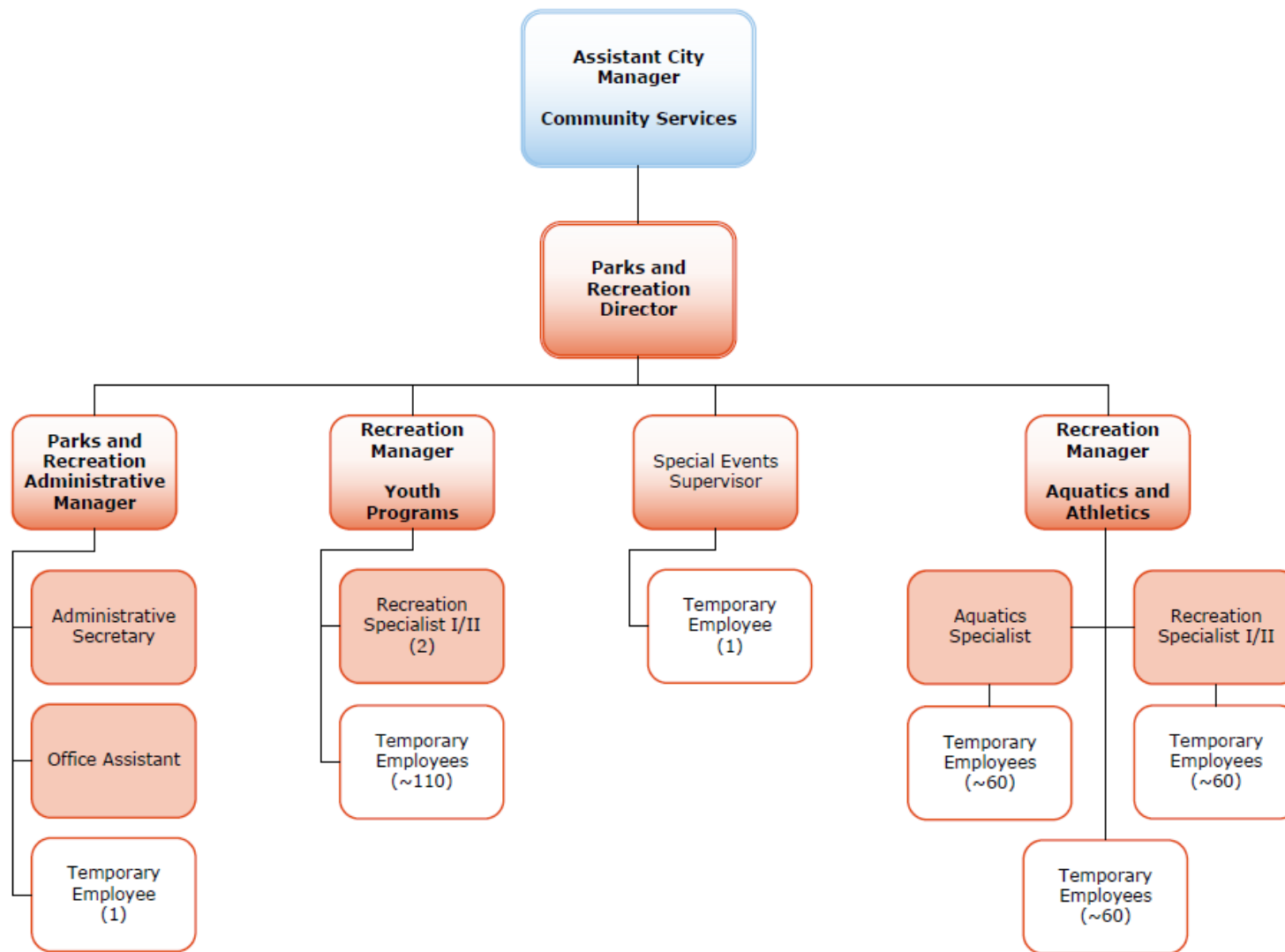
**Facility Operations:** Delivers community recreational facilities including Alf Sorensen Community Center, Larry D. Johnson Community Center, Recreation Center, Sports Complex at Golden Eagle Regional Park, Shadow Mountain Sports Complex, Sparks Marina Park, Deer Park Pool (seasonal), three reservable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

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

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

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

## Parks and Recreation Departmental Organizational Chart



# Community Services



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

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

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

## Capital Projects Division

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

## Community Services (continued)

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

### Maintenance & Operations Services Division

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

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

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

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

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

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

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

## Community Services (continued)

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

### Truckee Meadows Water Reclamation Facility

The Truckee Meadows Water Reclamation Facility (TMWRF) is responsible for the daily operations of the community wastewater treatment plant that serves all of Sparks and portions of Reno and unincorporated Washoe County. TMWRF currently treats approximately 30 million gallons of wastewater each day through the combined efforts of the following functional areas:

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

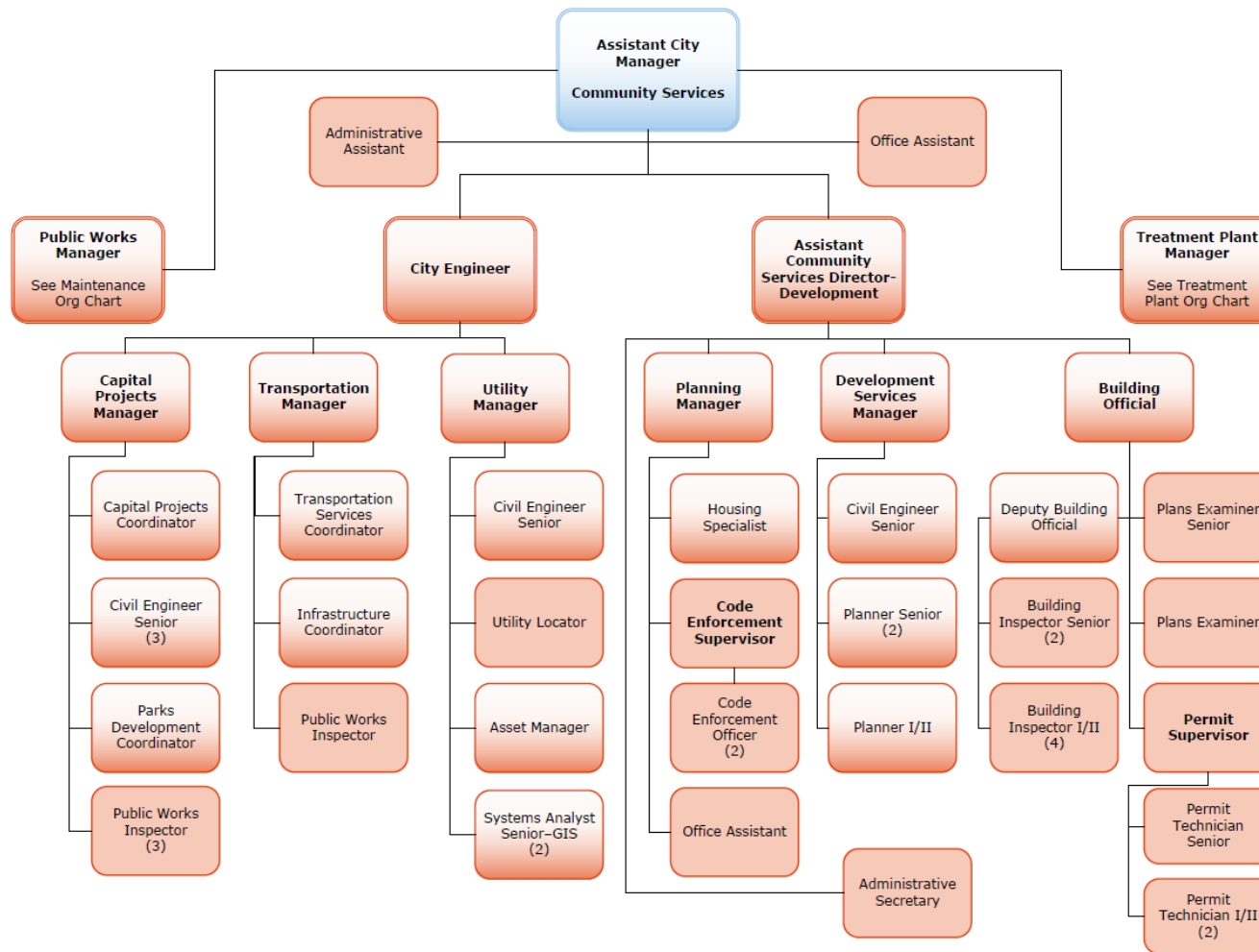
**Plant Operations:** Operates wastewater treatment facility and provides effluent water for reuse; assures NPDES permit compliance at all times; administers and operates septage receiving operations for the metropolitan area and surrounding communities within 150-mile radius.

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

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

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

## Departmental Organizational Chart

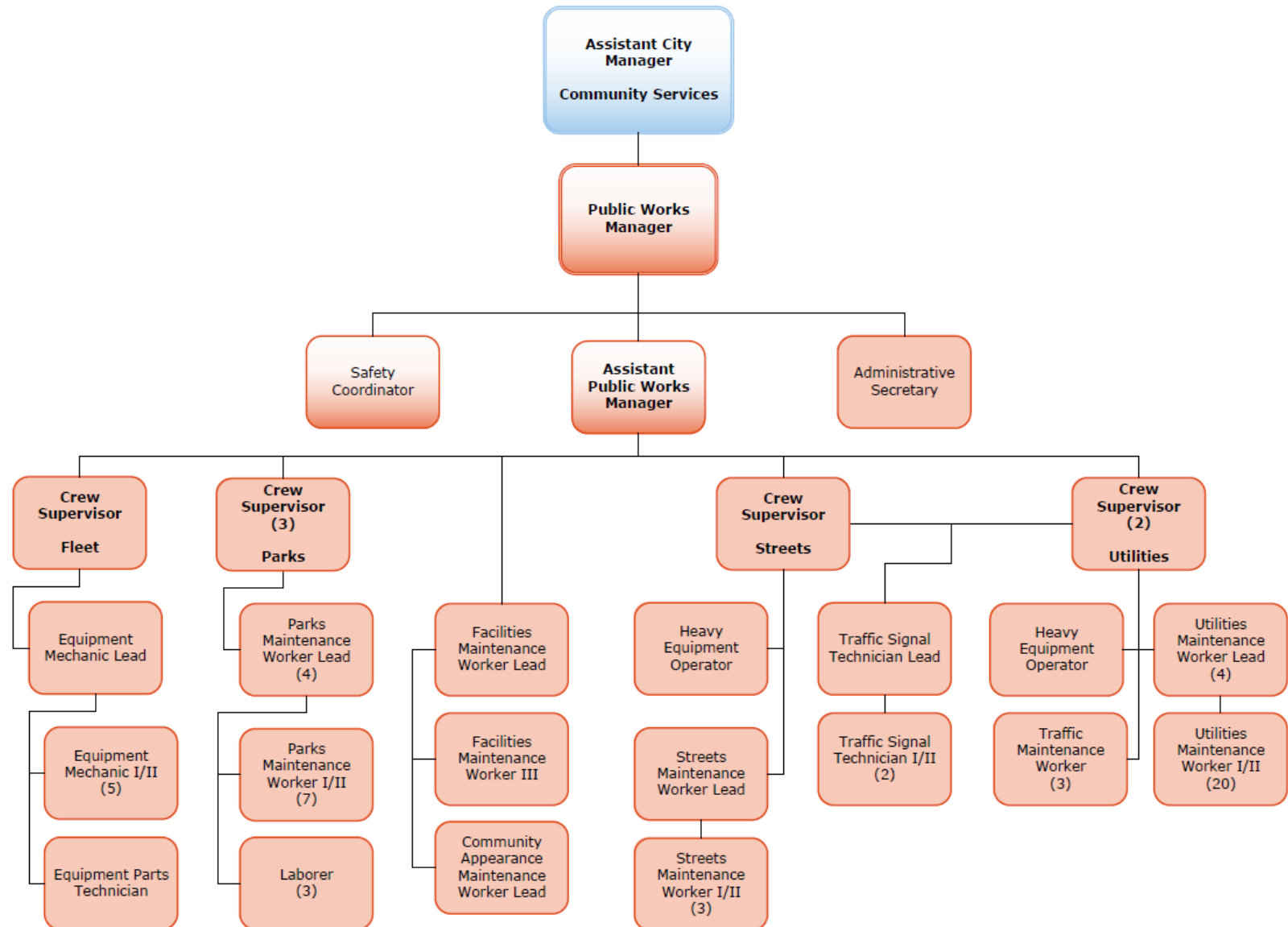


*FY22 Note: New Needs approved 1 New City Planner and 1 New Planning Technician in the Development Services Division and 1 Utility Locator position (split 50/35/15 Sewer/Drains/Effluent) in the Utility Division - not reflected in Org. Chart above.*



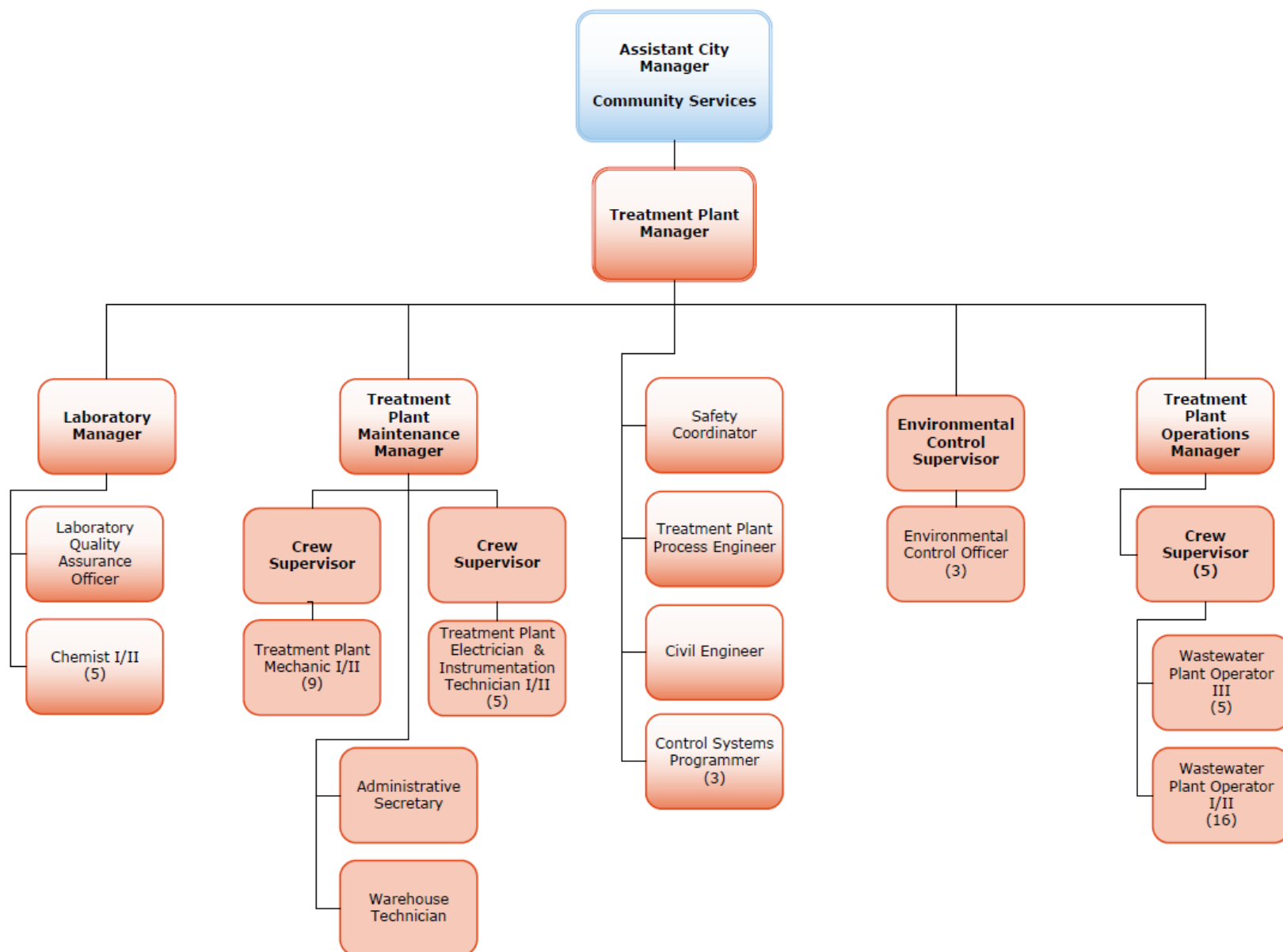
## Community Services (Maintenance)

### Departmental Organizational Chart



## Community Services (TMWRF)

### Departmental Organizational Chart



# Central Service Cost Allocation Plan



## FY22 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 FY22 plan allocates central service costs from FY20. A detailed view of these costs and the allocation methods can be obtained by contacting Wayne Webber at [wwebber@cityofsparks.us](mailto:wwebber@cityofsparks.us).

Central Service Costs Allocated to Other Funds	3,399,319	24%
Unallocated Central Service Costs	10,764,514	76%
Total Central Service Costs - FY20 Actuals	<u>14,163,833</u>	

### Summary of Central Service Costs Allocated

	Sewer Funds	Vehicle Fund	Health Insurance Fund	Worker's Comp Fund	Development Services Enterprise Fund	TMWRF	Redevelopment Area 1	Redevelopment Area 2	Total
City Attorney	96,621	17,751	-	-	51,456	82,882	225	-	248,935
Community Services	262,700	14,717	-	-	46,186	-	11,213	654	335,470
Financial Services	460,424	93,161	130,178	57,980	156,147	338,263	14,573	900	1,251,626
Management Services	539,588	96,016	36,103	9,238	342,438	239,610	25,678	10,898	1,299,569
Mayor & Council	86,046	40,222	7,646	-	67,475	17,241	31,289	13,801	263,720
Total FY22 Common Service Charge	1,445,379	261,867	173,928	67,218	663,702	677,995	82,978	26,253	3,399,320

# New Needs



# FY22 New Needs - Summary

## Summary of FY22 Submissions - ALL FUNDS

City Manager  
Recommend  
✓

New Need	FY22	FY23	FY24	
<b>General &amp; Parks and Recreation Funds</b>				
<b>Management Services Department</b>				
<i>Risk Manager (new MP)</i>	130,000	133,900	137,917	✓
<i>Grant Administrator (new MP)</i>	127,282	129,205	134,476	✓
<i>Digital Media Specialist</i>	102,500	103,000	106,090	
<b>Management Services Total</b>	<b>359,782</b>	<b>366,105</b>	<b>378,483</b>	
<b>Financial Services Department</b>				
<i>Backup Internet Connection</i>	50,000	32,000	34,000	✓
<b>Financial Services Total</b>	<b>50,000</b>	<b>32,000</b>	<b>34,000</b>	
<b>Police Department</b>				
<i>Emergency Communications Dispatcher</i>	98,000	101,000	105,000	✓
<i>Emergency Communications Dispatcher</i>	98,000	101,000	105,000	✓
<i>Mental Health Counselor (new MP)</i>	134,000	133,900	137,917	✓
<i>Mental Health Counselor (new MP)</i>	134,000	133,900	137,917	✓
<i>Administration Division Manager</i>	151,000	155,000	161,000	✓
<i>Police Records Supervisor</i>	103,000	105,000	109,000	
<b>Police Department Total</b>	<b>718,000</b>	<b>729,800</b>	<b>755,834</b>	
<b>Fire Department</b>				
<i>Firefighters Paramedic 112 hour position (3) added to complement paid by Safer Grant</i>	0	0	0	✓
<i>Safer Grant Match moved from FY22 Management Services \$48,000</i>	0	0	0	✓
<b>Fire Department Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	

# FY22 New Needs - Summary

## Summary of FY22 Submissions - ALL FUNDS

City Manager  
Recommend  
✓

New Need	FY22	FY23	FY24
<b>City Attorney</b>			
<i>Assistant City Attorney II Civil</i>	151,130	162,251	168,806
<i>Legal Secretary II Civil</i>	94,000	98,000	105,000
<b>City Attorney Department Total</b>	<b>245,130</b>	<b>260,251</b>	<b>273,806</b>

<b>Community Services Department</b>			
<i>Truck (Code Enforcement)</i>	40,000	9,000	9,000
* <i>Laborer (Facilities Maintenance) &amp; Vehicle</i>	146,422	94,422	97,422
* <i>Laborer (Parks Maintenance) &amp; Vehicle</i>	146,422	94,422	97,422
* <i>Laborer (Parks Maintenance) &amp; Dump Truck</i>	152,389	96,389	99,389
* <i>Laborer (Parks Maintenance)</i>	80,000	83,000	86,000
* <i>Laborer (Parks Maintenance)</i>	80,000	83,000	86,000
* <i>Dump Truck for Parks Maintenance</i>	72,389	13,389	13,389
<b>Community Services Total</b>	<b>717,622</b>	<b>473,622</b>	<b>488,622</b>

<b>Parks &amp; Recreation Fund</b>			
* <i>Recreation Specialist (Adult Sports)</i>	90,000	93,000	100,000
* <i>Recreation Specialist (Special Events)</i>	90,000	93,000	100,000
<b>Parks &amp; Rec Fund Total</b>	<b>180,000</b>	<b>186,000</b>	<b>200,000</b>

<b>Total General &amp; Parks and Recreation Funds</b>	<b>2,270,534</b>	<b>2,047,778</b>	<b>2,130,745</b>
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## Other Funds

<b>Road Fund</b>			
<i>Civil Engineer Senior (Transportation)</i>	126,000	129,000	134,000
* <i>Traffic Maintenance Worker (Paint &amp; Signs maintenance) &amp; Vehicle</i>	164,422	113,422	117,422
* <i>Laborer (Streets Maintenance) &amp; Vehicle</i>	146,422	94,422	97,422
* <i>Laborer (Streets Maintenance)</i>	80,000	83,000	86,000
* <i>Laborer (Streets Maintenance)</i>	80,000	83,000	86,000
<b>Road Fund Total</b>	<b>596,844</b>	<b>502,844</b>	<b>520,844</b>

# FY22 New Needs - Summary

## Summary of FY22 Submissions - ALL FUNDS

City Manager  
Recommend  
✓

New Need	FY22	FY23	FY24	
<b>Sewer Operations &amp; Capital Funds</b>				
Utility Locator Position (split 50% Sewer, 35% Drains & 15% Effluent)	61,000	48,000	49,500	✓
* Feasibility Analysis for Possible East Industrial Area - Phase 2 (\$300Ks split 50% General Fund; 25% Sewer; 25% Drains)	75,000			
<b>Sewer Fund Total</b>	<b>136,000</b>	<b>48,000</b>	<b>49,500</b>	
<b>Drains Operations &amp; Capital Funds</b>				
Utility Locator Position (split 50% Sewer, 35% Drains & 15% Effluent)	42,700	33,600	34,650	✓
* Feasibility Analysis for Possible East Industrial Area - Phase 2 (\$300Ks split 50% General Fund; 25% Sewer; 25% Drains)	75,000			
<b>Drains Fund Total</b>	<b>117,700</b>	<b>33,600</b>	<b>34,650</b>	
<b>Effluent Reuse Operations &amp; Capital Funds</b>				
Utility Locator Position (split 50% Sewer, 35% Drains & 15% Effluent)	18,300	14,400	14,850	✓
<b>Effluent Fund Total</b>	<b>18,300</b>	<b>14,400</b>	<b>14,850</b>	
<b>Motor Vehicle Fund</b>				
* Equipment Mechanic	90,000	95,000	101,000	
<b>Motor Vehicle Fund Total</b>	<b>90,000</b>	<b>95,000</b>	<b>101,000</b>	
<b>Development Services Fund</b>				
City Planner (new MP)	199,586	206,130	215,202	✓
Planning Technician (new OE)	104,400	103,000	106,090	✓
<b>Development Services Fund Total</b>	<b>303,986</b>	<b>309,130</b>	<b>321,292</b>	
<b>Truckee Meadows Water Reclamation Facility (TMWRF)</b>				
<b>TMWRF Fund Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Other Funds</b>	<b>1,262,830</b>	<b>1,002,974</b>	<b>1,042,136</b>	



## FY22 New Needs - Summary

### Summary of FY22 Submissions - ALL FUNDS

City Manager  
Recommend  
✓

New Need	FY22	FY23	FY24
Total New Needs Requests - All Funds	3,533,364	3,050,752	3,172,881

Summary of <i>all</i> New Needs Requests	General Fund / Parks & Recreation Fund	Other Funds	Total
Full-time positions	21.00	9.00	30.00
Personnel Costs	\$2,108,145	\$1,112,830	\$3,220,975
Other Costs	\$162,389	\$150,000	\$312,389
Total	\$2,270,534	\$1,262,830	\$3,533,364

Summary <i>Recommended</i> New Needs	General Fund / Parks & Recreation Fund	Other Funds	Total
Full-time positions	11.00	3.00	14.00
Personnel Costs	\$1,023,412	\$425,986	\$1,449,398
Other Costs	\$90,000	\$0	\$90,000
Total	\$1,113,412	\$425,986	\$1,539,398

*	New needs identified in FY21 carried forward to FY22 list.
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## FY22 New Needs Request Form

New Need brief description:

**Risk Manager**

Requesting Department:

**Management Services**

Department Contact:

Alyson McCormick, amccormick@cityofsparks.us

Department

Priority #

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**1**

Agresso Fund & Program Number:

1101/050510

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

**Check all that apply & fill in cost estimates:**



**New Equipment**

FY22 costs    FY23 costs    FY24 costs

4,000

0

0

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

Computer workstation and furnishings for Risk Manager (new position described below). No ongoing costs beyond regular IT maintenance costs applicable to any employee with a computer work station.



**Professional Service**

FY22 costs    FY23 costs    FY24 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 FY22	Total FY23	Total FY24
1	Risk Manager	80,000	50,000	130,000	133,900	137,917
2						
<b>Total</b>		<b>80,000</b>	<b>50,000</b>	<b>130,000</b>	<b>133,900</b>	<b>137,917</b>



**Other**

FY22 costs    FY23 costs    FY24 costs

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

**Description of New Need**

**Draft Job Description:**

**Risk Manager**

A Risk Manager is needed to (1) identify and mitigate compliance issues; (2) analyze and prioritize potential legal and safety risks; and (3) recommend and draft City rules and policies to prevent or minimize such risks. Staff has identified potential compliance shortfalls that a Risk Manager would be responsible for monitoring and resolving. Without a Risk Manager, the City will eventually encounter compliance or safety problems that require significant City resources to resolve. A draft job description is below.

# FY22 New Needs Request Form

## Risk Manager

New Need brief description:

### Draft Job Description continued:

Under administrative direction, coordinates and executes the activities essential to risk management, including loss analysis and prevention, insurance, workers' compensation, and safety programs; coordinates assigned activities with other departments and outside agencies; develops, administers, and updates programs for safety of City employees and customers, including training in safety and loss prevention for other City departments; develops corrective measures to reduce risk and loss; conducts accident investigations; ensures a safe work environment and compliance with local, state, and federal regulations and industry standards for the protection of City assets, including people, property, financial resources, and environmental resources.

### Qualifications:

#### **Education and Experience:**

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field, and five (5) years of full-time professional experience in a risk management program, including experience in analyzing risk exposure and developing and implementing appropriate risk management strategies.

#### **Licenses and Certificates:**

Must possess and maintain an Occupational Health and Safety (OSHA) 30 certification within ninety (90) days of hire.

Must possess and maintain the equivalent to a valid Nevada Class C driver's license within thirty (30) days of hire.

Professional certification in the field of risk management (public or private) and related fields is encouraged.

Must possess and maintain Incident Command System (ICS) 100/200 within six (6) months of hire and ICS 300 as soon as available.

### Examples of Essential Duties:

Plan, promote, implement, and evaluate a comprehensive risk management program. Develop and implement goals, objectives, policies, procedures, and work standards for the risk management function. Oversee the City's risk management program, including loss analysis and prevention, insurance needs, workers' compensation, and safety programs and functions.

Analyze needs for general automobile, law enforcement, real property, and other insurance policies and coordinate with other departments to procure coverage. Administer the liability and property management program including claims processing for general, automobile, and law enforcement liability insurance policies.

Serve as the primary point of contact for receipt and processing of all claims made against the City. Advise departments throughout the claims process. Manage and process claims that fall under the City's self-insured retention through the City's risk fund, including claims made from outside the City and payment for damages to City property and subsequent subrogation, if applicable. Coordinate with Medicare regarding insurance products and resolution of claims.

Provide interpretation and advice to city staff, vendors, and contractors regarding compliance with safety and security processes, procedures, and laws. Ensure contractor compliance with City safety policies. Analyze existing and proposed state and federal laws affecting City risk management and advise City departments how to gain and maintain compliance. Evaluate impacts to City operations and recommend and implement policy and procedural changes as appropriate. Coordinate resources for departments to meet federal and state safety requirements, including OSHA, EPA, and DOT requirements. Assist departments in satisfying any reporting requirements. Participate in and/or manage the City's safety committee that may be required by OSHA or other regulations. Assist departments in responding to correspondence from OSHA regarding complaints.

Provide advice to City departments regarding risk assessment and risk management activities. Conduct organizational and operational studies, investigations, and analyses. Conduct safety and loss control inspections, surveys, and hazard analyses of City operations and facilities. Advise employees and City management on loss prevention, safety practices, potential hazards, and mitigation strategies. Prepare and present written documents and reports on City safety and risk mitigation operations, including employee injury and illness statistics, successes, and concerns.

# FY22 New Needs Request Form

## Risk Manager

New Need brief description:

### **Draft Job Description continued:**

Evaluate department-specific areas of risk and recommend changes to processes and procedures to mitigate risks. Design and implement policies, procedures, and training to prevent and investigate accidents across City departments. Develop and provide routine and recurring employee safety training. Guide the development of new policies or procedures to prevent reoccurrence of accidents and incidents.

Review contracts for appropriate risk transfer and indemnification. Review scopes of work and assist departments in developing contract language to minimize exposure.

Represent the City in meetings with representatives of governmental agencies, professional and business organizations, and vendors and contractors. Attend and serve on boards, commissions, and committees, including the City's risk committee, as required. Prepare and present clear, concise, and professional reports and presentations. Serve as the liaison for risk management activities between departments and outside agencies.

Manage the City's risk committee, including chairing monthly meetings, preparing agendas and minutes, gathering documentation concerning claims received, and presenting information regarding claims received.

Respond to and resolve difficult and sensitive citizen inquiries and complaints. Establish guidelines and create and negotiate strategies for claim resolution. Ensure staff, adjusters, and investigators research and prepare for cases according to established procedures. Consult and advise departments throughout the claim process.

### **Knowledge, Skills, and Abilities:**

Operational characteristics, services, and activities of a risk management program  
Principles and practices of risk management, including safety, loss prevention, liability, and property management systems  
Occupational health, safety, and accident prevention principles and practices  
Applicable safety laws, standards, and codes, including but not limited to OSHA and DOT  
Methods and techniques of claim negotiation and resolution  
Contract negotiation and administration  
Critical thinking and analysis  
Professional oral and written communication  
Municipal budget preparation and administration  
Office procedures, methods, and equipment, including computers and software systems such as Microsoft Office and databases  
Presentation skills to boards, commissions, City departments, and other agencies  
Analyze complex problems, evaluate alternatives, and make creative and sound recommendations  
Exercise sound independent judgment within general policy guidelines  
Train others in work procedures  
Maintain technical records and prepare clear, concise reports  
Coordinate multiple projects and complex tasks simultaneously  
Establish and maintain effective relationships with those contacted during work

### **Physical Demands:**

Work is performed primarily in a standard office setting with some travel to field sites and locations. Essential job functions require the ability to stand or sit for prolonged periods of time and use typical office equipment, including a computer keyboard.

### **Supplemental Job Posting Information:**

This position is Exempt under FLSA guidelines  
This position is at-will and exempt from the Civil Service Regulations  
May be required to work during emergency circumstances or inclement weather conditions  
This position reports to the Human Resources Director or Assistant City Manager  
Supervision exercised: None  
May be required to pass a pre-placement drug screening and background investigation

## FY22 New Needs Request Form

New Need brief description:

Grant Administrator

Requesting Department:

Management Services

Department

Priority #

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Department Contact:

Alyson McCormick

Agresso Fund & Program Number:

1101/050110

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

Check all that apply & fill in cost estimates:

☐

**New Equipment**

FY22 costs FY23 costs FY24 costs

5,000

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

☐

**Professional Service**

FY22 costs FY23 costs FY24 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 FY22	Total FY23	Total FY24
1	Grant Administrator	76,819	45,463	127,282	129,205	134,476
2						
3						
4						
<b>Total</b>		<b>76,819</b>	<b>45,463</b>	<b>127,282</b>	<b>129,205</b>	<b>134,476</b>

☐

**Other**

FY22 costs FY23 costs FY24 costs

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

### Description of New Need

The City has an increasing need to apply for and manage grants and grant programs. The employee in this position will be tasked with seeking grant opportunities from federal and state agencies and private organizations; recommending to the City Manager and City Council which of these grant opportunities the City should pursue; and either directly managing or overseeing management of grants awarded to the City. This employee will work with the Financial Services Department to ensure compliance with fiscal requirements of the various granting agencies, as well as the department(s) benefitting from a particular grant to ensure compliance with any other terms or conditions.

## FY22 New Needs Request Form

New Need brief description:	Digital Media Specialist/Social Media Coordinator		
Requesting Department:	Communications	Department	
Department Contact:	Julie Duewel	Priority #	----
Agresso Fund & Program Number:	050300	(if approved, budget will be placed in this Program)	

### Check all that apply & fill in cost estimates:

	FY22 costs	FY23 costs	FY24 costs
<input checked="" type="checkbox"/> <b>New Equipment</b>			

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

Computer with double monitors, Microsoft and Adobe Suites. \$2,500

	FY22 costs	FY23 costs	FY24 costs
<input type="checkbox"/> <b>Professional Service</b>			

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

<input checked="" type="checkbox"/> <b>Personnel (Need City Manager pre-approval for submission to New Needs)</b>						
	Position Title	Salary	Benefits	Total FY22	Total FY23	Total FY24
1	Digital Media Specialist	60,000	40,000	100,000	103,000	106,090
2						
3						
4						
<b>Total</b>		<b>60,000</b>	<b>40,000</b>	<b>100,000</b>	<b>103,000</b>	<b>106,090</b>

	FY22 costs	FY23 costs	FY24 costs
<input type="checkbox"/> <b>Other</b>			

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

### Description of New Need

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

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

## FY22 New Needs Request Form

New Need brief description:

Backup Internet Connection

Requesting Department:

Financial Services

Department

Priority #

---->

Department Contact:

Rich Brown

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**

FY22 costs    FY23 costs    FY24 costs

10,000

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

Necessary networking gear to implement redundancy in Internet connectivity



**Professional Service**

FY22 costs    FY23 costs    FY24 costs

10,000

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

Professional services needed to implement and test the new system.



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

	Position Title	Salary	Benefits	Total FY22	Total FY23	Total FY24
1						
<i>Total</i>		0	0	0	0	0



**Other**

FY22 costs    FY23 costs    FY24 costs

30,000

32,000

34,000

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

Internet connection from Charter with budgeted inflationary increases.

**Description of New Need**

Given the City's increasing dependence on Internet based services, should the city encounter an internet outage, large portions of City staff would be affected and unable to perform their duties. Of the services the City provides, the systems/functions below are entirely dependent on functional Internet connectivity:

- Permitting (Accela)
- Business Licensing (Accela)
- Parks Administration (Civic)
- Fleet Management (RTA)
- Public Records Requests (OnBase)
- Email (Outlook)
- Remote Work (VPN)

In the coming year(s), the list of systems/functions will be expanding to include:

- Document Management (OnBase)
- Agenda Management (OnBase)
- Maintenance Management (MaintStar)
- IT Infrastructure (Microsoft's Cloud, Azure)

## FY22 New Needs Request Form

New Need brief description:

Emergency Communications Dispatcher

Requesting Department:

Police Department

Department  
Priority #  
---->

1

Department Contact:

Chief Crawford

Aggresso Fund & Program Number:

1101 / 091325

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

**Check all that apply & fill in cost estimates:**



**New Equipment**

FY22 costs    FY23 costs    FY24 costs

--	--	--

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

No new equipment will need to be purchased to accommodate this new position.



**Professional Service**

FY22 costs    FY23 costs    FY24 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 FY22	Total FY23	Total FY24
1	Emergency Communications Dispatcher	58,000	40,000	98,000	101,000	105,000
2	Emergency Communications Dispatcher	58,000	40,000	98,000	101,000	105,000
<b>Total</b>		<b>116,000</b>	<b>80,000</b>	<b>196,000</b>	<b>202,000</b>	<b>210,000</b>



**Other**

FY22 costs    FY23 costs    FY24 costs

--	--	--

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

**Description of New Need**

Receive and evaluate 911, police and fire emergency and business calls. Transfer calls to appropriate parties or create a call to dispatch police and fire units to emergency locations. Receive non-emergency information from callers, personnel, and outside agencies and disseminate to appropriate department or agency, or enter call for service. Monitor, coordinate, and accurately maintain the status of incidents and personnel and the record of dispatched emergency service personnel and apparatus. Operate computer consoles and computerized phone system for call input, dispatching and continuous update of suspect information and officer and fire unit location. Receive and disseminate information from other law enforcement, fire departments, and emergency service computer networks related to jurisdictional requests for police, fire, or medical assistance, or teletype notices of wanted persons, stolen property, warrants and all points bulletins and maintain confidentiality of information. There is an operational need for these two dispatcher positions to address the increasing emergency & non-emergency service demands, increasing police personnel, and increasing fire personnel to meet those demands. This is the third and last pair of positions of the agreed upon 6 FTEs over 3 fiscal years, which began in FY20.



## FY22 New Needs Request Form

New Need brief description:

2 Mental Health Counselors

Requesting Department:

Police Department

Department  
Priority #

2

Department Contact:

Chief Crawford

Aggresso Fund & Program Number:

1101 / 091344

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

**Check all that apply & fill in cost estimates:**



### New Equipment

FY22 costs    FY23 costs    FY24 costs

8,000

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

Computer Workstation (2 @ \$2,000) (will need to be added to maintenance plan and IT refresh budget), Office Furniture (Desk, Chair, Bookcase, etc.) (2 @ \$2000). One time money.



### Professional Service

FY22 costs    FY23 costs    FY24 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 FY22	Total FY23	Total FY24
1	Mental Health Counselor	80,000	50,000	130,000	133,900	137,917
1	Mental Health Counselor	80,000	50,000	130,000	133,900	137,917
<b>Total</b>		<b>160,000</b>	<b>100,000</b>	<b>260,000</b>	<b>267,800</b>	<b>275,834</b>



### Other

FY22 costs    FY23 costs    FY24 costs

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

### Description of New Need

This position will be assigned to the Mobile Outreach Safety Team (MOST) and will be embedded with law enforcement to provide crisis intervention services in response to calls for service. MOST is a program currently operated by Washoe County which is funded by State grants. Licensed Mental Health Clinicians ride with law enforcement officers to aid in reducing high level conflict with citizens suffering from a mental health crisis as well as offer resources once the emergency subsides. In addition, MOST Clinicians have been an invaluable asset in helping to reduce calls for service and man hours to "known" mental health clients who burden public safety with calls for service which impact our emergency communications center dispatchers, fire and medical personnel, and our police officers by conducting follow-up contacts with these individuals, providing resources, and strategizing when actual enforcement may need to take place. Currently, the county has 3 employees that are shared regionally between Reno PD, Washoe County Sheriff and Sparks PD. Sparks PD currently receives a clinician to ride along for MOST services approximately 20 hours of each week. The addition of two dedicated MOST clinicians to Sparks would increase that availability to approximately 100 hours per week as Sparks PD would still receive approximately 20 hours of supplemented services from the Washoe County MOST program.

Calls may be varied in nature and severity and may require immediate crisis intervention, behavioral health assessment, negotiation, referral of services and/or follow-up. Licensed MOST clinicians work with the community and law enforcement to build working relationships to foster community support for those with behavioral health needs. This position will work closely with MOST clinicians employed by Washoe County for training and community needs.

## FY22 New Needs Request Form

New Need brief description:

Administration Division Manager

Requesting Department:

Police Department

Department

Priority #

3

---->

Department Contact:

Chief Crawford

Agresso Fund & Program Number:

1101 / 090201

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

**Check all that apply & fill in cost estimates:**



**New Equipment**

FY22 costs    FY23 costs    FY24 costs

4,000

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

Computer Workstation to include Printer/Scanner, additional computer screen \$2000 (will need to be added to maintenance plan and IT refresh budget), Office Furniture (Desk, Chair, Filing Cabinet, Bookcase, etc.) \$2000 One time money.



**Professional Service**

FY22 costs    FY23 costs    FY24 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 FY22	Total FY23	Total FY24
1	Administration Division Manager	96,000	51,000	147,000	155,000	161,000
2						
<b>Total</b>		<b>96,000</b>	<b>51,000</b>	<b>147,000</b>	<b>155,000</b>	<b>161,000</b>



**Other**

FY22 costs    FY23 costs    FY24 costs

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

**Description of New Need**

This position is responsible for the Admin. Div. of the Police Department, and will supervise and coordinate the activities and operations of both the records and communications sections; which includes, management of records functions, emergency communications as well as the functions of the Terminal Agency Coordinator, IT and Police Assistant functions for the Police Department. There is currently an immediate operational need for this position due to long-term projects which impact the division and will require direct oversight and prioritization to complete the projects efficiently and within budgetary constraints. For example, the communications section remodel is currently underway and isn't anticipated to be completed for several more months and the PD will be required to transition to a new CAD/RMS system within the next fiscal.

## FY22 New Needs Request Form

New Need brief description:

Police Records Supervisor

Requesting Department:

Police Department

Department

Priority #

4

Department Contact:

Chief Crawford

---->

Agresso Fund & Program Number:

1101 / 090201

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

**Check all that apply & fill in cost estimates:**



**New Equipment**

FY22 costs    FY23 costs    FY24 costs

2,000

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

Computer Workstation \$2000 (will need to be added to maintenance plan and IT refresh budget).



**Professional Service**

FY22 costs    FY23 costs    FY24 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 FY22	Total FY23	Total FY24
1	Police Records Supervisor	60,000	41,000	101,000	105,000	109,000
	<i>Total</i>	<i>60,000</i>	<i>41,000</i>	<i>101,000</i>	<i>105,000</i>	<i>109,000</i>



**Other**

FY22 costs    FY23 costs    FY24 costs

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

### Description of New Need

Plan, organize, coordinate and supervise police records office support staff, to include police office assistants and police assistants. Prepare and process a variety of legal documents. Perform difficult or specialized police records office work in support of police operations. This position is expected to communicate and coordinate with command staff regarding records activities and expected to perform difficult, complex or specialized police records office support work under limited supervision. Plan, schedule, assign, coordinate, review and supervise the work of police records staff. Participate in the hiring and selection of staff. Provide mentoring and coaching. Train and develop staff in work policy and procedures. Assist in developing goals, objectives, standards and procedures for the records division. Assist in compiling the division budget. There is an immediate operational need for this position due to the increased personnel assigned to records in both the POA and PA positions which require supervisory oversight and support regarding the increased demands upon all records support staff to include online and desk reports, report processing, public information requests/subpoena duces tecum requests, and work permit/ex-felon/sex offender registrant processing. The pending new police equipment (garage) liaison position will also be supervised by a police records supervisor.

## FY22 New Needs Request Form

New Need brief description:

Three additional firefighters, a SAFER grant will be applied for that will cover salary and benefits for 3 years.

Requesting Department:

Fire

Department

Priority #

---->

Department Contact:

Jim Reid

Agresso Fund & Program Number:

1101/059084/603180

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

**Check all that apply & fill in cost estimates:**



**New Equipment**

FY22 costs    FY23 costs    FY24 costs

0

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

Each firefighter will need personal protective gear that will cost @ \$16,000 each. I would consider this a one time cost since it will not be an every year occurrence. Grant match budget located within the Management Services Department will cover this cost in FY22.



**Professional Service**

FY22 costs    FY23 costs    FY24 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 FY22	Total FY23	Total FY24
1	Firefighter Paramedic 112	To be completed by Finance				
2	Firefighter Paramedic 112					
3	Firefighter Paramedic 112					
4						
<i>Total</i>		0	0	0	0	0



**Other**

FY22 costs    FY23 costs    FY24 costs

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

**Description of New Need**

Three additional firefighters, based on acceptance of the SAFER Grant, will be applied for by the fire department. One firefighter will be added to each battalion increasing the amount of available fire suppression personnel. The SAFER Grant will pay for the salary and benefits for three years. Equipment will need to be purchased by the fire department. Salary and benefit cost for a Firefighter Paramedic 112 \$138,000 total savings in FY22 \$414,000

## FY22 New Needs Request Form

New Need brief description:

Assistant City Attorney II Civil

Requesting Department:

Sparks City Attorney's Office

Department  
Priority #

1

Department Contact:

Wes Duncan or Chet Adams

---->

Agresso Fund & Program Number:

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

**Check all that apply & fill in cost estimates:**

☐

**New Equipment**

FY22 costs    FY23 costs    FY24 costs

0

0

0

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

☐

**Professional Service**

FY22 costs    FY23 costs    FY24 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 FY22	Total FY23	Total FY24
1	Asst City Attorney II Civil	100,428	50,702	151,130	168,807	173,871
2						
<b>Total</b>		<b>100,428</b>	<b>50,702</b>	<b>151,130</b>	<b>168,807</b>	<b>173,871</b>

☐

**Other**

FY22 costs    FY23 costs    FY24 costs

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

**Description of New Need**

**Description of need:**

The Sparks City Attorney's Office is a full-service public law firm providing legal representation to the City Council and every City Department. Over the last three years, including during COVID-19, the office has received an average of 2,004 criminal cases a year. The City Attorney's Office has seen a noticeable increase in civil litigation in the past year, most notably in civil rights litigation stemming from police interactions and arrests, but also some new litigation involving planning and real estate actions. Just in the last year, the amount of time our office has spent on civil litigation has roughly doubled. In terms of the civil caseload, the office has seen a large increase in police litigation with the addition of two officer involved shooting cases as well as other litigation that consumes the time of two Senior City Attorneys, the Chief Assistant City Attorney and the elected City Attorney.

## FY22 New Needs Request Form

Assistant City Attorney II Civil

New Need brief description:

### Description of need continued:

To put into perspective the amount of time consumed, and the voluminous number of documents disclosed in these cases, our office provides the following perspective: In one minor, non-officer involved shooting case involving a false arrest claim for a misdemeanor against the Sparks Police Department our office has disclosed 1,600 pages of documents and responded and propounded hundreds of questions in discovery, and generated dozens of requests for production of documents, admission and interrogatories including pleadings filed by both parties. All discovery requires numerous attorney hours and police personnel hours to ensure compliance. Depositions of up to ten witnesses are expected in this case and have not been completed. Once discovery is completed, more substantive pleadings will be filed and possible appeals to the Ninth Circuit depending on the rulings in the lower court. In one of the Office's active Officer Involved Shooting cases, our office will have disclosed nearly 26,000 pages of discovery, all of which must be reviewed by an attorney for attorney-client communications, attorney work product, and other confidential or privileged items. This case has generated dozens of requests for production of documents, admissions and interrogatories including pleadings filed by both parties. Because of the tremendous financial stakes in these types of cases, this case alone has taken up significant portions of four different attorney's time. We are expected to participate in at least a dozen or more depositions in that case alone followed by substantive motion practice with possible appeals to the Ninth Circuit to follow depending on lower court rulings. These cases also require significant preparation and time spent with officers who are being sued in their individual capacities. Although we are not lead counsel on another Officer Involved Shooting case involving the Sparks Police Department, we are serving as local counsel and have the same level of responsibility in terms of facilitating the discovery of documents. We fully expect the number of documents disclosed in this case to exceed the 26,000 pages of documents from our other officer-involved shooting case. Our office is also aware of one other recent officer-involved shooting in which the person shot has retained legal counsel and another case where an individual lost their life on the freeway. We anticipate a lawsuit from these cases. Additionally, we are also engaged in another Federal civil rights case and other civil litigation matters in our office that take a considerable amount of time and diligence.

As you are aware, our office is involved with screening every public records request received by the City Clerk's Office. In the past year, we have seen a noticeable increase in the time required to address electronic discovery and voluminous public records requests, especially requests for city emails. In both situations, our office coordinates with IT to develop the appropriate search terms and our office is tasked with reviewing what is often thousands of emails to check for responsiveness to the request and any attorney-client, attorney work product or other privileged or confidential communications. The increase in demands for electronic searches and production of documents has taken significant amounts of time from the attorneys in our office and it does not appear these requests will decline in the future. If anything, they are likely to increase with the City's reliance on electronic communications and the City's desire to be transparent and quickly respond to public records requests

In October 2020, the City Attorney's Office adopted a new mission, vision, and values statement to help propel the office and provide focus. One of the core tenets of our mission is to "provide first class civil representation to City Government...protect city resources, focus on community safety by working with our law enforcement partners, and *being proactive* in our approach to solving problems and addressing legal issues." To this end, and in part due to the recent increase in civil litigation stemming from Sparks Police Department interactions with the public, the City Attorney's Office has taken a much more proactive approach in training all members of the Sparks Police Department on civil rights and constitutional law, situations that more often result in civil litigation, including proper investigation and arrest procedures, and updates on substantive changes to criminal statutes. We have committed to training officers at least monthly at their pre-shift briefings which can be as early as 06:00 am or as late as 10:00 pm. The City Attorney's Office also provides training at the Northern Nevada Law Enforcement Academy. The Northern Nevada Law Enforcement Academy is a Nevada approved Peace Officer Standards and Training (P.O.S.T.) Academy, which is a cooperative effort between the Reno Police Department, Sparks Police Department and the Washoe County Sheriff's Office. The Sparks City Attorney's Office believes it is imperative to create a relationship early that allows for an open dialog so that officers will seek legal advice regarding issues or concerns, which should also assist in decreasing police litigation.

## FY22 New Needs Request Form

Assistant City Attorney II Civil

New Need brief description:

### Description of need continued:

Our office identified the ongoing trainings with the Police Department to be the most critical given the high-dollar nature of police-related litigation, but the same level of training needs to be implemented in the Human Resources department as well as other departments throughout the City. In addition, with the recent turnover leading to a new and relatively inexperienced management staff in current planning, the City Attorney's Office is developing new trainings for the engineering and planning staff on eminent domain and takings law to help with frequent issues that arise. We are also assisting current planning and long-range planning staff with updating procedural checklists under the applicable sections of NRS Chapter 278 and SMC Title 20 for all development application types as well as updates to regional planning procedures between the Planning Commission, City Council, and the Truckee Meadows Regional Planning Agency.

Services staff, and other City clients, we will avoid repeating mistakes that have resulted in costly litigation. To put it simply, our office believes the addition of a civil attorney will help keep up with the demands of growing civil litigation and allow our office to continue to better work with City Clients in order to do the proactive training and daily assistance necessary to avoid civil litigation and properly meet the goal of our mission. Even if we did not see an exponential growth in civil litigation, the addition of another attorney is imperative to do the proactive work necessary to help the City avoid litigation. The recent influx of new civil litigation that we have seen in the last year makes the request even more important. Thank you for your consideration of this request.

## FY22 New Needs Request Form

New Need brief description:

Additional legal secretary full time position

Requesting Department:

Legal

Department

Priority #

---->

Department Contact:

Chet Adams

Agresso Fund & Program Number:

1101 061360

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

Check all that apply & fill in cost estimates:

☐

### New Equipment

FY22 costs FY23 costs FY24 costs

2,000

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

standard computer

☐

### Professional Service

FY22 costs FY23 costs FY24 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 FY22	Total FY23	Total FY24
1	Legal Secretary II Civil	53,000	39,000	92,000	98,000	105,000
2						
3						
4						
Total		53,000	39,000	92,000	98,000	105,000

☐

### Other

FY22 costs FY23 costs FY24 costs

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

Description of New Need

Additional full time legal secretary for the civil division in the City Attorney's Office.



## FY22 New Needs Request Form

New Need brief description:

**Dodge Ram 1500 (or similar vehicle) to replace vehicle #1243**

Requesting Department:

**Community Services**

Department

Priority #

**1101-1**

---->

Department Contact:

Armando Ornelas

Agresso Fund & Program Number:

**1101 / 130205**

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

**Check all that apply & fill in cost estimates:**



**New Equipment**

**FY22 costs    FY23 costs    FY24 costs**

**40,000**

**9,000**

**9,000**

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

\$39,000 for purchase and outfitting with warning lights, etc. plus annual maintenance and replacement costs.



**Professional Service**

**FY22 costs    FY23 costs    FY24 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 FY22	Total FY23	Total FY24
1		<b>To be completed by Finance</b>				
2						
3						
4						
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



**Other**

**FY22 costs    FY23 costs    FY24 costs**

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

**Description of New Need**

A new vehicle to replace the 2008 Tahoe LS 4WD formerly assigned to Ryan Simpson, which is a repurposed vehicle from the Police Department. A Dodge Ram 1500 truck or similar vehicle is requested.

## FY22 New Needs Request Form

New Need brief description:	Addition of one Laborer for Facilities Maintenance to the Public Works Maintenance complement		
Requesting Department:	Community Services - PWM	Department Priority #	2
Department Contact:	Ron Korman/Mark Anderson	---->	
Agresso Fund & Program Number:	1101, 130525	(if approved, budget will be placed in this Program)	

### Check all that apply & fill in cost estimates:

	FY22 costs	FY23 costs	FY24 costs
<input checked="" type="checkbox"/> <b>New Equipment</b>	66,422	11,422	11,422

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

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

	FY22 costs	FY23 costs	FY24 costs
<input type="checkbox"/> <b>Professional Service</b>			

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

<input checked="" type="checkbox"/> <b>Personnel (Need City Manager pre-approval for submission to New Needs)</b>						
	Position Title	Salary	Benefits	Total FY22	Total FY23	Total FY24
1	Laborer	44,000	36,000	80,000	83,000	86,000
2						
3						
4						
<i>Total</i>		<u>44,000</u>	<u>36,000</u>	<u>80,000</u>	<u>83,000</u>	<u>86,000</u>

	FY22 costs	FY23 costs	FY24 costs
<input type="checkbox"/> <b>Other</b>			

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

### Description of New Need

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

## FY22 New Needs Request Form

New Need brief description:

Addition of four (4) Laborers for Parks Maintenance to the Public Works Maintenance complement

Requesting Department:

Community Services - PWM

Department  
Priority #

4

Department Contact:

Ron Korman/Mark Anderson

---->

Agresso Fund & Program Number:

1101, 130520

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

Check all that apply & fill in cost estimates:



### New Equipment

FY22 costs	FY23 costs	FY24 costs
138,811	24,811	24,811

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

1-Utility vehicle Purchase price \$55,000, Annual cost recovery \$7750, Annual M&R \$3672  
1- One ton dump truck Purchase price \$59,000, Annual cost recovery \$9717, Annual M&R \$3672



### Professional Service

FY22 costs	FY23 costs	FY24 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 FY22	Total FY23	Total FY24
1	Laborer	44,000	36,000	80,000	83,000	86,000
2	Laborer	44,000	36,000	80,000	83,000	86,000
3	Laborer	44,000	36,000	80,000	83,000	86,000
4	Laborer	44,000	36,000	80,000	83,000	86,000
<b>Total</b>		<b>176,000</b>	<b>144,000</b>	<b>320,000</b>	<b>332,000</b>	<b>344,000</b>



### Other

FY22 costs	FY23 costs	FY24 costs

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

### Description of New Need

We are requesting these laborers to provide basic Parks related maintenance for example: weed spraying, trimming, pruning, and beautification of park areas. The use of contract labor has been unreliable both in providing good staff, but also with the training required and retention. We feel that by utilizing an entry position to the City, we will be able to attract better help to maintain the expanding Parks infrastructure.

## FY22 New Needs Request Form

New Need brief description:

Addition of one (1) one ton dump truck for Parks Maintenance to the City Fleet

Requesting Department:

Community Services - PWM

Department  
Priority #

6

Department Contact:

Ron Korman/Mark Anderson

---->

Agresso Fund & Program Number:

1101, 130520

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

Check all that apply & fill in cost estimates:



**New Equipment**

FY22 costs    FY23 costs    FY24 costs

72,389

13,389

13,389

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



**Professional Service**

FY22 costs    FY23 costs    FY24 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 FY22	Total FY23	Total FY24
1		To be completed by Finance				
2						
3						
4						
<b>Total</b>		0	0	0	0	0



**Other**

FY22 costs    FY23 costs    FY24 costs

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

**Description of New Need**

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

## FY21 New Needs Request Form (Resubmitted with Phase 2 request)

New Need brief description:	Feasibility Analysis for Possible East Industrial Area - Phase 2		
Requesting Department:	Community Services	Department Priority #	
Department Contact:	John Martini/Armando Ornelas	----	
Agresso Fund & Program Number:	Fund 1101, Program Number 130200 50%; 1630 Program 130600 25%; and 1640 Program 130620 25% (will be placed in this Program)		

### Check all that apply & fill in cost estimates:

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

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

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

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

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

<input type="checkbox"/> <b>Personnel (Need City Manager pre-approval for submission to New Needs)</b>						
Position Title	Salary	Benefits	Total FY21	Total FY22	Total FY23	
1	To be completed by Finance					
2						
3						
4						
<b>Total</b>	0	0	0	0	0	

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

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

### Description of New Need

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

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

## FY22 New Needs Request Form

New Need brief description:

One full-time Recreation Specialist I/II for Adult Sports and Facilities

Requesting Department:

Parks and Recreation

Department

Priority #

1

---->

Department Contact:

Tony Pehle

Agresso Fund & Program Number:

Fund 1221; Program 121234

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

**Check all that apply & fill in cost estimates:**



### New Equipment

FY22 costs	FY23 costs	FY24 costs
2,000		

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

Standard computer workstation



### Professional Service

FY22 costs	FY23 costs	FY24 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 FY22	Total FY23	Total FY24
1	Recreation Specialist I	50,000	38,000	88,000	93,000	100,000
2						
3						
4						
<i>Total</i>		<i>50,000</i>	<i>38,000</i>	<i>88,000</i>	<i>93,000</i>	<i>100,000</i>



### Other

FY22 costs	FY23 costs	FY24 costs

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

### Description of New Need

This position is necessary to manage the increasing volume of activities at Golden Eagle Regional Park and Shadow Mountain Sports Complex. Under the supervision of the Recreation Manager, this position will manage the entire adult sports program, the tournament/facility scheduling as well as general field and site maintenance. An increasing amount of this work is currently done by a temporary, 3/4 time position since Golden Eagle Regional Park opened in 2008.

In FY 19, Fund 1221 had a 73.8 CR. Adult Sports had a 110% CR. The excess funds go toward the bottom line of Fund 1221.

## FY22 New Needs Request Form

New Need brief description:

One full-time Recreation Specialist I/II for the Special Events division

Requesting Department:

Parks and Recreation

Department

Priority #

2

---->

Department Contact:

Tony Pehle

Agresso Fund & Program Number:

Fund 1221; Program 122077

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

**Check all that apply & fill in cost estimates:**

	FY22 costs	FY23 costs	FY24 costs
<input type="checkbox"/> <b>New Equipment</b>			

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

	FY22 costs	FY23 costs	FY24 costs
<input type="checkbox"/> <b>Professional Service</b>	2,000		

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

standard computer

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

	Position Title	Salary	Benefits	Total FY22	Total FY23	Total FY24
1	Recreation Specialist I	50,000	38,000	88,000	93,000	100,000
2						
3						
4						
<i>Total</i>		<u>50,000</u>	<u>38,000</u>	<u>88,000</u>	<u>93,000</u>	<u>100,000</u>

	FY22 costs	FY23 costs	FY24 costs
<input type="checkbox"/> <b>Other</b>			

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

### Description of New Need

Prior to the recession of 2008, the events office was manned by 3 FT staff. In recent years, events have been managed by 1 FT and 1 temporary half time position. Under the supervision of the Special Event Supervisor, the Recreation Specialist I/II will assist in the administration, overall calendar/on-site management of events, and the new Arts and Culture Program. Most of this work is currently performed by one FT position with minimal to no backup during the busy event season. This position may also assist or take over in the production of the Turkey Trot, Mayor's Cup, and/or Hometowne Christmas events, thereby allowing staff in other divisions to focus on their duties providing better work balance.

If this position is approved, it would be in line to promote to the Special Event Supervisor in the Park and Recreation Department's succession plan. This position is also recommended in the Arts Overlay Plan for Victorian Square. This position would be located in a fully furnished office at the Parks and Recreation Department currently utilized by temporary staff.

## FY22 New Needs Request Form

New Need brief description:	Civil Engineer Senior for the Transportation Engineering Division		
Requesting Department:	Community Services - Transportation	Department Priority #	1401-1
Department Contact:	Amber Sosa	---->	
Agresso Fund & Program Number:	Fund 1401/99-1401	(if approved, budget will be placed in this Program)	

### Check all that apply & fill in cost estimates:

	FY22 costs	FY23 costs	FY24 costs
<input checked="" type="checkbox"/> <b>New Equipment</b>	4,000		

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

computer station for an engineer

	FY22 costs	FY23 costs	FY24 costs
<input type="checkbox"/> <b>Professional Service</b>			

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

<input checked="" type="checkbox"/> <b>Personnel (Need City Manager pre-approval for submission to New Needs)</b>						
	Position Title	Salary	Benefits	Total FY22	Total FY23	Total FY24
1	Civil Engineer Senior	77,000	45,000	122,000	129,000	134,000
2						
3						
4						
<i>Total</i>		<b>77,000</b>	<b>45,000</b>	<b>122,000</b>	<b>129,000</b>	<b>134,000</b>

	FY22 costs	FY23 costs	FY24 costs
<input type="checkbox"/> <b>Other</b>			

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

### Description of New Need

A civil engineer senior is needed to assist with transportation engineering work. This position will emphasis on signal and connectivity work as well as traffic calming and outside agency support. This position will assist the current Transportation Coordinator who works on signal timing and signal projects. With some large projects on the horizon, this position will assist the Transportation Manager with project coordination with outside agencies (RTC, NDOT, etc.). Creating this position will also help ensure continuity as up coming retirements loom. This is a new postition to the complement.



## FY22 New Needs Request Form

New Need brief description:

Addition of one Traffic Maintenance Worker for Traffic Paint and Signs maintenance to the Public Works Maintenance complement

Requesting Department:

Community Services - PWM

Department  
Priority #

3

Department Contact:

Ron Korman/Mark Anderson

---->

Agresso Fund & Program Number:

1401/99-1401

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

Check all that apply & fill in cost estimates:



**New Equipment**

FY22 costs	FY23 costs	FY24 costs
66,422	11,422	11,422

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

1 vehicle - \$55,000 initial cost, \$7750 annual cost recovery, \$3672 annual M&R



**Professional Service**

FY22 costs	FY23 costs	FY24 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 FY22	Total FY23	Total FY24
1	Traffic Maintenance Worker	58,000	40,000	98,000	102,000	106,000
2						
3						
4						
<b>Total</b>		<b>58,000</b>	<b>40,000</b>	<b>98,000</b>	<b>102,000</b>	<b>106,000</b>



**Other**

FY22 costs	FY23 costs	FY24 costs

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

**Description of New Need**

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

## FY22 New Needs Request Form

New Need brief description:

Addition of three (3) Laborers for Streets Maintenance to the Public Works Maintenance complement

Requesting Department:

Community Services - PWM

Department  
Priority #

5

Department Contact:

Ron Korman/Mark Anderson

---->

Agresso Fund & Program Number:

1401, 99-1401

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

**Check all that apply & fill in cost estimates:**



**New Equipment**

FY22 costs    FY23 costs    FY24 costs

66,422	11,422	11,422
--------	--------	--------

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

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



**Professional Service**

FY22 costs    FY23 costs    FY24 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 FY22	Total FY23	Total FY24
1	Laborer	44,000	36,000	80,000	83,000	86,000
2	Laborer	44,000	36,000	80,000	83,000	86,000
3	Laborer	44,000	36,000	80,000	83,000	86,000
4				0		
<b>Total</b>		<b>132,000</b>	<b>108,000</b>	<b>240,000</b>	<b>249,000</b>	<b>258,000</b>



**Other**

FY22 costs    FY23 costs    FY24 costs

--	--	--

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

**Description of New Need**

These laborer positions for Streets maintenance will be utilized to assist in performing tasks such as paving, crack sealing, sidewalk repair, pot hole repair, and guardrail repair and maintenance. Currently contract labor is used for these tasks, but we are finding that they are unreliable and we are constantly training a new person.

## FY22 New Needs Request Form

New Need brief description:

Utility Locator (addition to complement)

Requesting Department:

Community Services

Department

Priority #

16xx-1

---->

Department Contact:

Kevin Porter

Agresso Fund & Program Number:

1630 (130600) - 50%, 1640 (130620) - 35%, 1650 (130640) - 15%

**Check all that apply & fill in cost estimates:**



### New Equipment

FY22 costs    FY23 costs    FY24 costs

30,000

9,000

9,000

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

New vehicle for utility locator position. Position requires duties performed throughout the City independently. One time purchase cost and routine on-going maintenance costs. (Request cost effective SUV such as Jeep Grand Cherokee)



### Professional Service

FY22 costs    FY23 costs    FY24 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 FY22	Total FY23	Total FY24
1	Utility Locator	53,000	39,000	92,000	96,000	99,000
2						
3						
4						
<b>Total</b>		<b>53,000</b>	<b>39,000</b>	<b>92,000</b>	<b>96,000</b>	<b>99,000</b>



### Other

FY22 costs    FY23 costs    FY24 costs

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

### Description of New Need

Create new position to assist with USA/811 Dig Ticket Program and internal utility location needs to include new and existing infrastructure location data collection services. The position will create redundant coverage for the USA/811 Program which currently relies on availability of a PW Utilities Maintenance Worker for backup coverage.

## FY22 New Needs Request Form

New Need brief description:	Addition of one Equipment Mechanic to the Public Works Maintenance complement		
Requesting Department:	Community Services - PWM	Department Priority #	1
Department Contact:	Ron Korman/Mark Anderson	---->	
Agresso Fund & Program Number:	Fund 1702 Program 130542	(if approved, budget will be placed in this Program)	

### Check all that apply & fill in cost estimates:

<input type="checkbox"/> <b>New Equipment</b>	FY22 costs	FY23 costs	FY24 costs	
Please describe any one-time vs. on-going costs including maintenance:				

<input type="checkbox"/> <b>Professional Service</b>	FY22 costs	FY23 costs	FY24 costs	
Please describe any one-time vs. on-going costs:				

<input checked="" type="checkbox"/> <b>Personnel (Need City Manager pre-approval for submission to New Needs)</b>						
	Position Title	Salary	Benefits	Total FY22	Total FY23	Total FY24
1	Equipment Mechanic I	52,000	38,000	90,000	95,000	101,000
2						
3						
4						
	<i>Total</i>	<u>52,000</u>	<u>38,000</u>	<u>90,000</u>	<u>95,000</u>	<u>101,000</u>

<input type="checkbox"/> <b>Other</b>	FY22 costs	FY23 costs	FY24 costs	
Please describe any one-time vs. on-going costs:				

### Description of New Need

The City's fleet of 577 vehicles and equipment is maintained by 6 Equipment Mechanics. The ratio of equipment to mechanic is out of balance. The staff is struggling to keep up with the work flow and vehicle turn around times are getting longer. The additional mechanic will reduce staff burnout and lessen vehicle down time.

## FY22 New Needs Request Form

New Need brief description:	City Planner		
Requesting Department:	Community Services	Department Priority #	
Department Contact:	John Martini		
Agresso Fund & Program Number:	2201 / 130150	(if approved, budget will be placed in this Program)	

### Check all that apply & fill in cost estimates:

	FY22 costs	FY23 costs	FY24 costs
<input checked="" type="checkbox"/> <b>New Equipment</b>	4,000		

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

	FY22 costs	FY23 costs	FY24 costs
<input type="checkbox"/> <b>Professional Service</b>			

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

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

	Salary	Benefits	Total FY22	Total FY23	Total FY24
1 City Planner	132,613	62,974	195,586	206,130	215,202
2					
3					
4					
<b>Total</b>	<b>132,613</b>	<b>62,974</b>	<b>195,586</b>	<b>206,130</b>	<b>215,202</b>

	FY22 costs	FY23 costs	FY24 costs
<input type="checkbox"/> <b>Other</b>			

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

### Description of New Need

The City Planner position would have two direct reports, both managerial positions: 1) Development Services Manager and 2) Planning Manager. As such, the City Planner would oversee, but not directly manage, both development review and advance (a.k.a., long-range) planning, code enforcement, and community development activities such as the City's housing programs and other CDBG-funded projects. The City Planner would also serve as the City's primary managerial representative to the Planning Commission and would be expected to regularly interact with the Mayor and City Council. This position would add high-level managerial capacity to the Community Services Department (CSD) and, specifically, assume primary day-to-day oversight of the functions described above. Reassigning these responsibilities to the City Planner, duties currently assigned to the Assistance Community Services Director, would, in turn, enable the Assistant Director to relieve the Assistant City Manager for External Services of significant CSD administrative responsibilities, including one less direct report.

## FY22 New Needs Request Form

New Need brief description:	Planning Technician		
Requesting Department:	Community Services	Department Priority #	2201-2
Department Contact:	Armando Ornelas	---->	
Agresso Fund & Program Number:	2201 / 130255		

### Check all that apply & fill in cost estimates:

	FY22 costs	FY23 costs	FY24 costs
<input checked="" type="checkbox"/> <b>New Equipment</b>	2,800		

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

New computer plus 43" monitor(\$2,000 + \$800 = \$2,800)

	FY22 costs	FY23 costs	FY24 costs
<input type="checkbox"/> <b>Professional Service</b>			

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 FY22	Total FY23	Total FY24
1		60,000	40,000	100,000	103,000	106,090
2						
3						
4						
<b>Total</b>		<b>60,000</b>	<b>40,000</b>	<b>100,000</b>	<b>103,000</b>	<b>106,090</b>

	FY22 costs	FY23 costs	FY24 costs
<input type="checkbox"/> <b>Other</b>	1,600		

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

Office furniture

### Description of New Need

The addition of a planning technician would enhance customer service by dedicating an employee with some level of planning skills to respond to phone calls, emails, and walk-in customers. This position would be responsible for immediate customer response as well as processing the bulk of the repeat permits, fence permits, and business licenses.

Another benefit of adding this position would be to support Current Planning's drive to improve their analysis, staff reports, and presentations for entitlement requests. This requires additional time from the planners, limiting their ability to immediately respond to phone calls, emails. Finally, a new entry level step in the planning career ladder would allow the City to first look internally when filling Planner I/II positions.



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# *Appendix A: Capital Improvement Plan*

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# Capital Improvement Plan Process





## CAPITAL IMPROVEMENT PLAN PROCESS

The City's infrastructure is the foundation of our economy, supporting the basic needs of business and industry and providing for the quality of life of our local residents. One of the City's primary responsibilities is to ensure the maintenance of and investment into the City's portfolio of assets through capital improvement projects which attracts business, provides jobs, and maintains the City's ability to support our business community and provide for our residents.

The Capital Improvement Plan (CIP) outlines the City's plan for achieving the goals, objectives, and service delivery levels desired by the Mayor and City Council. The purpose of this plan is to forecast and match projected revenues and major capital needs over a five (5)-year period. Capital planning is an important management tool that strengthens the linkages between community infrastructure needs and the financial capacity of the City. It allows for the systematic evaluation of projects assuring the greatest needs are being addressed. The City's CIP is made up of sixteen funds that are each unique in their revenue streams and terms of use based upon federal, state, or local statutes.

The City of Sparks takes a long-term view of the community and its needs. Larger capital improvement projects take years to plan and complete, including financing. Still being affected by the recent recession experienced in Northern Nevada, the primary focus of the Capital Improvement Plan has been to preserve the existing infrastructure.

Nevada Revised Statute (NRS) 354.59801 requires that each local government have on file, a copy of its plan for capital improvements. NRS 354.5945 further requires a five-year capital improvement plan be submitted to the:

- Department of Taxation
- Debt Management Commission of Washoe County
- Director of the Legislative Counsel Bureau

In addition, NRS 354.5945 requires that copies be available for public record and inspection at:

- The Sparks City Clerk
- The Washoe County Clerk

The Community Services Department partners with Financial Services to ensure the appropriations for funding the CIP are correct. Then Community Services Department schedules meetings with all the various Departments City wide. In these meetings the following is reviewed:

- We review the 2 to 5 year projects to determine:
  - If the project is still relevant
  - If the project's scope needs updating
  - If additional funding is needed
- Request for new projects are submitted using:
  - Project Title
  - Brief Project Description
  - Engineer's Estimate to cost with related expenses such as consultants, permitting, etc.
  - Desired completion timeframe

Recommendations are then developed based on fund availability and restrictions, risk analysis, citizen concerns, and Council priorities.

## CAPITAL IMPROVEMENT PLAN PROCESS CONTINUED

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

### FY22 CIP Budget Summary

Below is a summary of the FY22 CIP by fund:

FUND NAME	FY 22 CIP BUDGET
Transportation	3,217,686
Capital Projects	2,561,580
Ad Valorem Capital Projects	290,000
Parks & Recreation Projects	1,436,000
Park District 1	50,000
Park District 2	100,000
Park District 3	650,000
Victorian Room Tax	1,192,080
Community Development Block Grant	450,000
Municipal Court	20,000
Street Cut	450,000
Sanitary Sewer	5,972,402
Storm Drain / River Flood	2,215,000
Effluent	75,000
Motor Vehicles	3,311,160
Redevelopment Area 1	3,225,000
Redevelopment Area 2	150,000
Impact Fee Service Area #1	750,000
<b>Total</b>	<b>26,115,908</b>

# Capital Improvement Plan Executive Summary



# CITY OF SPARKS

## Executive Summary of FY22 CIP Projects

Project #	Project Description	Total Budget 2021-2022
-----------	---------------------	---------------------------

### ROAD FUND (1401): Transportation Systems Street Projects

#### PAVEMENT MANAGEMENT PROGRAM

##### Planned Capital Improvements

22-0500	Street Improvements - Corrective and Rehab	\$ 1,200,000.00
22-0501	Sidewalk Rehabilitation	\$ 450,000.00
22-0502	Alley, Parking Lot and Pathway - Rehab	\$ 150,000.00

##### Annual Recurring Capital Projects and Maintenance/Materials

22-0590	Street and Alley Surfaces - Preventative	\$ 700,000.00
22-0591	Annual Pavement Management Program Support:	\$ 75,000.00
22-0592	Annual Street Surface Maintenance and Materials for: Crack Sealing and Road Surfacing	\$ 302,136.00
22-0593	ADA Transition Plan Development	\$ 50,000.00

#### TRAFFIC PROGRAM

22-0693	Traffic Signs and Paint	\$ 140,550.00
22-0690	Traffic Safety	\$ 50,000.00
22-0691	Electrical System Upgrades	\$ 50,000.00
22-0692	MUTCD Sign Compliance Requirements Program	\$ 50,000.00

**TOTAL ROAD FUND 1401 PROJECTS \$ 3,217,686.00**

### CAPITAL PROJECTS FUND (1404): City Facilities Projects

#### CITY FACILITIES & EQUIPMENT

##### Planned Capital Improvements

22-1001	Police Dept. - Taser Replacement	\$ 100,000.00
22-1002	Sidewalk Sweeper/Snow Removal Equipment	\$ 60,000.00
22-1003	Maintenance Yard - Sickle Bar Mower	\$ 8,000.00
22-1004	Maintenance Yard - Boomless Mounted Liquid Sprayer	\$ 10,000.00
22-1005	Maintenance Yard - Vehicle Storage Door Extension	\$ 50,000.00
22-1006	Alf Sorensen - Boiler Replacement Design	\$ 50,000.00
22-1007	Fire Station #1 - Additional Turnout Washer and Dryer System	\$ 50,000.00
22-1008	Fire Station #1 - 3rd Floor and Basement Carpet Replacement	\$ 50,000.00
22-1009	Fire Station #4 - Garage Door Replacement	\$ 65,000.00
22-1010	City Hall - Legislative Building HVAC Replacement	\$ 90,000.00
22-1011	City Hall - Alarm System Replacement	\$ 50,000.00
22-1012	City Hall - HVAC System VAV Control Replacement	\$ 65,000.00
22-1013	City Wide Facility HVAC Control System Assessment and Asset Tracking	\$ 45,000.00
22-1014	Fire Department - EMS/Suppression Manikins	\$ 25,000.00
22-1015	Citywide - P25 Radio Replacement (375 Radios in FY 22 and Remaining in FY 23)	\$ 750,000.00
22-1016	Police Dept. - New Batons	\$ 50,000.00
22-1017	Police Dept. - Simunitions Equipment	\$ 50,000.00

# CITY OF SPARKS

## Executive Summary of FY22 CIP Projects

Project #	Project Description	Total Budget 2021-2022
-----------	---------------------	---------------------------

### Annual Recurring Capital Projects and Maintenance/Materials

080730	IT Hardware Replacement Plan	\$ 274,580.00
080731	IT Major Systems Replacement Plan	\$ 379,000.00
22-1090	Annual City-wide Facility Improvements	\$ 100,000.00
22-1091	City Lighting Energy Retrofits	\$ 25,000.00
22-1092	Annual Maintenance Contract for Photovoltaic Systems	\$ 25,000.00
22-1093	City Facilities ADA Mitigation Improvements	\$ 20,000.00
22-1094	Annual City-wide Elevator Retrofit and Upgrades	\$ 150,000.00
22-1095	Annual City-wide Door Replacement Project	\$ 20,000.00

**TOTAL CAPITAL PROJECTS-CITY FACILITIES \$ 2,561,580.00**

### CAPITAL FACILITIES FUND (1405): Capital Facilities Projects

#### CAPITAL FACILITIES PROJECTS

##### Planned Capital Improvements

22-1501	City-wide Re-Keying/Security Improvements	\$ 100,000.00
22-1502	Maintenance Admin - Restroom Remodel - Construction	\$ 100,000.00
22-1503	Police Department - Carpet Replacement at 1st Floor	\$ 90,000.00

**TOTAL CAPITAL FACILITIES PROJECTS \$ 290,000.00**

### PARKS and RECREATION PROJECTS (1402): Capital Improvements

#### PARKS AND RECREATION PROJECTS

##### Planned Capital Improvements

22-1600	Alf Carpet Replacement	\$ 25,000.00
22-1601	LDJ Lighting Upgrades	\$ 40,000.00

##### Annual Recurring Capital Projects and Maintenance/Supplies

22-1690	Bike Path Rehabilitation	\$ 100,000.00
22-1692	Nursery Re-Stock	\$ 7,000.00
22-1693	Sports Fields Grass Turf Replacement	\$ 20,000.00
22-1694	Marina Park Landscape, Path Modifications, and Upgrades	\$ 37,000.00
22-1695	Annual Park Facilities Improvements	\$ 62,000.00

**Sub-Total Parks and Recreation Capital Projects \$ 291,000.00**

# CITY OF SPARKS

## Executive Summary of FY22 CIP Projects

Project #	Project Description	Total Budget 2021-2022
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### GOLDEN EAGLE REGIONAL PARK PROJECTS

#### Planned Capital Improvements

22-1700	Synthetic Turf Replacement - Field 9	\$ 950,000.00
22-1701	GERP - Main Building Stair Replacement	\$ 80,000.00
<b>Annual Recurring Capital Projects and Maintenance/Supplies</b>		
22-1790	Annual GERP Site and Facilities Improvements	\$ 35,000.00
22-1791	Annual Turf Maintenance Contract	\$ 80,000.00
Sub-Total Golden Eagle Regional Park Projects		\$ 1,145,000.00

**TOTAL PARKS & REC CAPITAL & GERP PROJECTS \$ 1,436,000.00**

### PARK CONSTRUCTION TAX DIST #1 (1406): Park District #1 Capital Projects

#### PARK DISTRICT #1 PROJECTS

22-1890	Annual Park District 1 Improvements	\$ 50,000.00
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**TOTAL PARK CONSTRUCTION TAX DIST #1 PROJECTS \$ 50,000.00**

### PARK CONSTRUCTION TAX DIST #2 (1407): Park District #2 Capital Projects

#### PARK DISTRICT #2 PROJECTS

21-1990	Annual Park District 2 Improvements	\$ 100,000.00
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**TOTAL PARK CONSTRUCTION TAX DIST #2 PROJECTS \$ 100,000.00**

### PARK CONSTRUCTION TAX DIST #3 (1408): Park District #3 Capital Projects

#### PARK DISTRICT #3 PROJECTS

22-2091	Black Hills Park Playground Replacement - Construction	\$ 600,000.00
22-2090	Annual Park District 3 Improvements	\$ 50,000.00

**TOTAL PARK CONSTRUCTION TAX DIST #3 PROJECTS \$ 650,000.00**

### VICTORIAN SQUARE ROOM TAX (1415): Victorian Square Room Tax Projects

#### VICTORIAN SQUARE ROOM TAX PROJECTS

##### Planned Capital Improvements

22-2100	Phase 2 Barricade Project (Note - Carry forward from FY21)	\$ 900,000.00
20-2101	Victorian Square Cinema Re-opening Contribution	\$ 100,000.00
20-2102	Victorian Square Nugget Events Center Contribution	\$ 142,080.00

##### Annual Recurring Capital Projects and Maintenance/Supplies

22-2190	Victorian Square Development Contribution	\$ 50,000.00
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**TOTAL VICTORIAN SQUARE ROOM TAX PROJECTS \$ 1,192,080.00**

# CITY OF SPARKS

## Executive Summary of FY22 CIP Projects

Project #	Project Description	Total Budget 2021-2022
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### COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) (1203): Capital Projects

#### COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECTS

22-2290	Pedestrian and Street Improvements	\$ 450,000.00
TOTAL CDBG PROJECTS		\$ 450,000.00

### MUNICIPAL COURT ADMINISTRATIVE ASSESSMENT FUND (1208):

#### MUNICIPAL COURT ADMIN ASSESSMENT PROJECTS

##### Planned Capital Improvements

none planned for FY22

\$ -

##### Annual Recurring Capital Projects and Maintenance/Supplies

22-2390	Annual Municipal Court Facility Improvements	\$ 20,000.00
TOTAL MUNICIPAL COURT PROJECTS		\$ 20,000.00

### STREET CUT FUND (1224):

#### STREET CUT PROJECTS

22-2490	Street Cut Repair Contract (Annual)	\$ 450,000.00
TOTAL STREET CUT PROJECTS		\$ 450,000.00

# CITY OF SPARKS

## Executive Summary of FY22 CIP Projects

Project #	Project Description	Total Budget 2021-2022
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### SPARKS UTILITIES (1600's): Sanitary Sewer, Storm Drain, and Effluent Projects

#### SANITARY SEWER PROJECTS (Fund 1631) - Expansion/Rehabilitation of Sewer Infrastructure Systems

##### TMWRF Projects

21-6580	TMWRF Clarifier Basin Concrete & Steel Rehab COR#I100120 for #2A	\$ 185,397.00
21-6581	TMWRF Nitrification Tower #1 Improvements - Capital - COR#I?	\$ 1,568,500.00
21-6571	TMWRF MCC Rehab 16 &17 - COR#I100114	\$ 125,480.00
20-6588	TMWRF Effluent Reuse Pump Station Rehab COR#I100110	\$ 1,286,170.00
21-6578	TMWRF TWAS Short Term & TWAS Dewatering Improvements COR#I?	\$ 250,960.00
21-6570	TMWRF 3rd Centrifuge Cake Pump and Polymer Improvements COR#I100107	\$ 627,400.00
21-6577	TMWRF Gas Conditioning System Improvement COR#I100118	\$ 62,740.00
21-6575	TMWRF Bleach Building HVAC COR#I100117	\$ 156,850.00
21-6573	TMWRF Odor Control Improvements COR#I100115	\$ 156,850.00
20-6586	TMWRF Digester #4 Membrane Cover (predesign) COR#I100111	\$ 47,055.00
Sub-Total TMWRF Projects		\$ 4,467,402.00

##### SEWER INFRASTRUCTURE PROJECTS (Fund 1631)

22-6590	Sanitary Sewer Manhole Rehab.	\$ 225,000.00
22-6591	Sanitary Sewer Upgrade Projects - Quail, Boise, and Greenbrae Dr - Design	\$ 80,000.00
22-6594	Annual Sewer System Rehab	\$ 1,000,000.00
22-6595	Annual Sewer System Street Improvement Coordination	\$ 50,000.00
22-6592	SS Manhole CCTV Assessment	\$ 50,000.00

##### SEWER OPERATIONAL EFFICIENCY PROJECTS (Fund 1630)

22-6597	Annual Contingency for Emergencies	\$ 100,000.00
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Sub-Total Fund 1630 & 1631 Projects \$ 5,972,402.00

#### STORM DRAIN PROJECTS & EQUIPMENT (Fund 1641)

##### Expansion / Rehabilitation of Storm Drain Infrastructure Systems

22-6690	Annual Storm Drain Street Improvement Coordination	\$ 275,000.00
22-6691	Annual Storm Drain System Dam, Ditch, Flood and Drainage Structures	\$ 200,000.00
22-6692	Drainage Improvement Projects	\$ 650,000.00
22-6601	Stormwater Masterplan Update	\$ 325,000.00
22-6602	SD Manhole CCTV Assessment	\$ 50,000.00

##### Storm Drains Operational Efficiency Projects (Fund 1640)

22-6693	FEMA CRS/CAV	\$ 50,000.00
22-6694	North Truckee Drain Annual Cleaning	\$ 150,000.00
22-6695	Storm Drain Outreach Maintenance Program	\$ 15,000.00
22-6696	Annual Contingency for Emergencies	\$ 100,000.00

Sub-Total Fund 1640 & 1641 Projects \$ 1,815,000.00



# CITY OF SPARKS

## Executive Summary of FY22 CIP Projects

Project #	Project Description	Total Budget 2021-2022
<b>Effluent Reuse Operational Efficiency Projects (Fund 1650)</b>		
22-6790	Effluent Metered Site Upgrades	\$ 25,000.00
22-6791	Annual Contingency for Emergencies	\$ 50,000.00
<b>Infrastructure Systems</b>		
	No Projects planned in FY22	\$ -
Sub-Total Fund 1650 & 1651 Projects		\$ 75,000.00
<b>River Flood Projects</b>		
22-6600	NTD Flood Improvements / RTC Sparks Blvd Widening - Design	\$ 400,000.00
Sub-Total River Flood Projects		\$ 400,000.00
TOTAL SEWER IMPROVEMENT FUNDS		\$ 8,262,402.00
<b>MOTOR VEHICLE FUND (1702):</b>		
<b>CITY VEHICLE AND EQUIPMENT REPLACEMENTS</b>		
22-7500A	Vehicle and Equipment Replacement Plan - current year	\$ 2,526,160.00
100902	Fire Apparatus Replacement Plan - 1702	\$ 750,000.00
100903	Fire Capital Equipment Replacement Plan - 1702	\$ 35,000.00
TOTAL MOTOR VEHICLE RELATED PROJECTS		\$ 3,311,160.00

# CITY OF SPARKS

## Executive Summary of FY22 CIP Projects

Project #	Project Description	Total Budget 2021-2022
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### REDEVELOPMENT AREA 1 (3401)

#### PLANNED CAPITAL IMPROVEMENTS

22-3401	Avenue of the Oaks Straightening Project - Construction	\$ 1,100,000.00
22-3402	Victorian Square Barricade Project	\$ 700,000.00
22-3403	Nugget Events Center Forecourt - Design	\$ 250,000.00
22-3404	Victorian Amphitheater Phase 2 - Design	\$ 25,000.00
22-3405	Victorian Avenue Tree Grate Replacement	\$ 50,000.00
22-3406	Victorian Square Infrastructure Improvement Project Section 2C	\$ 800,000.00
22-3407	Contributions to CDBG Pedestrian Improvements Within RDA 1	\$ 300,000.00

**TOTAL REDEVELOPMENT AREA 1 PROJECTS \$ 3,225,000.00**

### REDEVELOPMENT AREA 2 (3601)

#### PLANNED CAPITAL IMPROVEMENTS

22-3601	Marina All Abilities Playground	\$ 150,000.00
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**TOTAL REDEVELOPMENT AREA 2 PROJECTS \$ 150,000.00**

### IMPACT FEE SERVICE AREA #1 (1210)

#### IFSA 1 (Public Facilities)

080731	Fire Station #6 Land Purchase	\$ 750,000.00
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#### IFSA 1 (Parks)

no projects planned for FY22 \$ -

#### IFSA 1 (Flood)

no projects planned for FY22 \$ -

**TOTAL IMPACT FEE SERVICE AREA #1 PROJECTS \$ 750,000.00**

# Capital Improvement Plan Supplementary Information

- ❖ TMWRF Summary
- ❖ Fire Apparatus & Equipment  
Replacement Plan
- ❖ Vehicle Replacement Plan



**TMWRF FY2022 Five-Year Capital Improvement Program Summary  
Replacement and Rehabilitation of TMWRF Infrastructure Systems**

**DRAFT** For Review and Possible Approval February 3rd, 2021

Facility Plan Recommendation Project

9/1/2020 Risk Rank	Process: Description of Activity	FY22	FY23	FY24	FY25	FY26	5 YR Total
N/A	Clarifier Basin Concrete and Steel Rehabilitation (Design/Construction)	\$591,000	\$609,000	\$627,000	\$646,000	\$665,000	\$3,138,000
N/A	Nitrification Tower Rehabilitation & Improvements (Design/Construction)	\$5,000,000	\$496,000	\$5,000,000	\$500,000	\$5,250,000	\$16,246,000
2	Motor Control Centers (MCC) Rehabilitation (Design/Construction)	\$400,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,400,000
6	Effluent Reuse Pump Station Rehabilitation (Construction)	\$4,100,000					\$4,100,000
3	TWAS Short-Term and TWAS Dewatering Improvements (Construction)	\$800,000			\$700,000		\$1,500,000
4	TWAS Dewatering Study (Preliminary Engineering Report)		\$600,000				\$600,000
1	Third Centrifuge, Cake Pump, & Polymer Improvements (Construction)	\$2,000,000			\$500,000		\$2,500,000
8	Gas Conditioning System Improvements (Design)	\$200,000	\$1,000,000				\$1,200,000
7	Bleach Building HVAC (Construction)	\$500,000					\$500,000
N/A	Odor Control Improvements (Construction)	\$500,000					\$500,000
11	Digester #4 Membrane Cover (Predesign)	\$150,000					\$150,000
	Digester #4 Membrane Cover (Design)		\$650,000				\$650,000
	Digester #4 Membrane Cover (Construction)			\$4,000,000			\$4,000,000
N/A	Sludge Drying Beds (Design)				\$400,000		\$400,000
N/A	Sludge Drying Beds (Construction)					\$2,000,000	\$2,000,000
10	Septage Receiving Improvements (Design/Construction)		\$1,000,000				\$1,000,000
12	Heat Loop Improvements (Design Ph1/Ph2)		\$250,000				\$250,000
12	Heat Loop Improvements (Construction Ph1/Ph2)			\$4,000,000	\$2,000,000		\$6,000,000
13	Filter Building Bypass/UV Disinfection (Predesign)		\$500,000				\$500,000
14	Roof Rehabilitation (Design/Construction)		\$800,000				\$800,000
15	Aeration Piping Improvements (Evaluation)		\$200,000				\$200,000
15	Aeration Piping Improvements (Design)			\$400,000			\$400,000
15	Aeration Piping Improvements (Construction)		\$250,000		\$4,500,000		\$4,750,000
16	Gravity Thickeners (Evaluation)		\$500,000				\$500,000
	Filter Building Evaluation / Expansion (Predesign)					\$300,000	\$300,000
	<b>Total (not including previous FY CIPs)</b>	<b>\$14,241,000</b>	<b>\$7,355,000</b>	<b>\$14,527,000</b>	<b>\$9,746,000</b>	<b>\$8,715,000</b>	<b>\$54,584,000</b>
	FY21 Approved =	\$14,244,000	\$47,173,000	\$31,123,000	\$7,096,000		
	Reno Portion (68.63%)	\$9,773,598	\$5,047,737	\$9,969,880	\$6,688,680	\$5,981,105	\$37,460,999
	<b>Sparks Portion (31.37%)</b>	<b>\$4,467,402</b>	<b>\$2,307,264</b>	<b>\$4,557,120</b>	<b>\$3,057,320</b>	<b>\$2,733,896</b>	<b>\$17,123,001</b>
	Estimated Encumbered Funds to Carry over on 7/1/2021 =	\$3,564,387					
	Estimated Non-Encumbered Funds to Carry over on 7/1/2021 =	\$6,024,302					

## FY22-FY26 Fire Apparatus Replacement Plan

Vehicle #		FY22	FY23	FY24	FY25	FY26
AERIAL UNIT #2 - PLATFORM-order in 4/21. Delivery in FY22	374	400,000				
WATER TENDER #501B - year 1993.	501B	350,000				
PUMPER #6.	31200		844,739			
PUMPER #7	31210			949,149		
PUMPER #8	396B				1,006,098	
BRUSH TRUCK #1	396B					603,659
Total		\$ 750,000	\$ 844,739	\$ 949,149	\$ 1,006,098	\$ 603,659

## FY22-FY26 Fire Equipment Replacement Plan

	FY22	FY23	FY24	FY25	FY26
Self Contained Breathing Apparatus					
Radios		50,000	500,000		
Defibrillators	35,000		40,000		45,000
Total	\$ 35,000	\$ 50,000	\$ 540,000	\$ -	\$ 45,000

## FY22 Vehicle & Equipment Replacement Plan

Department	Vehicle #	Vehicle YR	Description/Make/Model	Original Purchase Price	Replacement Cost	Replacement Vehicle Type	Replace With
Police	2203	2012	Tahoe 4wd	58,429	75,000	SUV 4WD	Tahoe PPV
Police	2402	2011	Tahoe 4wd	30,129	75,000	SUV 4WD	Tahoe PPV
Police	2304	2013	Chevy Caprice	66,563	75,000	SUV 4WD	Tahoe PPV
Police	2408	2014	Tahoe 4wd	62,333	75,000	SUV 4WD	Tahoe PPV
Police	2406	2013	Tahoe 4wd	69,868	75,000	SUV 4WD	Tahoe PPV
Police	2413	2015	Tahoe 4wd	66,238	75,000	SUV 4WD	Tahoe PPV
Police	RADIOS		macom		66,300	multiband encrypted	Harris
Police	235E	2007	BMW MC	21,354	40,000	Motor cycle	BMW
Police	288B	2006	Ford Taurus	14,278	43,000	Sedan	
Court	2403	2011	1500 crew 4wd	32,159	43,000	Sedan	
Fire	276A		Impala 4D	21,172	43,000	Sedan	
Fire	009F	2008	Dodge Durango	22,428	74,000	SUV	Tahoe PPV
Community Services	321A	2005	F250 P/U Ext Cab	25,759	47,000	4x4 3/4 ton p/u w/cap n lights	
Community Services	313B	2008	F250 P/U Ext Cab	30,388	47,000	4x4 3/4 ton p/u w/cap n lights	

## FY22 Vehicle & Equipment Replacement Plan

Department	Vehicle #	Vehicle YR	Description/Make/Model	Original Purchase Price	Replacement Cost	Replacement Vehicle Type	Replace With
Community Services	86A	2004	Dodge Durango	33,463	32,000	SUV P4D	SUV
Community Services	871A	1999	Cherrington	67,045	35,000	hook lift attachment	13000 lb
Community Services	463B	2003	Chevy P/U 3/4ton	21,874	55,000	1ton Utility Bed	Chevy
Community Services	493A	2005	Ford 3/4ton flatbed	23,715	55,000	1ton FlatBed single wheel	Chevy
Community Services	735C	1999	CRAFCO	38,072	106,000	Tarpot	CRAFCO
Community Services	415C	2001	Ford P/U 1/2ton	26,510	55,000	1ton Utility Bed	Chevy
Community Services	601A	1998	air compr trlr	11,836	27,500	air compressor trlr	Ingersoll-Rand
Community Services	613A	2000	air compr trlr	11,308	27,500	air compressor trlr	Ingersoll-Rand
Community Services	705A	2007	Wanco	15,248	18,480	MB2 Message board	SolarTech
Community Services	722A	2007	Wanco	15,248	18,480	MB2 Message board	SolarTech
Community Services	513C	1996	Intr'l 5 yd dump	62,439	140,000	5 yd dump	
Community Services	776A	1991	Bobcat Loader	0	80,000	skid steer loader	Bobcat
Community Services	411C	1997	GMC flatbed 1Ton	26,724	38,850	Chevy flatbed 1Ton	
Community Services	525C	2005	Freightliner/flusher	136,288	505,000	Peterbuilt/ Vac-Con	
Community Services	738D	2007	Sterling/Elgin sweeper	183,507	360,000	Mechanical Sweeper/ Pelican?	Elgin
Community Services	499C	2001	F350 P/U 2WD	28,428	55,000	Chevy P/U 4wd	
Community Services	4209	2006	Chevy P/U 4wd	19,732	30,450	Chevy P/U 4wd	
Community Services	474A	2002	Chevy S10 blazer	20,263	33,600		

**Total FY22 Vehicle & Equipment Replacement Costs    \$        2,526,160**

# Five Year Capital Improvement Plan FY22-FY26





# City of Sparks

## Five Year Capital Improvement Plan 2021/22- 2025/26

	FY22	FY23	FY24	FY25	FY26
ROAD FUND (1401): Transportation Systems, Road Improvements and related road maintenance projects					
Capital Resources					
Funding Available from Prior Year	\$27,693	\$17,804	\$154,770	\$364,498	\$245,580
Fuel Tax Revenues	\$2,660,252	\$2,660,252	\$2,660,252	\$2,660,252	\$2,660,252
TMWA MUA Revenue	\$750,000	\$765,000	\$780,300	\$795,906	\$811,824
Electric and Gas Franchise Fees	\$2,146,000	\$2,188,920	\$2,232,698	\$2,277,352	\$2,322,899
Miscellaneous. Revenue/Expenses	\$2,263	\$25,000	\$25,000	\$25,000	\$25,000
Less Road Maintenance Personnel	(\$2,350,718)	(\$2,421,239)	(\$2,493,877)	(\$2,568,693)	(\$2,645,754)
Total Available For Road Projects	\$3,235,490	\$3,235,736	\$3,359,144	\$3,554,315	\$3,419,802

# PAVEMENT MANAGEMENT PROGRAM

Street Improvement & Equipment - Corrective / Rehabilitation						
project #	Description					
22-0500	Street Improvements - Corrective and Rehab	\$ 1,200,000	\$ 1,100,000	\$ 1,000,000	\$ 1,300,000	\$ 1,400,000
22-0501	Sidewalk Rehabilitation	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000
22-0502	Alley, Parking Lot and Pathway - Rehab	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Annual Recurring Capital Projects and Maintenance / Materials						
22-0590	Street and Alley Surfaces - Preventative (see "2018 Prev" map)	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000
22-0591	Annual Pavement Management Program Support:	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
	Design/Geotechnical Support					
	RTC- Fuel TAX Supported Roadway Projects and NDOT Enhancement Supported Projects					
	Real Property / Right of Way Services					
22-0592	Annual Street Surface Maintenance and Materials for:	\$ 302,136	\$ 311,200	\$ 320,536	\$ 330,152	\$ 340,057
	Crack Seal and Road Surfacing					
22-0593	ADA Transition Plan Development	\$ 50,000	\$ 50,000			
Sub-total Pavement Program		\$ 2,927,136	\$ 2,786,200	\$ 2,695,536	\$ 3,005,152	\$ 3,115,057

City of Sparks

Five Year Capital Improvement Plan 2021/22- 2025/26

		FY22	FY23	FY24	FY25	FY26
TRAFFIC PROGRAM						
Annual Recurring Capital Projects and Maintenance/Supplies						
project #	Description					
22-0693	Traffic Signs and Paint	\$ 140,550	\$ 144,767	\$ 149,109	\$ 153,583	\$ 158,190
	Line Laser for Traffic Paint and Signs					
	Traffic Paint Materials					
	Street Signs					
22-0690	Traffic Safety	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	Safe Route To School Plan Updates					
	City-wide Signal Coordination/Capacity Improvements					
	Traffic Calming Enhancements					
22-0691	Electrical System Upgrades	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	Traffic Signal Detection Upgrades					
	Traffic Signal Conflict Monitor Replacement Projects					
	Traffic Computer Maintenance and Upgrades					
	Traffic Signal LED Replacement Program					
	Contracting Services - Street Sign and Traffic Signal Electrical					
22-0692	MUTCD Sign Compliance Requirements Program	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Sub-total Traffic Program		\$ 290,550	\$ 294,767	\$ 299,109	\$ 303,583	\$ 308,190
TOTAL ROAD FUND 1401 PROJECTS		\$ 3,217,686	\$ 3,080,967	\$ 2,994,646	\$ 3,308,735	\$ 3,423,247

City of Sparks					
Five Year Capital Improvement Plan 2021/22- 2025/26					
	FY22	FY23	FY24	FY25	FY26
CAPITAL PROJECTS FUND (1404): Acquisition and construction of fixed assets and rehabilitation of capital facilities.					
1404A - Capital Resources City Facilities and Equipment					
Funding Available from Prior Year	700,299.70	\$3,893,092	\$1,380,592	(\$4,899,018)	(\$5,120,792)
General Fund Transfer for Public Works Projects	\$2,100,000	\$2,163,000	\$2,227,890	\$2,294,727	\$2,363,569
Unspent Bond Proceeds Dedicated to Debt Service	\$0	\$0	\$0	\$0	\$0
Miscellaneous Revenue/Expenses	\$792	\$8,500	\$8,500	\$8,500	\$8,500
General Fund Transfer for Fire Station #6	\$3,000,000	\$0	\$0	\$0	\$0
Total Available For Capital Projects	\$5,801,092	\$6,064,592	\$3,616,982	(\$2,595,792)	(\$2,748,723)

CITY FACILITIES & EQUIPMENT					
project #	Description				
22-1001	Police Dept. - Taser Replacement	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
22-1002	Sidewalk Sweeper/Snow Removal Equipment	\$ 60,000			
22-1003	Maintenance Yard - Sickle Bar Mower	\$ 8,000			
22-1004	Maintenance Yard - Boomless Mounted Liquid Sprayer	\$ 10,000			
22-1005	Maintenance Yard - Vehicle Storage Door Extension	\$ 50,000			
22-1006	Alf Sorensen - Boiler Replacement Design	\$ 50,000			
22-1007	Fire Station #1 - Additional Turnout Washer and Dryer System	\$ 50,000			
22-1008	Fire Station #1 - 3rd Floor and Basement Carpet Replacement	\$ 50,000			
22-1009	Fire Station #4 - Garage Door Replacement	\$ 65,000			
22-1010	City Hall - Legislative Building HVAC Replacement	\$ 90,000			
22-1011	City Hall - Alarm System Repacement	\$ 50,000			
22-1012	City Hall - HVAC System VAV Control Replacement	\$ 65,000			
22-1013	City Wide Facility HVAC Control System Assessment and Asset Tracking	\$ 45,000			
22-1014	Fire Department - EMS/Suppression Manikins	\$ 25,000			

# City of Sparks

## Five Year Capital Improvement Plan 2021/22- 2025/26

		FY22	FY23	FY24	FY25	FY26
22-1015	Citywide - P25 Radio Replacement (375 Radios in FY 22 and Remaining in FY 23)	\$ 750,000	\$ 600,000			
22-1016	Police Dept. - New Baton's	\$ 50,000				
22-1017	Police Dept. - Simunitions Equipment	\$ 50,000				
	Fire Department - Replacing Six Treadmills		\$ 24,000			
	Fire Department - Vertical Ventilation Prop		\$ 65,000			
	Police Dept. - Rifle Plates		\$ 100,000			
	Maintenance Vehicle Storage Heater Replacement		\$ 50,000			
	City Hall - Southeast ADA Ramp Improvements - Design		\$ 40,000			
	Fire Station #1 - 1st Floor Carpet Replacement		\$ 30,000			
	Fire Station #2 - Internet Radio Upgrades		\$ 110,000			
	Alf Sorensen - Boiler Replacement Construction		\$ 400,000			
	Police Dept. - HVAC System Boiler/Chiller Replacement Project - Construction		\$ 1,900,000			
	Maintenance Garage Admin Office HVAC Upgrades - Design		\$ 30,000			
	Fire Station #1 - Fire Alarm Upgrade		\$ 40,000			
	City Hall Exterior Painting Project		\$ 150,000			
	Maintenance Admin - Window Replacement		\$ 30,000			
	Maintenance Yard Building Exterior Painting Project		\$ 165,000			
	Fire Station #6 Design		\$ 600,000			
	Fire Station #6 Construction			\$ 6,000,000		
	Fire Department - Paratech Struts for New Fire Truck			\$ 31,000		
	Police Dept. - Rifle Rated Helmets			\$ 100,000		
	City Hall - Southeast ADA Ramp Improvements - Construction			\$ 250,000		
	City Hall Legislative Bldg Chair Replacement			\$ 80,000		
	Maintenance Garage Admin Office HVAC Upgrades - Construction			\$ 200,000		
	Maintenance Garage - West Side Parking Lot Rehabilitation			\$ 250,000		
	Police Dept. - Maintenance Garage Heater Replacement			\$ 80,000		



# City of Sparks

## Five Year Capital Improvement Plan 2021/22- 2025/26

	FY22	FY23	FY24	FY25	FY26
City Hall - West Parking Lot Rehabilitation			\$ 450,000		
City Hall - New Storm Drain Pump Station			\$ 60,000		
Police Dept.- Enclose Atrium for Additional Office Space - Design			\$ 150,000		
Fire Station #1 - 3rd Floor Women's Restroom Remodel			\$ 80,000		
Fire Station #1 - East Side Concrete Apron Replacement			\$ 75,000		
Gandolpho Park Salt/Sand Shed Cover Replacement			\$ 180,000		
Fire Station #4 and #5 - Evaporative Cooler Replacement			\$ 50,000		
City Hall - Server Room Fire Suppression System			\$ 75,000		
Fire Department - Replace Two Large Extrication Equipment				\$ 120,000	
Police Dept. - Replace Half of Patrol Rifles				\$ 100,000	
Maintenance Yard West Vehicle Storage Building Enclosure - Design				\$ 80,000	
Richards Way North Bathroom ADA Upgrades				\$ 115,000	
Police Dept.- Enclose Atrium for Additional Office Space - Construction				\$ 1,500,000	
Fire Station #1 - Heat Pump/Boiler Replacement and Chiller Installation - Design				\$ 300,000	
Police Dept. - Replace Second Half of Patrol Rifles					\$ 100,000
Maintenance Yard West Vehicle Storage Building Enclosure - Construction					\$ 800,000
Police Dept.- Electrical Evaluation and Planning					\$ 50,000
Fire Station #1 - Heat Pump/Boiler Replacement and Chiller Installation - Construction					\$ 3,000,000
Police Dept. - Evidence Building Mobile Shelving					\$ 150,000
Fire Station #1 - Generator Replacement					\$ 300,000
Sub-Total City Facilities Equip	\$ 1,568,000	\$ 4,434,000	\$ 8,211,000	\$ 2,215,000	\$ 4,400,000

# City of Sparks

## Five Year Capital Improvement Plan 2021/22- 2025/26

		FY22	FY23	FY24	FY25	FY26
Annual Recurring Capital Projects and Maintenance/Supplies						
project #	Description					
22-1090	Annual City-wide Facility Improvements	\$ 100,000	\$ 110,000	\$ 115,000	\$ 120,000	\$ 125,000
22-1091	City Lighting Energy Retrofits	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
22-1092	Annual Maintenance Contract for Photovoltaic Systems	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
22-1093	City Facilities ADA Mitigation Improvements	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
22-1094	Annual City-wide Elevator Retrofit and Upgrades	\$ 150,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000
22-1095	Annual City-wide Door Replacement Project	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Sub-Total Annual Recurring		\$ 340,000	\$ 250,000	\$ 305,000	\$ 310,000	\$ 315,000
TOTAL 1404A - CAPITAL PROJECTS		\$ 1,908,000	\$ 4,684,000	\$ 8,516,000	\$ 2,525,000	\$ 4,715,000

1404B - Capital Resources - IT Sustainability Plan #1 - Hardware (Tech Refresh)					
Funding Available from Prior Year	\$67,620	\$67,620	\$268,080	\$313,500	\$294,440
General Fund transfer - Marijuana Licensing Fees are the designated resource in FY20	\$274,580	\$300,460	\$145,420	\$80,940	\$100,000
Total Available For Capital Projects	\$342,200	\$368,080	\$413,500	\$394,440	\$394,440

Annual Recurring Capital Projects and Maintenance/Supplies						
project #	Description					
080730	IT Hardware Replacement Plan	\$ 274,580	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
TOTAL 1404B - CAPITAL PROJECTS - IT Sustainability Plan #1		\$ 274,580	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000

City of Sparks

Five Year Capital Improvement Plan 2021/22- 2025/26

	FY22	FY23	FY24	FY25	FY26
1404C - Capital Resources - IT Sustainability Plan #2 - Software (Major Systems)					
Funding Available from Prior Year	\$49,106	\$49,106	\$129,106	\$106	\$50,106
General Fund transfer - Marijuana Licensing Fees are the designated resource in FY20	\$379,000	\$215,000	\$186,000	\$600,000	\$1,440,000
Total Available For Capital Projects	\$428,106	\$264,106	\$315,106	\$600,106	\$1,490,106

Annual Recurring Capital Projects and Maintenance/Supplies											
080731	IT Major Systems Replacement Plan	\$	379,000	\$	135,000	\$	315,000	\$	550,000	\$	300,000
1404C - TOTAL CAPITAL PROJECTS - IT Sustainability Plan #2		\$	379,000	\$	135,000	\$	315,000	\$	550,000	\$	300,000

TOTAL CAPITAL PROJECTS FUND 1404 (INCLUDING PART A, B, AND C)	\$2,561,580	\$4,919,000	\$8,931,000	\$3,175,000	\$5,115,000
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CAPITAL FACILITIES FUND (1405): Acquisition of land, improvements to land, purchase of major equipment, renovations to government facilities and repayment of short term financing for these activities.					
Capital Resources					
Funding Available from Prior Year	\$79,695	\$31,667	\$98,473	\$30,938	\$188,432
Ad Valorem Taxes designated for Capital Projects per NRS 354.59815 and 354.598155	\$241,700	\$246,534	\$251,465	\$256,494	\$261,624
Miscellaneous Revenue/Expenses	\$272	\$272	\$1,000	\$1,000	\$1,000
Total Available For Capital Projects	\$321,667	\$278,473	\$350,938	\$288,432	\$451,056

CAPITAL FACILITIES PROJECTS					
Project #	Description				
22-1501	City-wide Re-Keying/Security Improvements	\$100,000	\$75,000	\$50,000	
22-1502	Maintenance Admin - Restroom Remodel - Construction	\$100,000			
22-1503	Police Department - Carpet Replacement at 1st Floor	\$90,000			

# City of Sparks

## Five Year Capital Improvement Plan 2021/22- 2025/26

	FY22	FY23	FY24	FY25	FY26
Fire Station #1 Lift Station Replacement		\$ 75,000			
Maintenance Yard Bull Pen Ventilation Improvement Project - Design		\$ 30,000			
Maintenance Yard Bull Pen Ventilation Improvement Project - Construction			\$ 175,000		
Fire Station #3 - Remodel Shower Stalls			\$ 15,000		
Fire Station #1 - Ceiling Fan/Ventilation for Apparatus Bays			\$ 80,000		
Maintenance Garage Electrical Upgrade Project				\$ 100,000	
Shadow Mountain Barn Replacement Project					\$ 100,000

TOTAL CAPITAL FACILITIES PROJECT FUND 1405	\$ 290,000	\$ 180,000	\$ 320,000	\$ 100,000	\$ 100,000
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PARKS AND RECREATION PROJECTS (1402): Park Improvement Projects, including Sparks Marina.						
Capital Resources						
Funding Available from Prior Year	\$237,698	\$601,957	\$863,131	\$5,272	\$20,429	
Electric and Gas Franchise Fees	\$1,073,469	\$1,094,938	\$1,116,837	\$1,139,174	\$1,161,957	
Miscellaneous Revenue/Expenses	\$905	\$923	\$942	\$960	\$980	
Less Park and Recreation Personnel	(\$419,114)	(\$431,688)	(\$444,638)	(\$457,977)	(\$471,717)	
Total Available For Capital Projects	\$892,957	\$1,266,131	\$1,536,272	\$687,429	\$711,649	

PARKS AND RECREATION PROJECTS						
Project #	Description					
22-1600	Alf Carpet Replacement	\$ 25,000				
22-1601	LDJ Lighting Upgrades	\$ 40,000				



# City of Sparks

## Five Year Capital Improvement Plan 2021/22- 2025/26

		FY22	FY23	FY24	FY25	FY26
Recreation Gym Interior Paint			\$ 60,000			
LDJ Interior Paint and Wainscoting			\$ 40,000			
Deer Park Pool Liner and Fence Repairs - Design			\$ 20,000			
Alf Sorensen Cement Deck and Pool Surface Refurbishment - Design			\$ 50,000			
Deer Park Pool Liner and Fence Repairs				\$ 275,000		
Alf Sorensen Cement Deck and Pool Surface Refurbishment				\$ 1,000,000		
Pah Rah Park Additional Parking					\$ 350,000	
Richards Way Gym Floor Repair/Replacement					\$ 60,000	
Rock Park Additional Parking						\$ 500,000
Sub-Total Parks and Rec		\$ 65,000	\$ 170,000	\$ 1,275,000	\$ 410,000	\$ 500,000
Annual Recurring Capital Projects and Maintenance/Supplies						
22-1690	Bike Path Rehabilitation	\$ 100,000	\$ 100,000	\$ 120,000	\$ 120,000	\$ 120,000
22-1692	Nursery Re-Stock	\$ 7,000	\$ 7,000	\$ 10,000	\$ 10,000	\$ 10,000
22-1693	Sports Fields Grass Turf Replacement	\$ 20,000	\$ 21,000	\$ 21,000	\$ 22,000	\$ 22,000
22-1694	Marina Park Landscape, Path Modifications, and Upgrades	\$ 37,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
22-1695	Annual Park Facilities Improvements	\$ 62,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
Sub-Total Annual Recurring		\$ 226,000	\$ 233,000	\$ 256,000	\$ 257,000	\$ 257,000
TOTAL CAPITAL PROJECTS PARKS AND RECREATION		\$ 291,000	\$ 403,000	\$ 1,531,000	\$ 667,000	\$ 757,000

# City of Sparks

## Five Year Capital Improvement Plan 2021/22- 2025/26

	FY22	FY23	FY24	FY25	FY26
<b>Capital Resources - Golden Eagle Regional Park (GERP)</b>					
Funding Available from Prior Year	\$1,725,655	\$1,537,151	\$1,870,806	\$1,104,106	\$737,039
Electric and Gas Franchise Fees	\$0	\$0	\$0	\$0	\$0
General Fund Transfer - Marijuana Licensing Fees are the designated resource in FY20	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000
GERP Facility Rentals, Sponsorship, Advertising, and Lighting Revenue	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
GERP Concession Franchise Fees	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Miscellaneous Revenue	\$8,000	\$505	\$505	\$505	\$505
Less Golden Eagle Regional Park Operations	(\$11,505)	(\$11,850)	(\$12,205)	(\$12,571)	(\$12,948)
Total Available For Capital Projects	\$2,682,151	\$2,485,806	\$2,819,106	\$2,052,039	\$1,684,596

GOLDEN EAGLE REGIONAL PARK PROJECTS						
Project #	Description					
22-1700	Synthetic Turf Replacement - Field 9	\$ 950,000				
22-1701	GERP - Main Building Stair Replacement	\$ 80,000				
	Synthetic Turf Replacement - Field 5,and 6 (Infields)		\$ 500,000			
	Synthetic Turf Replacement - Field 10, 13, 14 (Outfields)			\$ 1,600,000		
	Synthetic Turf Replacement - Field 5 and 6 (Outfields)				\$ 1,200,000	
	Synthetic Turf Replacement - Field 11, 12, and 15 (Outfields)					\$ 1,800,000
	Sub-Total GERP Projects	\$ 1,030,000	\$ 500,000	\$ 1,600,000	\$ 1,200,000	\$ 1,800,000
	Annual Recurring Capital Projects and Maintenance/Supplies					
22-1790	Annual GERP Site and Facilities Improvements	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
22-1791	Annual Turf Maintenance Contract	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
	Sub-Total Annual Recurring GERP	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000
	TOTAL CAPITAL PROJECTS - GERP	\$ 1,145,000	\$ 615,000	\$ 1,715,000	\$ 1,315,000	\$ 1,915,000
	TOTAL PARKS AND REC PROJECTS FUND 1402	\$ 1,436,000	\$ 1,018,000	\$ 3,246,000	\$ 1,982,000	\$ 2,672,000

City of Sparks

Five Year Capital Improvement Plan 2021/22- 2025/26

	FY22	FY23	FY24	FY25	FY26
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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	\$668,261	\$733,428	\$261,659	(\$412,341)	(\$386,341)
Budgeted Residential Park Construction Tax	\$112,000	\$75,000	\$75,000	\$75,000	\$75,000
Miscellaneous Revenue/Expenses	\$3,167	\$3,230	\$1,000	\$1,000	\$1,000
Total Available For Neighborhood Parks	\$783,428	\$811,659	\$337,659	(\$336,341)	(\$310,341)

PARK DISTRICT #1 PROJECTS					
Project #	Description				
	Aimone Park Play Structure Replacement		\$ 250,000		
	Deer Park Play Structure Replacement			\$ 350,000	
	Burgess Park Play Structure Replacement				\$ 285,000
	Sub-Total	\$ -	\$ 250,000	\$ 350,000	\$ -
	Annual Recurring Capital Projects and Maintenance/Supplies				\$ 285,000
22-1890	Annual Park District 1 Improvements	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
TOTAL CAPITAL PROJECTS - PARK DISTRICT #1		\$ 50,000	\$ 550,000	\$ 750,000	\$ 50,000
				\$ 50,000	\$ 620,000

City of Sparks

Five Year Capital Improvement Plan 2021/22- 2025/26

	FY22	FY23	FY24	FY25	FY26
PARK CONSTRUCTION TAX DIST #2 (1407): Construction of new park facilities located in Park District #2.					
Capital Resources					
Funding Available from Prior Year	\$537,753	\$803,016	\$520,324	\$240,169	\$310,014
Budgeted Residential Park Construction Tax	\$363,000	\$165,000	\$165,000	\$165,000	\$165,000
Miscellaneous Revenue/Expenses	\$2,263	\$2,308	\$4,845	\$4,845	\$4,845
Total Available For Neighborhood Parks	\$903,016	\$970,324	\$690,169	\$410,014	\$479,859

PARK DISTRICT #2 PROJECTS					
Project #	Description				
22-1990	Canyon Hills Play Structure Replacement		\$ 350,000		
	Wood Trail Play Structure Replacement			\$ 350,000	
	Vista View Play Structure Replacement				\$ 500,000
	Sage Play Structure Replacement				\$ 400,000
	Annual Recurring Capital Projects and Maintenance/Supplies				
	Annual Park District 2 Improvements	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
TOTAL CAPITAL PROJECTS - PARK DISTRICT #2		\$ 100,000	\$ 450,000	\$ 450,000	\$ 100,000
				\$ 100,000	\$ 1,000,000

City of Sparks

Five Year Capital Improvement Plan 2021/22- 2025/26

	FY22	FY23	FY24	FY25	FY26
PARK CONSTRUCTION TAX DIST #3 (1408): Construction of new park facilities located in Park District #3.					
Capital Resources					
Funding Available from Prior Year	\$837,206	\$648,278	\$359,431	\$381,431	\$803,431
Budgeted Residential Park Construction Tax	\$457,000	\$457,000	\$457,000	\$457,000	\$457,000
Miscellaneous Revenue/Expenses	\$4,072	\$4,153	\$15,000	\$15,000	\$15,000
Total Available For Neighborhood Parks	\$1,298,278	\$1,109,431	\$831,431	\$853,431	\$1,275,431

PARK DISTRICT #3 PROJECTS						
Project #	Description					
22-2091	Black Hills Park Playground Replacement - Construction	\$	600,000			
	Bodega Park Playground Replacement			\$	300,000	
	Stonebrook Community Park - Design			\$	400,000	
	Kiley Community Park - Design				\$	400,000
22-2090	Annual Recurring Capital Projects and Maintenance/Supplies					
	Annual Park District 3 Improvements	\$	50,000	\$	50,000	\$ 50,000 \$ 50,000 \$ 50,000
TOTAL CAPITAL PROJECTS - PARK DISTRICT #3		\$	650,000	\$	750,000	\$ 450,000 \$ 50,000 \$ 50,000



City of Sparks
Five Year Capital Improvement Plan 2021/22- 2025/26

	FY22	FY23	FY24	FY25	FY26
VICTORIAN SQUARE ROOM TAX (1415): Capital projects and land acquisitions in the Victorian Square.					
Capital Resources					
Funding Available from Prior Year	\$4,809,856	\$4,526,372	\$5,217,888	\$101,484	(\$314,920)
Anticipated Victorian Square Room Tax Revenues	\$900,000	\$975,000	\$1,025,000	\$1,075,000	\$1,125,000
Miscellaneous Revenue/Expenses	\$8,596	\$8,596	\$8,596	\$8,596	\$8,596
Total Available For Room Tax Projects	\$5,718,452	\$5,509,968	\$6,251,484	\$1,185,080	\$818,676

VICTORIAN SQUARE ROOM TAX PROJECTS						
Project #	Description					
22-2100	Phase 2 Barricade Project (Note - Carry forward from FY21)	\$	900,000			
	Victorian Plaza - Construction			\$	6,000,000	
	Victorian Plaza Play Structure			\$	500,000	
	Victorian Square Infrastructure Improvement Project Section 3			\$	800,000	
	Victorian Square Infrastructure Improvement Project Section 5					\$ 800,000
	Victorian Square Infrastructure Improvement Project Sections 6 & 7					\$ 200,000
	Victorian Square Public Art Program			\$	150,000	
20-2101	Victorian Square Cinema Re-opening Contribution	\$	100,000	\$	100,000	
20-2102	Victorian Square Nugget Events Center Contribution	\$	142,080	\$	142,080	
	Sub-Total Victorian Square Projects	\$	1,142,080	\$	242,080	\$ 6,100,000 \$ 1,450,000 \$ 1,000,000
Annual Recurring Capital Projects and Maintenance/Supplies						
22-2190	Victorian Square Development Contribution	\$	50,000	\$	50,000	\$ 50,000 \$ 50,000 \$ 50,000
	Sub-Total Annual Recurring	\$	50,000	\$	50,000	\$ 50,000 \$ 50,000
TOTAL VICTORIAN SQUARE ROOM TAX PROJECTS		\$	1,192,080	\$	292,080	\$ 6,150,000 \$ 1,500,000 \$ 1,050,000

City of Sparks

Five Year Capital Improvement Plan 2021/22- 2025/26

	FY22	FY23	FY24	FY25	FY26
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	\$225,000	\$1,802	\$1,802	\$1,802	\$1,802
Grant Award	\$226,802	\$225,000	\$225,000	\$225,000	\$225,000
Total Available For CDBG Projects	\$451,802	\$226,802	\$226,802	\$226,802	\$226,802

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECTS							
Project #	Description						
22-2290	Pedestrian and Street Improvements - No Project in FY 22 to Allow Funding to Build Over a Two Year Period and Create Funding for a Larger Project in FY 23	\$	450,000	\$	225,000	\$	225,000
TOTAL CDBG CAPITAL PROJECTS		\$	450,000	\$	225,000	\$	225,000

MUNICIPAL COURT ADMINISTRATIVE ASSESSMENT FUND (1208): Projects that enhance or support municipal court facilities and operations.						
Capital Resources						
Funding Available from Prior Year	\$6,688	\$11,688	\$46,688	\$41,688	\$26,688	
Admin Assessment Fees per NRS 176.0611	\$25,000	\$55,000	\$55,000	\$55,000	\$55,000	
Total Available For Muni Court Projects	\$31,688	\$66,688	\$101,688	\$96,688	\$81,688	

MUNICIPAL COURT ADMIN ASSESSMENT PROJECTS											
Project #	Description										
	Security Furniture Replacement				\$	40,000					
	Exterior Window Bullet Resistant Film						\$	50,000			
	Security Remodel							\$	250,000		
Sub-Total Muni Court Projects		\$	-	\$	-	\$	40,000	\$	50,000	\$	250,000

# City of Sparks

## Five Year Capital Improvement Plan 2021/22- 2025/26

		FY22	FY23	FY24	FY25	FY26
22-2390	Annual Recurring Capital Projects and Maintenance/Supplies					
	Annual Municipal Court Facility Improvements	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
	Sub-Total Annual Recurring	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
TOTAL MUNI COURT CAPITAL PROJECTS		\$ 20,000	\$ 20,000	\$ 60,000	\$ 70,000	\$ 270,000

STREET CUT (1224): Street repairs as a result of street cuts from local vendors.						
Capital Resources						
Funding Available from Prior Year	\$264,374	\$54,944	\$49,683	\$48,657	\$50,448	
Street Cut Permits	\$300,000	\$306,000	\$312,120	\$318,362	\$324,730	
Miscellaneous Revenue/Expenses	\$1,584	\$1,584	\$1,584	\$100	\$100	
Less Street Cut personnel and operational costs	(\$61,014)	(\$62,845)	(\$64,730)	(\$66,672)	(\$68,672)	
Total Available For Street Cut Projects	\$504,944	\$299,683	\$298,657	\$300,448	\$306,605	

STREET CUT PROJECTS						
Project #	Description					
22-2490	Street Cut Repair Contract (Annual)	\$ 450,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
TOTAL STREET CUT PROJECTS		\$ 450,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000



# City of Sparks

## Five Year Capital Improvement Plan 2021/22- 2025/26

	FY22	FY23	FY24	FY25	FY26
SPARKS UTILITIES (1600's): Sanitary sewer, storm drain, and effluent projects					
Capital Resources					
Capital Funding Available from Prior Year	\$40,274,334	\$47,964,484	\$50,025,149	\$50,576,922	\$52,831,218
Connection Fees	\$10,220,393	\$3,900,000	\$3,900,000	\$3,900,000	\$3,900,000
Sun Valley TMWRF capital contributions	\$1,185,224	\$923,176	\$1,254,479	\$1,045,982	\$482,385
Miscellaneous Revenue	\$928,900	\$300,000	\$300,000	\$300,000	\$300,000
System Reinvestment Transfer from Operating	\$6,773,000	\$6,908,000	\$7,046,000	\$7,187,000	\$7,331,000
Operational Efficiency Projects paid for out of Operating Funds	\$ 869,000	\$490,000	\$490,000	\$490,000	\$490,000
Sparks share of TMWRF staff capital (capital budget in fund 5605)	(\$568,305)	(\$580,000)	(\$592,000)	(\$604,000)	(\$616,000)
Debt Service	(\$3,855,660)	(\$3,438,247)	(\$3,174,587)	(\$2,267,366)	(\$1,644,575)
Total Resources Available for Utilities Projects	\$55,826,886	\$56,467,413	\$59,249,042	\$60,628,538	\$63,074,028

### SANITARY SEWER PROJECTS (Fund 1631) - Expansion/Rehabilitation of Sewer Infrastructure Systems

#### TMWRF Projects

Project #	Description						
21-6580	TMWRF Clarifier Basin Concrete & Steel Rehab COR#I100120 for #2A	\$ 185,397	\$ 191,043	\$ 196,690	\$ 202,650	\$ 208,611	
21-6581	TMWRF Nitrification Tower #1 Improvements - Capital - COR#I?	\$ 1,568,500	\$ 155,595	\$ 1,568,500	\$ 156,850	\$ 1,646,925	
21-6571	TMWRF MCC Rehab 16 &17 - COR#I100114	\$ 125,480	\$ 156,850	\$ 156,850	\$ 156,850	\$ 156,850	
20-6588	TMWRF Effluent Reuse Pump Station Rehab COR#I100110	\$ 1,286,170					
21-6578	TMWRF TWAS Short Term & TWAS Dewatering Improvements COR#I?	\$ 250,960			\$ 219,590		
21-6570	TMWRF 3rd Centrifuge Cake Pump and Polymer Improvements COR#I100110	\$ 627,400			\$ 156,850		
21-6577	TMWRF Gas Conditioning System Improvement COR#I100118	\$ 62,740	\$ 313,700				
21-6575	TMWRF Bleach Building HVAC COR#I100117	\$ 156,850					
21-6573	TMWRF Odor Control Improvements COR#I100115	\$ 156,850					
20-6586	TMWRF Digester #4 Membrane Cover (predesign) COR#I100111	\$ 47,055					

# City of Sparks

## Five Year Capital Improvement Plan 2021/22- 2025/26

	FY22	FY23	FY24	FY25	FY26
TMWRF TWAS Dewatering Study (prelim engineering)COR#I?		\$ 188,220			
TMWRF Digester #4 Membrane Cover (design)COR#I100111		\$ 203,905			
TMWRF Digester #4 Membrane Cover (construction)COR#I100111			\$ 1,254,800		
TMWRF Sludge Drying Beds (design) COR#I100119				\$ 125,480	
TMWRF Sludge Drying Beds (construction) COR#I100119					\$ 627,400
TMWRF Septage Receiving Improvements (design / construction)		\$ 313,700			
TMWRF Heat Loop Improvements (design ph 1 & 2)		\$ 78,425			
TMWRF Heat Loop Improvements (construction ph 1 & 2)			\$ 1,254,800	\$ 627,400	
TMWRF Filter Building Bypass/UV Disinfection (pre-design)		\$ 156,850			
TMWRF Roof Rehab (design / construction)		\$ 250,960			
TMWRF Aeration Piping Improvements (evaluation)		\$ 62,740			
TMWRF Aeration Piping Improvements (design)			\$ 125,480		
TMWRF Aeration Piping Improvements (construction)		\$ 78,425		\$ 1,411,650	
TMWRF Gravity Thickeners (evaluation)		\$ 156,850			
TMWRF Filter Building Expansion Evaluation (pre-design)					\$ 94,110
Sub-Total TMWRF Projects	\$ 4,467,402	\$ 2,307,264	\$ 4,557,120	\$ 3,057,320	\$ 2,733,896

# City of Sparks

## Five Year Capital Improvement Plan 2021/22- 2025/26

		FY22	FY23	FY24	FY25	FY26
<b>Sewer Infrastructure Projects (Fund 1631)</b>						
22-6590	Sanitary Sewer Manhole Rehab.	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000
	Sewer Model Outlook Population Update		\$ 100,000			
22-6591	Sanitary Sewer Upgrade Projects - Quail, Boise, and Greenbrae Dr - Design	\$ 80,000				
	Sanitary Sewer Upgrade Projects - Quail, Boise, and Greenbrae Dr - Construction		\$ 900,000			
	Sanitary Sewer Upgrade Projects - Springland, Lida, and Montezuma - Design		\$ 95,000			
	Sanitary Sewer Upgrade Projects - Springland, Lida, and Montezuma - Construction			\$ 1,100,000		
	Rate Study		\$ 75,000			
	SS Upgrade Project - C Street and Prater Alley - Design			\$ 125,000		
	SS Upgrade Project - C Street and Prater Alley - Construction				\$ 1,600,000	
22-6594	Annual Sewer System Rehab	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
22-6595	Annual Sewer System Street Improvement Coordination	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	*Annual Road Ahead					
	*RTC Road Ahead					
22-6592	SS Manhole CCTV Assessment	\$ 50,000				
Sub-Total Sewer Infrastructure Projects		\$ 1,405,000	\$ 2,445,000	\$ 2,500,000	\$ 2,875,000	\$ 1,275,000
<b>SEWER OPERATIONAL EFFICIENCY PROJECTS (Fund 1630)</b>						
22-6597	Annual Contingency for Emergencies	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Sub-Total Sewer Operational Efficiency Projects		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
TOTAL SANITARY SEWER PROJECTS		\$ 5,972,402	\$ 4,852,264	\$ 7,157,120	\$ 6,032,320	\$ 4,108,896

City of Sparks

Five Year Capital Improvement Plan 2021/22- 2025/26

	FY22	FY23	FY24	FY25	FY26
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STORM DRAIN PROJECTS & EQUIPMENT (Fund 1641)

Expansion / Rehabilitation of Storm Drain Infrastructure Systems

Project #	Description					
	Rate Study		\$	75,000		
	Glendale Ave and Dermody Way Storm Drain Project - Design				\$	250,000
	Glendale Ave and Dermody Way Storm Drain Project - Construction					\$ 5,100,000
22-6690	Annual Storm Drain Street Improvement Coordination	\$	275,000	\$ 275,000	\$ 275,000	\$ 275,000
	*Annual Road Ahead Projects					
	*RTC Road Ahead Projects					
22-6691	Annual Storm Drain System Dam, Ditch, Flood and Drainage Structures	\$	200,000	\$ 200,000	\$ 200,000	\$ 200,000
	*Annual SD System and Ditch Rehab					
	*Annual Dam/Flood Structure/City-wide Flood Rehab Construction					
22-6692	Drainage Improvement Projects	\$	650,000	\$ 650,000	\$ 650,000	\$ 650,000
22-6601	Stormwater Masterplan Update	\$	325,000			
22-6602	SD Manhole CCTV Assessment	\$	50,000			
Sub-total Storm Drain Infrastructure Projects		\$	1,500,000	\$ 1,200,000	\$ 1,125,000	\$ 1,375,000 \$ 6,225,000

Storm Drains Operational Efficiency Projects (Fund 1640)

22-6693	FEMA CRS/CAV	\$	50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
22-6694	North Truckee Drain Annual Cleaning	\$	150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
22-6695	Storm Drain Outreach Maintenance Program	\$	15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
22-6696	Annual Contingency for Emergencies	\$	100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Sub-total Storm Drain Efficiency Projects		\$	315,000	\$ 315,000	\$ 315,000	\$ 315,000	\$ 315,000

TOTAL STORM DRAIN PROJECTS	\$	1,815,000	\$ 1,515,000	\$ 1,440,000	\$ 1,690,000	\$ 6,540,000
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# City of Sparks

## Five Year Capital Improvement Plan 2021/22- 2025/26

	FY22	FY23	FY24	FY25	FY26
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<b>EFFLUENT REUSE PROJECTS (Fund 1651) - Expansion/ Rehabilitation of Effluent Reuse Infrastructure Systems</b>					
No Projects Planned in FY 22					
Sub-total Effluent Infrastructure Projects	\$ -	\$0	\$0	\$0	\$0

<b>Effluent Reuse Operational Efficiency Projects (Fund 1650)</b>					
22-6790	Effluent Metered Site Upgrades	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
22-6791	Annual Contingency for Emergencies	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	Sub-total	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
	<b>TOTAL EFFLUENT REUSE PROJECTS</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>

<b>Capital Resources- River Flood</b>					
	Funding Available from Prior Year	\$10,369,619	\$13,598,794	\$5,810,491	\$3,722,739
	River Flood User Fees	\$3,319,156	\$3,351,697	\$3,452,248	\$3,555,816
	River Flood Connection Fees	\$264,778	\$100,000	\$100,000	\$100,000
	Miscellaneous Revenue	\$45,241	\$60,000	\$60,000	\$60,000
	Debt Service (Paid off in FY21)	\$0	\$0	\$0	\$0
	<b>Total Available for RIVER FLOOD Capital Projects</b>	<b>\$13,998,794</b>	<b>\$17,110,491</b>	<b>\$9,422,739</b>	<b>\$7,438,555</b>

<b>RIVER FLOOD PROJECTS</b>					
Project #	Description				
	NTD Debris Removal Maintenance Access			\$ 1,600,000	
22-6600	NTD Flood Improvements / RTC Sparks Blvd Widening - Design	\$ 400,000			
	NTD Flood Improvements / RTC Sparks Blvd Widening - Construction		\$ 11,300,000	\$ 5,700,000	
	Truckee River Levee Backflow Device Rehabilitation Project				\$ 2,000,000
	North Truckee Drain Lillard Box Culvert - Construction			\$ 3,000,000	
	<b>TOTAL RIVER FLOOD PROJECTS</b>	<b>\$ 400,000</b>	<b>\$ 11,300,000</b>	<b>\$ 5,700,000</b>	<b>\$ 4,600,000</b>
	<b>TOTAL UTILITIES PROJECTS</b>	<b>\$ 8,262,402</b>	<b>\$ 17,742,264</b>	<b>\$ 14,372,120</b>	<b>\$ 12,397,320</b>
					<b>\$ 12,723,896</b>

<div> City of Sparks Five Year Capital Improvement Plan 2021/22- 2025/26 </div>					
	FY22	FY23	FY24	FY25	FY26

MOTOR VEHICLE FUND (1702): Vehicle replacement and capital improvements to the vehicle maintenance facility.					
Capital Resources					
Funding Available from Prior Year	\$2,790,173	\$786,794	\$551,627	\$299,702	\$28,931
Vehicle Rent and Replacement Cost Contributions from other Funds	\$3,998,022	\$4,197,923	\$4,407,819	\$4,628,210	\$4,859,621
Fuel Reimbursement from other Funds	\$502,998	\$575,000	\$575,000	\$575,000	\$575,000
Miscellaneous Revenue	\$5,656	\$25,000	\$50,000	\$75,000	\$107,000
Less transfer to General Fund	(\$1,000,000)	\$0	\$0	\$0	\$0
Less Motor Vehicle Fund personnel and services and supplies	(\$2,983,895)	(\$3,133,090)	(\$3,289,744)	(\$3,454,231)	(\$3,626,943)
Total Available For Vehicle Replacement and Capital Projects	\$3,312,954	\$2,451,627	\$2,294,702	\$2,123,681	\$1,943,609

CITY VEHICLE AND EQUIPMENT REPLACEMENTS						
Project #	Description					
22-7500A	Vehicle and Equipment Replacement Plan - current year	\$ 2,526,160	\$ 1,900,000	\$ 1,995,000	\$ 2,094,750	\$ 2,199,488
	Sub-Total Motor Vehicle Related Projects	\$ 2,526,160	\$ 1,900,000	\$ 1,995,000	\$ 2,094,750	\$ 2,199,488

# City of Sparks

## Five Year Capital Improvement Plan 2021/22- 2025/26

	FY22	FY23	FY24	FY25	FY26
<b>Capital Resources - Fire Apparatus Replacement Plan</b>					
Funding Available from Prior Year	\$982,664	\$1,047,664	\$1,092,918	\$537,823	\$442,022
Vehicle Cost Recovery from General Fund for Fire apparatus	\$750,000	\$739,993	\$734,054	\$710,297	\$710,297
Vehicle Rent from General Fund Fire Dept for Capital Equipment Plan	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Charges for Services-Mutual Aid	\$0	\$100,000	\$100,000	\$100,000	\$100,000
Total Available For Fire Apparatus and Capital Equip Replacement	\$1,832,664	\$1,987,657	\$2,026,972	\$1,448,120	\$1,352,319

Project #	Description						
	Fire Apparatus and Capital Equipment Replacement Plan						
100902	Fire Apparatus Replacement Plan - 1702	\$750,000	\$ 844,739	\$ 949,149	\$ 1,006,098	\$ 603,659	
100903	Fire Capital Equipment Replacement Plan - 1702	\$35,000	\$ 50,000	\$ 540,000	\$ -	\$ 45,000	
	Sub-Total Fire Apparatus and Capital Equip Replacement Plan	\$ 785,000	\$ 894,739	\$ 1,489,149	\$ 1,006,098	\$ 648,659	
	<b>TOTAL VEHICLE AND CAPITAL EQUIPMENT REPLACEMENT FUND 1702</b>	<b>\$ 3,311,160</b>	<b>\$ 2,794,739</b>	<b>\$ 3,484,149</b>	<b>\$ 3,100,848</b>	<b>\$ 2,848,147</b>	

<b>REDEVELOPMENT AREA 1 (3401): Projects in the downtown area funded by property taxes.</b>					
<b>Capital Resources</b>					
Funding Available from Prior Year	\$1,098,812	\$1,168,564	\$0	\$0	\$0
Property Taxes (Real & Personal)	\$3,750,000	\$3,975,000	\$0	\$0	\$0
Other Revenues & Operating Expenses	(\$156,890)	(\$174,000)	\$0	\$0	\$0
Transfer Out for Debt Service on CTAX Bonds 2011 and 2014	(\$298,358)	(\$298,358)	\$0	\$0	\$0
Total Available For Redevelopment Area 1 Projects	\$4,393,564	\$4,671,206	\$0	\$0	\$0

City of Sparks
Five Year Capital Improvement Plan 2021/22- 2025/26

		FY22	FY23	FY24	FY25	FY26
Planned Capital Improvements						
Project #	Description					
22-3401	Avenue of the Oaks Straightening Project - Construction	\$ 1,100,000				
22-3402	Victorian Square Barricade Project	\$ 700,000				
22-3403	Nugget Events Center Forecourt - Design	\$ 250,000				
	Nugget Events Center - Construction		\$ 2,500,000			
	Victorian Plaza - Design		\$ 600,000			
22-3404	Victorian Amphitheater Phase 2 - Design	\$ 25,000				
	Victorian Amphitheater Phase 2 - Construction		\$ 200,000			
22-3405	Victorian Avenue Tree Grate Replacement	\$ 50,000	\$ 50,000			
22-3406	Victorian Square Infrastructure Improvement Project Section 2C	\$ 800,000				
22-3407	Contributions to CDBG Pedestrian Improvements Within RDA 1	\$ 300,000	\$ 300,000			
	Roadway and Related Infrastructure Repairs		\$ 1,021,206			
Sub-total		\$ 3,225,000	\$ 4,671,206	\$ -		
TOTAL REDEVELOPMENT AREA 1 PROJECTS		\$ 3,225,000	\$ 4,671,206	\$ -	\$ -	\$ -



# City of Sparks

## Five Year Capital Improvement Plan 2021/22- 2025/26

	FY22	FY23	FY24	FY25	FY26
REDEVELOPMENT AREA 2 (3601): Projects in the Marina, Oddie Boulevard and Conductor Heights areas funded by property taxes					
Capital Resources					
Funding Available from Prior Year	\$5,028,175	\$7,770,476	\$10,486,545	\$12,648,897	\$15,800,119
Property Taxes (Real & Personal)	\$2,909,472	\$2,996,756	\$3,086,659	\$3,179,258	\$3,274,636
Other Revenues & Operating Expenses	(\$17,171)	(\$20,687)	(\$24,307)	(\$28,036)	(\$31,878)
Total Available For Redevelopment Area 2 Projects	\$7,920,476	\$10,746,545	\$13,548,897	\$15,800,119	\$19,042,877

Planned Capital Improvements					
Project #	Description				
22-3601	Marina All Abilities Playground	\$	150,000		
	Marina Drainage and Sitting Steps at Volleyball Courts		\$	260,000	
	Marina LED Pathway Lighting Replacement			\$	500,000
	Marina Trail Replacement (Southeast Side)			\$	400,000
Sub-total		\$	150,000	\$	260,000
				\$	900,000
				\$	-
				\$	-
TOTAL REDEVELOPMENT AREA 2 PROJECTS		\$	150,000	\$	260,000
				\$	900,000
				\$	-
				\$	-

# City of Sparks

## Five Year Capital Improvement Plan 2021/22- 2025/26

		FY22	FY23	FY24	FY25	FY26
Impact Fee Service Area #1 (1210): Construction of sanitary sewers, flood control, parks, and public facilities funded by fees collected from development in IFSA #1.						
IFSA 1 (Public Facilities)						
	Funding Available from Prior Year	\$ 787,102	\$ 137,102	\$ 347,102	\$ 557,102	\$ 767,102
	CIP Funding from IFSA 1	\$ 100,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
	Interest Earned	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
	Total Available IFSA 1 Projects	\$ 887,102	\$ 347,102	\$ 557,102	\$ 767,102	\$ 977,102
080731	Fire Station #6 Land Purchase	\$ 750,000				
	Subtotal IFSA 1 (Public Facilities)	\$ 750,000	\$ -	\$ -	\$ -	\$ -
IFSA 1 (Parks)						
	Funding Available from Prior Year	\$ 1,447,760	\$ 1,647,760	\$ 1,862,760	\$ 2,077,760	\$ 2,292,760
	CIP Funding from IFSA 1	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
	Interest Earned	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
	Total Available IFSA 1 Projects	\$ 1,647,760	\$ 1,862,760	\$ 2,077,760	\$ 2,292,760	\$ 2,507,760
	No New Projects					
	Subtotal IFSA 1 (Parks)	\$ -	\$ -	\$ -	\$ -	\$ -
IFSA 1 (Flood)						
	Funding Available from Prior Year	\$ 19,400	\$ 99,400	\$ 300,000	\$ 500,600	\$ 701,200
	CIP Funding from IFSA 1	\$ 80,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
	Interest Earned	\$ -	\$ 600	\$ 600	\$ 600	\$ 600
	Total Available IFSA 1 Projects	\$ 99,400	\$ 300,000	\$ 500,600	\$ 701,200	\$ 901,800
	No New Projects					
	Subtotal IFSA 1 (Flood)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL IFSA 1 PROJECTS		\$ 750,000	\$ -	\$ -	\$ -	\$ -