



FY18 City Manager's Budget Recommendations

Presented to: City Council & Redevelopment Agency on April 24, 2017



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City Leadership and Policy Documents

City of Sparks Elected Officials



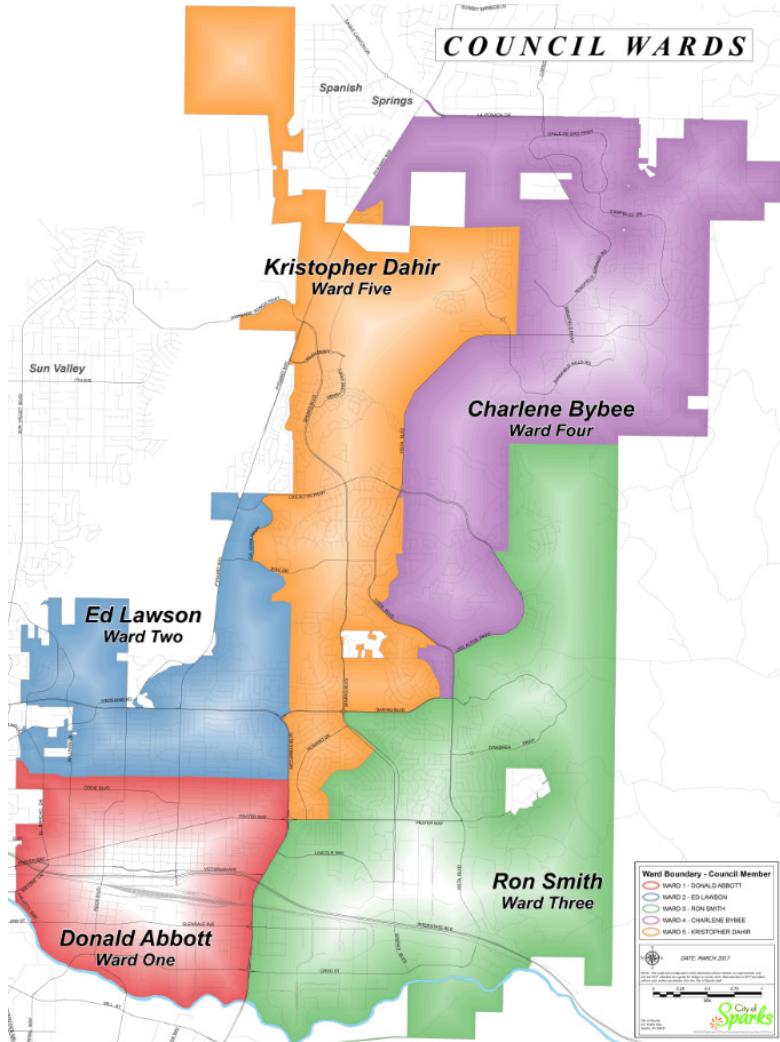
Geno Martini
Mayor



Donald Abbott
Ward 1



Ed Lawson
Ward 2



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

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

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



Mayor Geno Martini

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



STRATEGIC PLAN

Fiscal Year 2017-22

CORE SERVICES

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

CORE VALUES

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

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

CUSTOMER SERVICE VALUES: THE 3 P'S

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

COMMITMENT

We will meet our commitments to our citizens.

DIVERSITY

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



Strategic Goals and Fiscal Year 2017-2022 Objectives

The Vision and Mission are supported by four Goals: Public Safety, Infrastructure and Technology, Economic Development and Citizen Engagement.

1) Public Safety: Cultivate community and visitors quality of life experiences by enhancing the city's public safety response, prevention, and support services.

- 1.1 Community Safety: Continue to improve service levels and/or response times by assessing and reducing the risks in the City.
- 1.2 Prevention: Improve community safety through prevention activities that reduce risks.
- 1.3 Resources: Enhance city resources supporting response and prevention functions.
- 1.4 Flood Management: Support flood damage reduction efforts by completing the North Truckee Drain and supporting the Truckee River Flood Management Authority.

2) Infrastructure and Technology: Manage city assets by providing proper preventative maintenance methodologies while utilizing replacement technologies assuring quality infrastructure for our community.

- 2.1 Long Term Planning: Strategically guide the city's future growth through the update and implementation of the Comprehensive Plan.
- 2.2 Water Quality: Implement long-term wastewater nutrient removal technologies at TMWRF to protect the river and environment as the region grows.
- 2.3 Technology: Efficiently manage the city's technology infrastructure to create efficiencies and improved service levels.
- 2.4 Asset Management: Efficiently maintain the city's assets using an asset management inventory system to drive the Capital Improvement Plan.
- 2.5 Parks Protection: Protect our quality of life by smart development of major Parks and Recreation facilities.

3) Economic Development: Enhance regional recognition of Sparks through the improvement of public venues and commercial development ensuring our ability to provide full municipal services to our citizens and visitors.

- 3.1 Regional Collaboration: Proactively pursue regional cooperation for economic growth and diversification.
- 3.2 Special Events: Capitalize on events which can elevate the visibility of Sparks as a place to live, work and play.
- 3.3 Public Venues: Increase the utilization/viability of city venues by enhancing current facilities and planning new public spaces.
- 3.4 Commercial/Industrial Development: Foster an environment for the development and redevelopment of commercial and industrial areas.



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.

- 4.1 Citizen Participation: Engage citizens in setting the strategic direction of the city via the Comprehensive Plan.
- 4.2 Customer Service: Improve customer satisfaction and service levels.
- 4.3 Citizen Engagement: Expand citizen education, communication and interaction opportunities.

CITY OF SPARKS FISCAL POLICIES

The City of Sparks Fiscal Policies are as follows:

1 General Fund unrestricted ending fund balance equal to 8.3% of expenditures

	Policy Target	RESULTS	AMOUNT OVER/ (UNDER) Target	STATUS
FY16 Actuals	8.3%	10.5%	1.2M	✔
FY17 Estimates	8.3%	6.4%	(1.1M)	⚠
FY18 BUDGET - Org-Wide Strategy #1 Fiscal Stability	8.3%	6.0%	(1.3M)	⚠

City Targets		Statutory Targets	
Budget Target	Cash Flow Target	Must provide corrective action plan to State if go below per NAC 354.650	Removed From Negotiations per NRS 354.6241
6.0%	12.5%	4.0%	25.0%
FY18 matches Target	FY18 Budget \$3.6M Under Target	FY18 Budget \$1.2M Over Target	FY18 Budget \$9.6M Under Target

Purpose of this Fiscal Policy

The purpose of this policy is to help maintain fiscal stability throughout each fiscal year (as stated in Organization-Wide Strategy #1).

Policy Target

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

Budget Target

In past discussions, Council has stated that the minimum budgeted ending fund balance should be no lower than 5% in order to avoid State intervention which begins with a budgeted ending fund balance of 4%. For FY17, Council provided direction to prepare a budget with an ending fund balance of 6% which provides for flexibility in spending throughout the year, and has repeated that direction for FY18.

Cash Flow Target

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

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 the local government to provide a written explanation to the Department of Taxation that includes the reason for the low ending fund balance and a plan to increase the fund balance.
- NRS 354.6241 excludes a portion of ending fund balance from negotiations, equal to 25.0% of expenditures.

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
FY16 BUDGET	up to 3%	1.7%	1,000,000	✔
FY17 BUDGET	up to 3%	1.6%	1,000,000	✔
FY18 BUDGET - Org-Wide Strategy #1 Fiscal Stability	up to 3%	1.6%	1,000,000	✔

Purpose of this Fiscal Policy

The contingency budget was established using the guidelines set forth in NRS 354.608 to provide for expenditures that are one-time, unexpected, and may be of an emergency nature. Utilization of the contingency budget requires the approval of City Council, and is distinguished from the Stabilization Fund in that the Stabilization Fund is much more restrictive in nature and may only be used for two specific reasons (see details in Policy #4). In order to maximize flexibility and the City's ability to respond to emergency needs, a transfer into the General Fund from the Motor Vehicle Internal Service Fund will also be included in the budget matching the amount established as the contingency budget. This is only expected to be utilized if General Fund resources are insufficient to meet any contingency budget usage. *It must be recognized that a transfer from the Motor Vehicle Fund would damage the fiscal stability of that Fund and should be made only as a measure of last resort.*

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

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

	GOAL	% RESULTS	Transfer Amount	STATUS
FY16 Actuals	2.5% + full funding of IT hardware & software replacement plans = \$1,871,589	3.1%	\$ 1,871,589	✔
FY17 Estimates	2.5% + full funding of IT hardware & software replacement plans = \$2,655,240	3.9%	\$ 2,455,240	⚠
FY18 BUDGET - Org-Wide Strategy #1 Fiscal Stability	2.5% + full funding of IT hardware & software replacement plans = \$2,355,849	1.2%	\$ 754,108	✘

Purpose of this Fiscal Policy

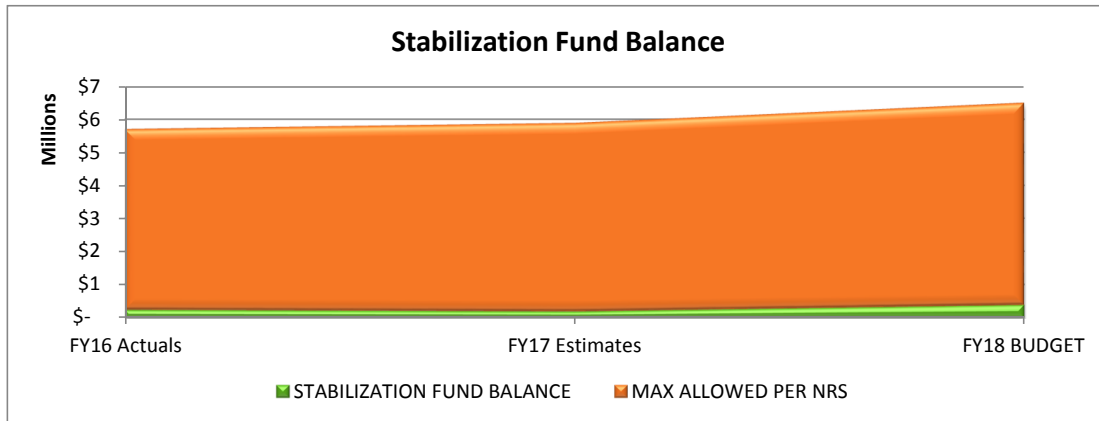
This policy ensures that the City continues to invest in infrastructure and technology needs as detailed in the City's 5 Year Capital Improvement Plan.

The goal was increased in FY16 in an effort to revive our commitment to technology investment. The current goal is 2.5% of total revenues (\$1.6M) plus full funding of both the IT Hardware (\$292K) and IT Software (\$429K) Replacement Plans. The City Manager is recommending reducing the amount transferred to the Capital Projects Fund by \$200K in FY17 and by \$1.6M in FY18 compared to the City's fiscal policy goal. This recommendation is made to ensure a minimum level of Fund balance is preserved as outlined in fiscal policy #1.

CITY OF SPARKS FISCAL POLICIES

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

	MAX ALLOWED PER NRS	STABILIZATION FUND BALANCE	AMOUNT COMMITTED	STATUS
FY16 Actuals	\$ 5,462,199	\$ 235,290	\$ -	✘
FY17 Estimates	\$ 5,702,092	\$ 185,880	\$ 200,000	✔
FY18 BUDGET	\$ 6,107,309	\$ 388,380	\$ 200,000	✔



Purpose of this Fiscal Policy

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

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

In 2009, the City transferred \$625,000 from the Stabilization Fund to the General Fund in order to help mitigate the steep revenue decline brought about from the effects of the Great Recession. In 2011 and 2012, the City Council established a fiscal policy goal of re-establishing the Stabilization Fund by gradually committing a portion of the City's business license revenues to the Stabilization Fund.

With General Fund revenues recovering, \$200K of business license revenue been committed to the Stabilization Fund in FY17. FY17 estimates currently assume a transfer-in from the Stabilization Fund of \$252K to defray the costs of the 2017 Flood Emergency. While this will more than negate the FY17 revenue commitment, we have budgeted a \$200K business license revenue commitment in FY18 to replenish the fund, adhering to fiscal policy.

CITY OF SPARKS FISCAL POLICIES

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

	GOAL	RESULTS	STATUS
FY16 Actuals	<=78%	77.3%	✔
FY17 Estimates	<=78%	77.9%	✔
FY18 BUDGET - Org-Wide Strategy #1 Fiscal Stability	<=78%	76.5%	✔

Purpose of this Fiscal Policy

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

Expanded Dashboard for historical comparison

TOTAL USES AS % OF TOTAL REVENUES BY EXPENSE CATEGORY	2 Year Historical Average	FY16 Actuals	FY17 Estimates	FY18 BUDGET - Org- Wide Strategy #1 Fiscal Stability
PERSONNEL COSTS	76.9%	77.3%	77.9%	76.5%
SERVICES & SUPPLIES & CAP. OUTLAY	19.0%	17.1%	19.3%	19.7%
TRANSFERS-OUT	4.5%	6.3%	6.6%	4.0%
TOTAL	100.4%	100.7%	103.9%	100.2%

TOTAL USES AS % OF TOTAL REVENUES BY DEPARTMENT	2 Year Historical Average	FY16 Actuals	FY17 Estimates	FY18 BUDGET - Org- Wide Strategy #1 Fiscal Stability
POLICE	38.8%	39.6%	39.9%	39.3%
FIRE	26.9%	24.7%	25.1%	24.8%
TOTAL PUBLIC SAFETY	65.7%	64.3%	65.0%	64.0%
MANAGEMENT SERVICES	8.1%	8.5%	9.9%	10.2%
FINANCIAL SERVICES	4.5%	4.8%	4.8%	5.1%
LEGAL SERVICES	2.6%	2.6%	2.6%	2.5%
MAYOR & COUNCIL	0.9%	1.0%	1.0%	1.0%
TOTAL CENTRAL SERVICE DEPTS	16.2%	16.9%	18.4%	18.8%
COMMUNITY SERVICES	10.7%	10.2%	10.6%	10.1%
MUNICIPAL COURT	3.3%	3.1%	3.4%	3.4%
TRANSFERS-OUT	4.5%	6.3%	6.6%	4.0%
TOTAL	100.4%	100.8%	104.0%	100.3%

CITY OF SPARKS FISCAL POLICIES

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

	NET OPEB OBLIGATION	Workers Comp L/T Liability	FUNDING STATUS
FY09 ACTUALS	\$2,025,422	\$2,252,767	Pay-As-You-Go
FY10 ACTUALS	\$4,566,159	\$2,321,000	Pay-As-You-Go
FY11 ACTUALS	\$4,958,920	\$3,414,452	Pay-As-You-Go
FY12 ACTUALS	\$5,473,423	\$3,206,012	Pay-As-You-Go
FY13 ACTUALS	\$6,018,434	\$6,749,369	Pay-As-You-Go
FY14 ACTUALS	\$6,680,705	\$9,258,452	Pay-As-You-Go
FY15 ACTUALS	\$7,414,353	\$5,068,496	Pay-As-You-Go
FY16 ACTUALS	\$8,058,889	\$6,190,050	Pay-As-You-Go

Purpose of this Fiscal Policy

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

Under the current Pay-As-You-Go funding model, the Net OPEB Obligation is expected to grow \$600,000 to \$700,000 per year. However, GASB 75, which will be implemented in FY18, will change how the City will report the OPEB liability by requiring the entire unfunded liability to be reported on the City's annual financial statements. It is expected that implementing GASB 75 will result in recognizing an OPEB liability exceeding \$30M in FY18.

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

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

Reserves:

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

As of June 30, 2016, The Workers Compensation Fund had cash reserves of \$4M. We had been seeing cash balance drop by about \$500K per year in FY12 through FY14; however, FY15 saw a \$900K drop, and FY16 cash balance dropped \$1.1M. We expect that cash balance to decrease more dramatically as more heart and lung claims begin to be paid. Due to the potential large dollars associated with heart and lung claims, we are uncertain how long these reserves will last, but current trends show that resources will likely run out by either FY19 or FY20.

Alternate OPEB Funding Option:

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

**FY18 City Manager
Budget Recommendations:
City Funds**



City Council Agenda Staff Report





CITY COUNCIL AGENDA STAFF REPORT

MEETING DATE: April 24, 2017

Title: Consideration, discussion, and possible approval of fiscal year 2017-2018 budget recommendations and fiscal items including 1) the City Manager’s recommendations for the City of Sparks final budget; and 2) the proposed five-year Capital Improvement Plan. [For Possible Action]
Petitioner: Stephen W. Driscoll, ICMA-CM, City Manager Presenter: Jeff Cronk, CPA, Financial Services Director
Recommendation: That the City Council approve 1) the City Manager’s recommendations for the fiscal year 2017-2018 final budget; and 2) the proposed five-year Capital Improvement Plan.
Financial Impact: Recommending the City’s budget for Fiscal Year 2017-2018.
Business Impact (Per NRS 237) <input type="checkbox"/> A Business Impact Statement is attached. <input checked="" type="checkbox"/> A Business Impact Statement is not required because this is not a rule. <input type="checkbox"/> A Business Impact Statement is not required. This is a rule but does not impose a direct and significant economic burden on a business, or directly restrict the formation, operation or exemption of a business. <input type="checkbox"/> A Business Impact Statement is not required. This is a rule but emergency action is necessary to protect the public health and safety (requires a unanimous vote of the City Council and cannot be in effect for more than six months).
Agenda Item Brief: This agenda item provides the City Council with the City Manager’s recommendations for the fiscal year 2017-2018 budget and fiscal impacts for the City of Sparks.

BACKGROUND & ANALYSIS:

The City Manager and Financial Services Director are presenting the City Manager’s final budget recommendations for fiscal year 2017-2018 (FY ’18). 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. City staff has filed the tentative budget for FY ’18 (which must be filed with the Nevada Department of Taxation annually by April 15), and the City Council will hold a public hearing to receive public comment on the FY ’18 tentative budget at its regularly scheduled Council meeting on May 22, 2017. Immediately following the public hearing on the FY ’18 tentative budget, the City Manager and Financial Services Director will present the FY ’18 final budget document which will be prepared based upon direction received today. The final budget must be filed with the Nevada Department of Taxation by June 1 annually. During years in which the Legislature is in session, should the Legislature take action which affects the City’s budget for the subsequent fiscal year, an additional 30 days would be granted to file an amended budget if necessary with the Nevada Department of Taxation.

Attached to this agenda is the City Manager’s FY ’18 Budget Recommendations book as well as the proposed five-year Capital Improvements Plan (CIP). The City Manager’s Budget Recommendations book is a resource manual designed to present results and expectations that encapsulate the City Manager’s budget recommendations for the various Funds maintained by the City of Sparks and the Sparks Redevelopment Agency for FY ’18. Today, the City Manager and the Financial Services Department Director will be presenting the material found in the City Manager’s Budget Recommendations book, and is seeking either approval of the recommendations as presented or alternate direction to prepare the City’s final budget for FY ’18.

Today, the City Manager is seeking the following:

1. Approval of the FY '18 City Manager's final budget recommendations;
2. Approval of the proposed five-year Capital Improvements Plan (CIP)

Item #1 -- Information Regarding the City Manager's FY '18 Final Budget Recommendations:

- The City Manager's final budget recommendations have been prepared based upon direction received from City Council at the February 27, 2017 budget workshop. See the attached Budget Recommendations book for more detailed information on the City Manager's final budget recommendations for FY '18

Summary of the City Manager's final budget recommendations for FY '18 per fiscal policy direction received from City Council on February 27, 2017:

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

- The purpose of this policy is to establish a minimum ending fund balance target within the General Fund -- addressing both budget and actual results
- Council provided direction to submit a final budgeted ending fund balance no lower than 6.0% of expenditures in FY '18
- City Council acknowledged that a fund balance of 12.5% is preferable to meet the City's year-round cash flow needs; however, they also provided direction that a budgeted ending fund balance of 6.0% will provide the fiscal flexibility in the budget that is being requested by the City Manager to meet the City's service level requirements
- City Council did not choose to alter their formally adopted policy of achieving a minimum ending fund balance of 8.3% which was established in FY '11 as part of the City's effort to comply with the accounting standards set by GASB Statement #54
- Thus, even though the budget shows 6.0%, achieving actual results of at least 8.3% remains as the formally adopted Council policy target

Policy #2: General Fund Contingency Budget

- The purpose of this policy is to provide budget authority and flexibility to address unexpected fiscal needs in FY '18
- The City Manager's final budget recommendations include a contingency budget of \$1.0M within the General Fund, offset by a transfer-in of an equal amount from the Motor Vehicle Internal Service Fund
- The contingency budget is established for use only upon Council approval to cover unexpected one-time budget shortfalls. The transfer-in from the Motor Vehicle Fund will only be used should resources within the General Fund be insufficient to meet the need for which the Contingency budget is used
- So far, \$0 has been spent from the Contingency budget in the current FY '17, and there is no expectation that usage of the Contingency budget will be necessary in FY17

However, \$1,000,000 remains within the Contingency budget for FY '17 should an unexpected need arise between now and the end of the current fiscal year

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

- The purpose of this policy is to help pay for infrastructure, facility, and technology needs as identified within the Capital Improvements Plan (CIP)
- Per the Council's adopted policy, the amount of resources to be transferred should include 2.5% of budgeted General Fund revenues plus identified IT hardware and software needs as outlined in the 5 year CIP
- The City Manager's final budget recommendations include a transfer into the Capital Projects Fund of \$754,108 for FY '18 which includes \$292,108 for IT hardware needs plus \$462,000 for general CIP needs
 - This amount is \$1,601,741 short of the approved policy target. After initial estimates for FY '18, the City Manager recommended reducing the FY '18 transfer to the Capital Projects Fund by \$1,601,741 to help reach a budgeted ending fund balance valued no lower than 6.0% of expenditures. The reduction includes planned transfers of \$429,000 for IT identified software needs and \$1,172,741 for other CIP needs (including deferring the HVAC system at the Police Department, and the Legislative building seat replacement project)
 - Additionally, \$200k was also removed from the budgeted FY '17 transfer from the General Fund to the Capital Projects Fund to help balance FY '18's budget

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

- The purpose of this policy is to set aside resources to help stabilize operations during two specific scenarios: A) should General Fund revenues decline by at least 4% from the previous year; or B) to help pay expenses incurred to mitigate the effects of a natural disaster upon formal declaration by the City
- The City Manager's recommendations include a commitment of \$200,000 of business license revenue to the Stabilization Fund for FY '18
- 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 Fund. Following Council's lead, the City Manager is recommending that we continue with that previously stated plan of rebuilding the Fund's resources slowly
- The Stabilization Fund had a fund balance of \$235K at the end of FY '16. We are anticipating approximately \$252K to be transferred from the Stabilization Fund to the General Fund to help pay for costs related to the January 2017 floods, which more than offsets the \$200K commitment of revenue to the Fund as part of the FY '17 budget. Thus, we expect the Stabilization Fund balance to decrease to \$186K in FY '17 and rise again to \$388K in FY '18 should Council approve the recommended \$200K commitment of business license revenue into the Fund for FY '18

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

- The purpose of this policy is to ensure that expenditures within the General Fund do not become out of balance and that budgeted allocations for personnel costs do not outpace the growth of General Fund revenues
- The City Manager's final FY '18 budget recommendations include personnel costs equal to 76.5% of total revenues, and FY '17 is estimated to be 77.9% of total revenues

Policy #6: Report the annual Other Post Employment Benefit (OPEB) and Workers Compensation liabilities and annually determine strategies to reduce or fund these liabilities

- The purpose of this policy is to ensure the City is addressing long-term liabilities related to employee and retiree benefits
- **Workers Compensation Fund.** At the end of FY '16, The City had approximately \$4.0M of assets within the Workers Compensation Fund available to pay for claims. However, Workers Compensation Fund long and short term liabilities totaled \$7.2M, resulting in a negative fund balance of about \$3.2M. Most liabilities within the Fund are of a long-term nature, but considering that heart/lung/cancer claims often exceed \$2M+, it is unclear how long the \$4.0M of assets will last. During FY '16, the most recent fiscal year ended, the Workers Compensation Fund experienced a cash balance drop of \$1.1M. Current trends show that resources within this Fund will likely run out by FY '19 or FY '20. Ultimately, the heart/lung/cancer benefits for public safety personnel are established by the Nevada Legislature and can change dramatically by legislative action
- **OPEB.** Based on discussion and direction received at the February budget workshop, the City Manager is recommending that the City continues to fund its OPEB liability on a "pay-as-you-go" basis in FY '18 and not create an irrevocable trust fund for funding the City's OPEB liability. During the February budget workshop, it was acknowledged that GASB statement #75, which will be implemented by the City in FY '18, will change the way this liability is presented on the City's balance sheet, and that the healthcare industry is still mired in a state of flux, leading to the recommendation that an irrevocable trust not be established at this time. However, an irrevocable trust may become the recommended course of action in subsequent years, yet it is a financial tool with limitations and is inflexible by design, and should be considered carefully before implementation

Other FY '18 items regarding the City's General Fund that have already been presented or discussed at the February 27 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 budget book that is attached to this agenda item. Highlights of changes and expectations are provided below:

General Fund Revenues:

- Property Taxes are trending higher by 2.9% in FY '17 compared to FY '16, and 5.2% higher in FY '18
- 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 and up to 8% for all other properties. For FY '18, property tax caps are expected to be 2.6% for all existing properties – meaning, that a tax payer's bill will not exceed 2.6% from the previous year barring any new property improvements. The City of Sparks General Fund tax revenues are expected to increase more than 2.6% in FY '18 due to new developments and property improvements that did not exist in FY '17 since new developments and property improvements are exempt from the tax cap laws
 - 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 \$4.5M in FY '18
- CTAX and Fair Share revenues are trending about 6.7% higher in FY '17, with an increase of about 4.9% expected in FY '18
- License & Permit revenue is also trending higher by about 2.1% in FY '17, with an increase of about 2.2% expected in FY '18. The growth in License and Permit is less than other revenue sources primarily due to low results from franchise fees. Particularly concerning has been the declining utility rates (gas and electric) over approximately the past two years. Those particular franchise fees have been in decline since FY '15 (gas franchise fees declining by 28.2% and electric declining by 11.9% in FY '18 compared to FY '15).
 - FY '18 license and permit recommended budgeted revenues also include an estimated \$60k from a potential fire inspection fee increase as recommended by the Sparks Fire Department
- Overall, total General Fund revenues are trending higher by about 4.0% in FY '17, followed by an expected increase of 4.1% in FY '18
- **FY '17 estimated revenue shortfall compared to budget:** FY '17 total General Fund revenues are estimated to be approximately \$860K, or 1.4%, below FY '17 budget. This shortfall is almost fully attributable to the decline in License and Permit revenues discussed previously (\$11.2M estimated for FY '17 compared to \$11.8M which was budgeted in FY '17). Property tax, CTAX, and Fair Share revenues (which account for 75.3% of total estimated revenues for FY '17) are only a combined \$150K, or 0.3% lower than FY '17 budget

General Fund Expenditures:

- Salaries & Wages are expected to increase 4.9% in FY '17 followed by a 1.8% increase in FY '18. Savings from vacancies are included in FY '17 estimates, but positions in the personnel complement are assumed to be filled for the entire year in the recommended FY '18 budget
 - Two vacant positions within the Community Services Department personnel complement have been removed from the General Fund as part of the FY '18 budget recommendations, including the elimination of one Property Agent

position, and moving a Senior Planner position to the Development Services Fund

- No wage increases or new positions have been included in the FY '18 recommended budget
- Benefits are expected to increase 4.8% in FY '17, followed by an expected 2.8% increase in FY '18.
 - We are assuming a 0% increase in health insurance premiums for both FY '17 and FY 18; however, costs to subsidize retiree premiums are increasing (which is a function of funding OPEB benefits on a “pay-as-you-go” method)
 - Additionally, PERS has announced that no contribution rate changes will occur in either FY '18 or FY '19
- Services & Supplies expenditures are expected to increase 17.2% in FY '17, and budgeted to increase by another 6.0% in FY '18. The primary drivers of the large increase seen in FY '17 include fire apparatus funding that was accounted for as a transfer-out in FY '16; increased contributions to the self-insurance liability fund due to several legal claims; increased contribution to the Community Assistance Center; and expenditures related to the “S Fire” and the January floods. The increase in FY '18 is primarily driven by anticipated potential costs related to D'Andrea abatement, increased forensics costs, higher grant matches, and training requirements
- Total General Fund expenditures are expected to increase by 7.1%, in FY '17, and by 2.9% in FY '18
- The City Manager's recommended “New Needs Book” is presented today as Appendix B to the City Manager's recommendations book attached to this agenda item
 - No “New Needs” are being recommended for the General Fund in FY '18
- **FY '17 estimated expenditure underspend compared to budget:** FY '17 estimated expenditures are expected to be approximately \$688K, or 1.1%, under budget. Of that amount, personnel costs are expected to be under budget by \$532K (1.1% under budget), while expenditures for services and supplies are expected to be under budget by \$156K (1.3% under budget)

General Fund Transfers:

- \$1.0M transfer-in from the Motor Vehicle Fund is included in the FY '18 recommended budget to offset the contingency budget by an equivalent amount. This is only expected to be utilized if General Fund resources are insufficient to meet any contingency budget usage. This budget item is recommended solely for the purpose of providing financial flexibility that might be needed to fund unforeseen expenditures. It must be recognized that a transfer from the Motor Vehicle Fund would damage the fiscal stability of that Fund and should be made only as a measure of last resort
- \$1,175,000 transfer-out to the Parks & Rec. Fund representing a subsidy of 29.8% of expected expenditures in that Fund for FY '18. A transfer of \$1,005,000 is expected in FY '17 representing a subsidy of 26.5% of total expenditures within that Fund
- \$754,108 transfer-out to the Capital Projects Fund in FY '18 for infrastructure, facility, and technology needs as identified in the 5-year Capital Improvement Plan -- see a more thorough discussion previously under Policy #3

- Transfer-out to the Debt Service Fund of \$692,912 for the General Fund's portion of the 2007 CTAX bond debt service for FY '18

General Fund Ending Fund Balance:

- A net fund balance decrease of \$2.1M is expected in FY '17 (pretty close to the decrease of \$2.2M that was budgeted for FY '17). Another small reduction of \$107K is budgeted for FY '18
- FY '17 estimated ending fund balance is expected to be approximately \$3.9M, or 6.4% of estimated expenditures -- very close to the 6.0% balance which was budgeted for FY '17
- FY '18 recommended budgeted ending fund balance is approximately \$3.8M, or 6.0% of recommended budgeted expenditures
- **FY '17 beginning fund balance slightly higher compared to budget:** The FY '17 beginning fund balance (i.e., the FY '16 ending fund balance carried over into FY '17) was only \$129K higher after the FY '16 books were closed and audited in late Fall 2016, compared to what was estimated in Spring 2016 and included in the FY '17 budget

General Fund Subsidy of the Redevelopment Agency:

- Although subsidies were necessary in previous years for Redevelopment Area #2, subsidies are not expected for either Area #1 or Area #2 for FY '17 or FY '18, nor are further subsidies expected for the foreseeable future

Note: Information on other Funds that are maintained by the City can be found in the City Manager's final budget recommendations book attached to this agenda item.

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

- The CIP document can be found as an appendix to the City Manager's FY '18 Final Budget Recommendations book
- Compared to the CIP plan which was presented at the February 27, 2017 workshop, the City Manager is recommending the pursuit of a resolution (to be presented at a later date) designed to shift a portion of the amount of Franchise Fee revenue that currently is allocated to the Road Fund (Fund #1402), to the Parks and Recreation Project Fund (Fund #1402) for the purpose of accumulating resources to pay for the replacement of fields at the Golden Eagle Regional Park
- Also, the attached proposed Capital Improvements Plan reflects the results from the recommended reduced transfer from the General Fund to the Capital Projects Fund (Fund #1404) of \$200K for FY '17 and \$1.6M for FY '18 -- see the discussion on Policy #3 above for more details

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

ALTERNATIVES:

City Council could also choose alternatives other than the recommendations presented today, and direct the City Manager to prepare a final budget and Capital Improvements Plan for fiscal year 2017-2018 accordingly.

RECOMMENDED MOTIONS:

Recommended Motion #1: "I move to approve the City Manager's final budget recommendations for fiscal year 2017-2018."

Recommended Motion #2: "I move to approve the proposed five-year Capital Improvements Plan for fiscal years 2017-2018 through 2021-2022."

Financial Overview





City of Sparks

Financial Overview

City Manager's FY '18 Final Budget
Recommendations

April 24, 2017

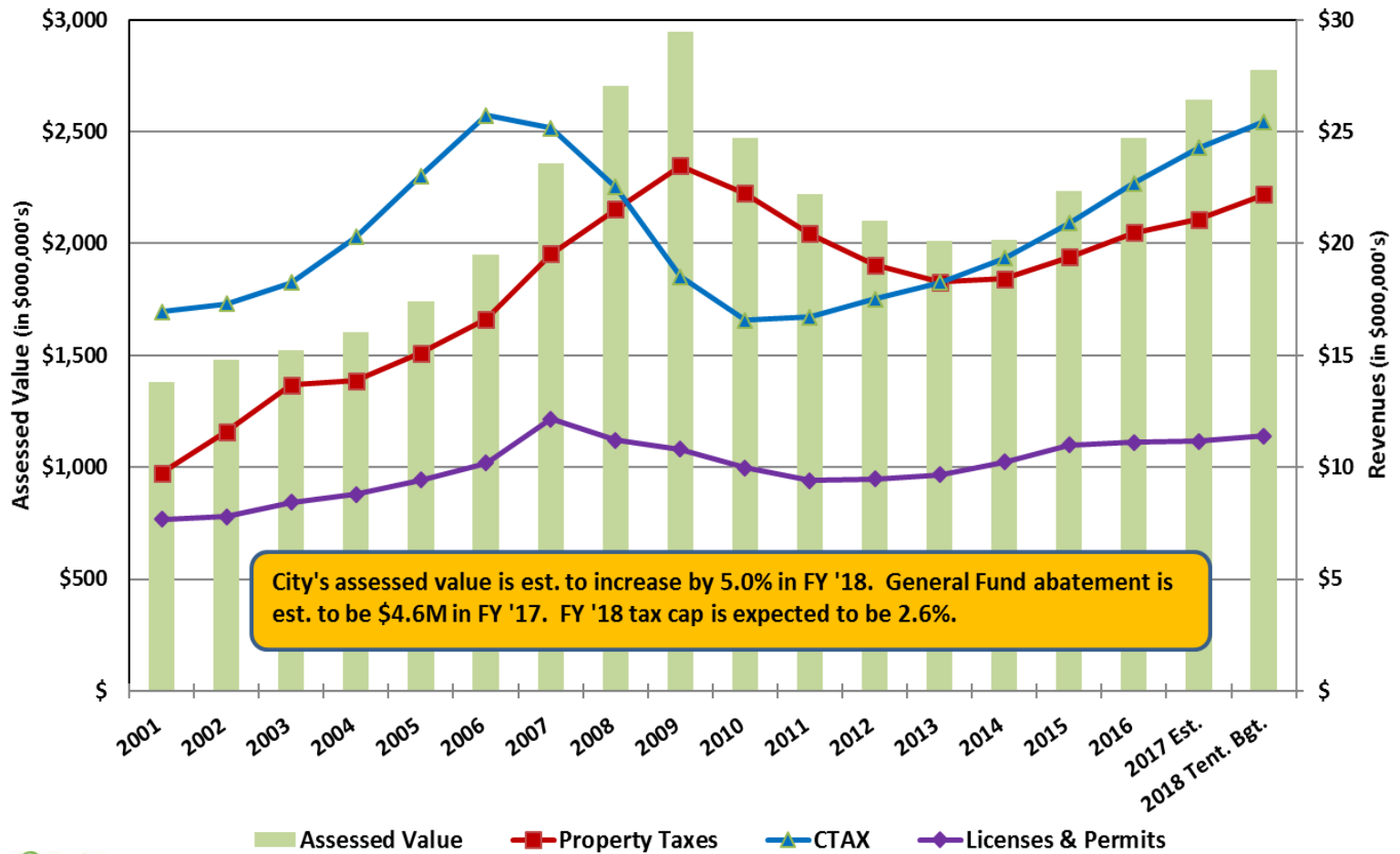
City of Sparks General Fund Overview

City Manager's Recommended FY '18 Budget (as presented on 4/24/17)

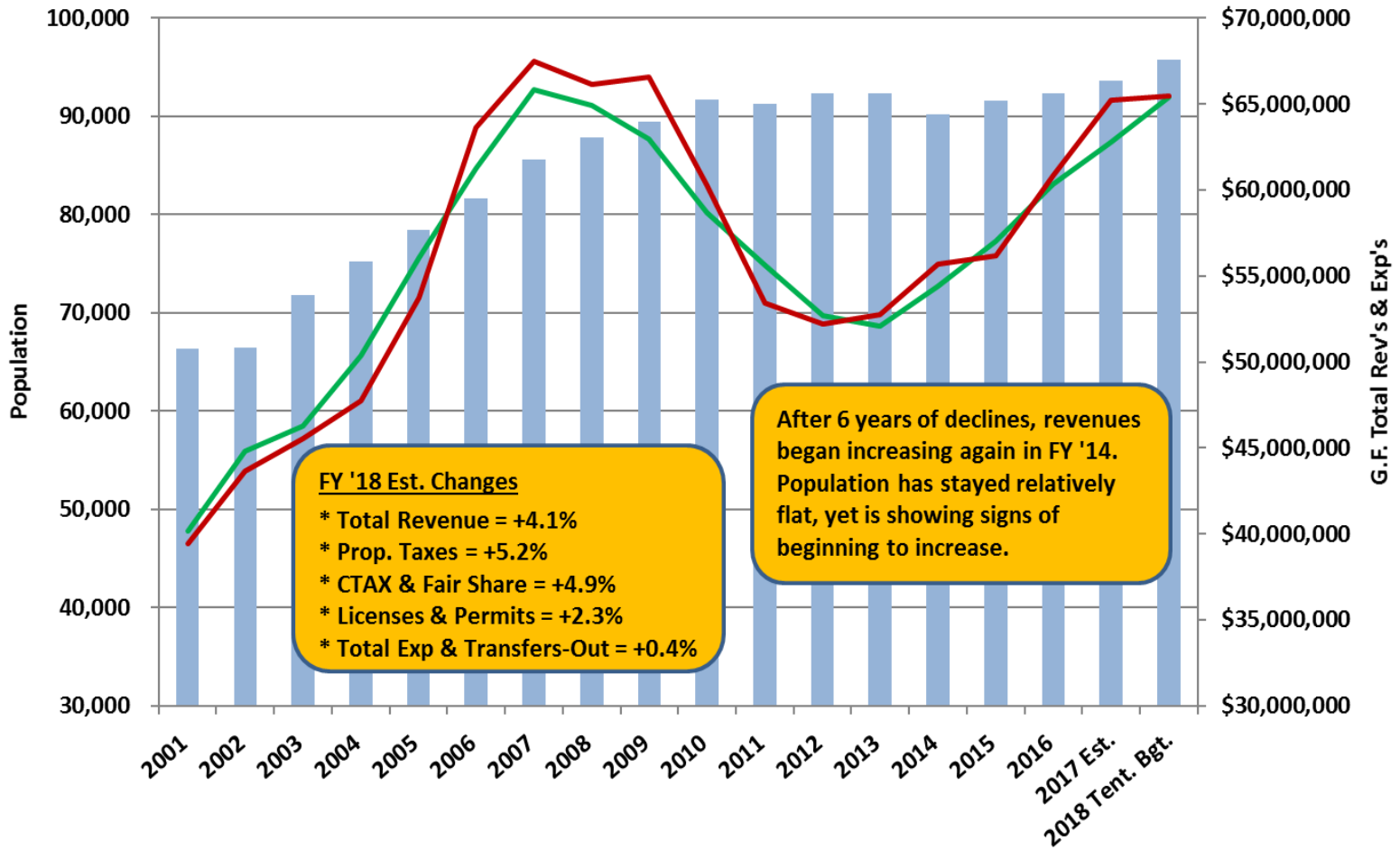
	FY '15 Actuals	FY '16 Actuals	FY '17 Budget	FY '17 Estimates	FY '18 Tentative Budget
Resources (excluding beginning fund balance)					
Total Revenues	\$57,065	\$60,368	\$63,668	\$62,808	\$65,390
Transfer-In From Vehicle Fund (Assume No Usage, Budget Matches Contingency)	\$0	\$0	\$1,000	\$0	\$1,000
Transfers-In, Other	\$712	\$0	\$54	\$306	\$0
Total Resources	\$57,776	\$60,368	\$64,722	\$63,114	\$66,390
<i>% Change in Total Revenues (excl. transfers) =</i>	4.9%	5.8%	5.5%	4.0%	4.1%
<i>% Change in Total Resources =</i>	5.5%	4.5%	7.2%	4.5%	5.2%
Uses					
Total Expenditures	\$54,177	\$57,021	\$61,761	\$61,073	\$62,874
Total Transfers-Out	\$1,572	\$3,786	\$4,162	\$4,155	\$2,622
Contingency (FY17 Assume No Usage; Budget Matches Trans-In from Vehicle Fund)	\$445	\$0	\$1,000	\$0	\$1,000
Total Uses	\$56,194	\$60,807	\$66,924	\$65,228	\$66,496
<i>% Change in Total Expenditures (excl. transfers & contingency) =</i>	3.6%	5.2%	8.3%	7.1%	2.9%
<i>% Change in Total Uses =</i>	0.9%	8.2%	10.1%	7.3%	1.9%
Net Resources/(Uses)	\$1,582	(\$439)	(\$2,201)	(\$2,113)	(\$107)
Fund Balance					
Unrestricted Ending Fund Balance	\$6,447	\$6,007	\$3,676	\$3,894	\$3,788
Unrestricted Ending Fund Balance as a % of Exp's (Less Cap. Outlay)	11.8%	10.5%	6.0%	6.4%	6.0%
Unrestricted Ending Fund Balance Amount Over/(Short) of 8.3%	\$1,750	\$1,200	(\$1,350)	(\$1,100)	(\$1,300)



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

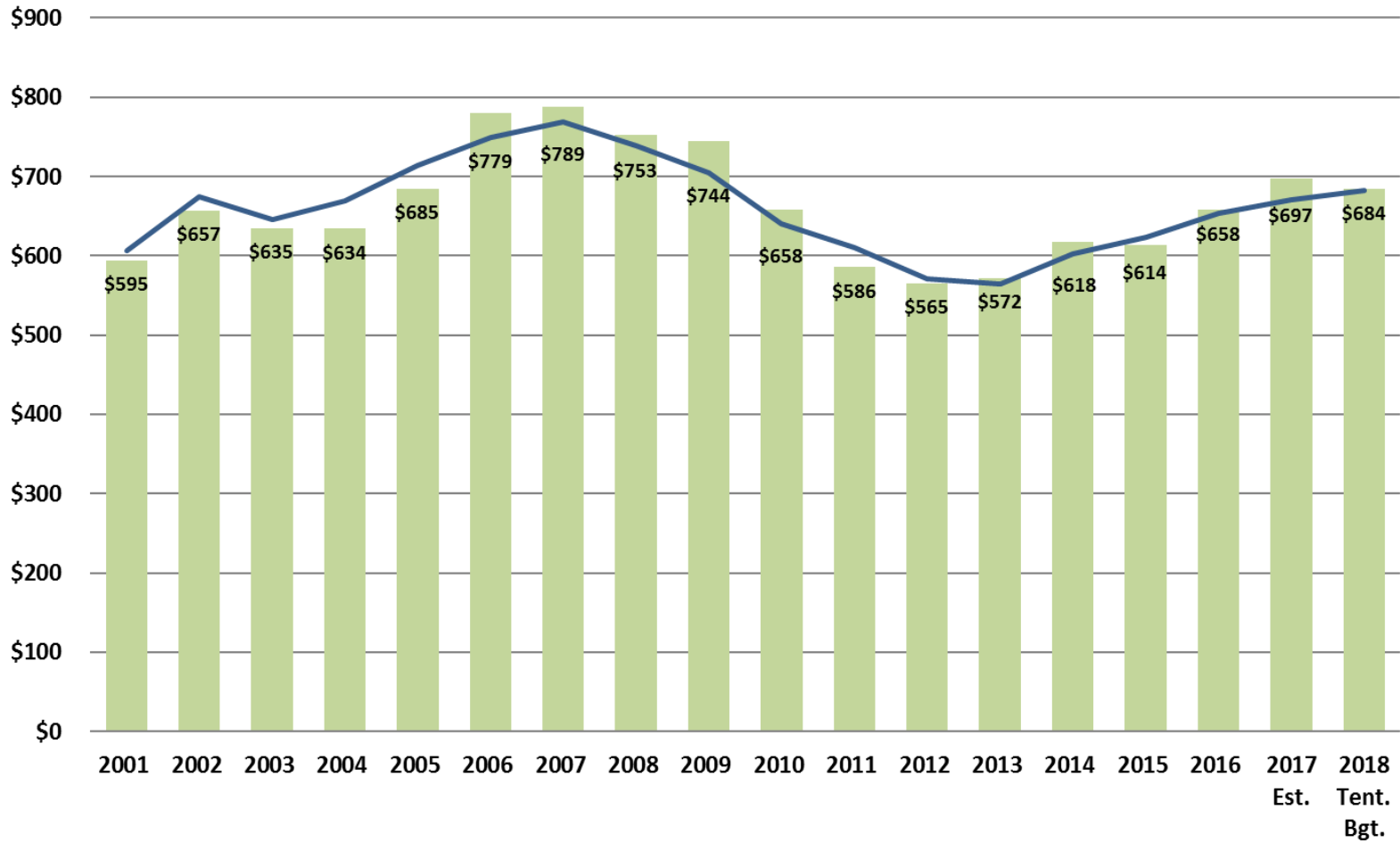


Sparks G.F. Rev's & Exp's Compared to Population



Population G.F. Revenue Exp's & Other Fund Subsidies

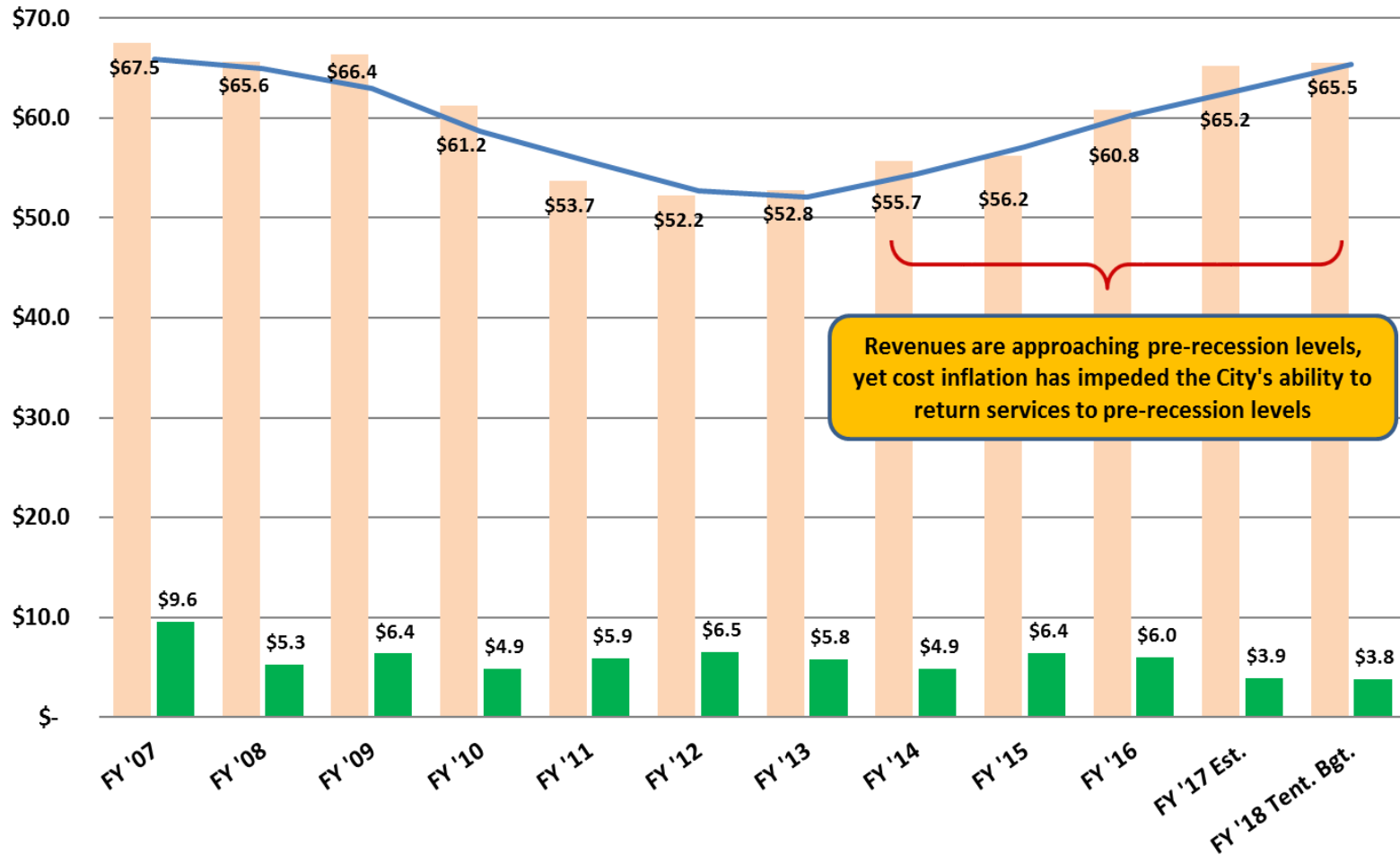
Sparks General Fund Revenues & Expenditures per Capita



Exp's & Other Fund Subsidies per Capita

Revenue per Capita

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

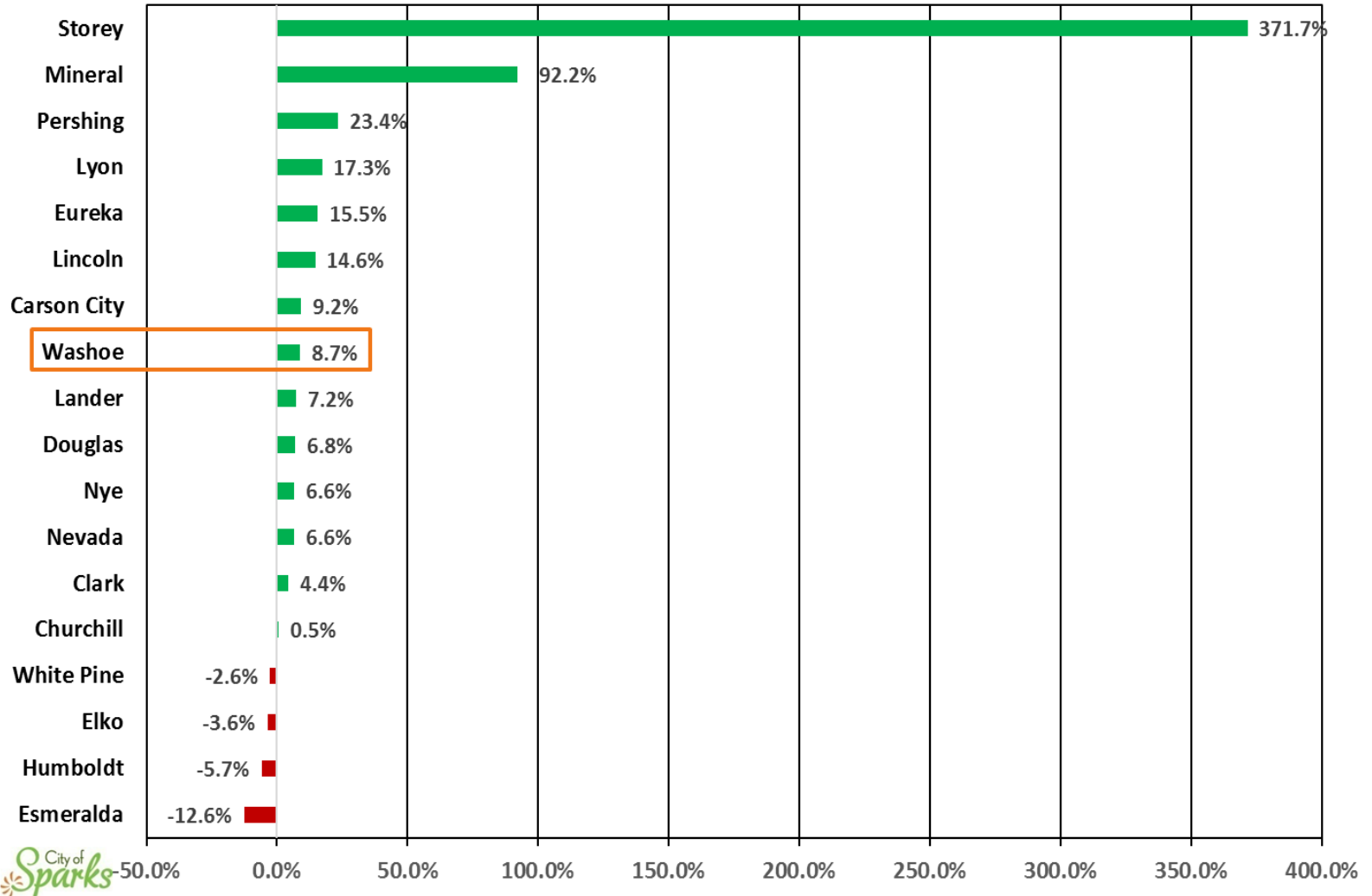


Revenues are approaching pre-recession levels, yet cost inflation has impeded the City's ability to return services to pre-recession levels



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

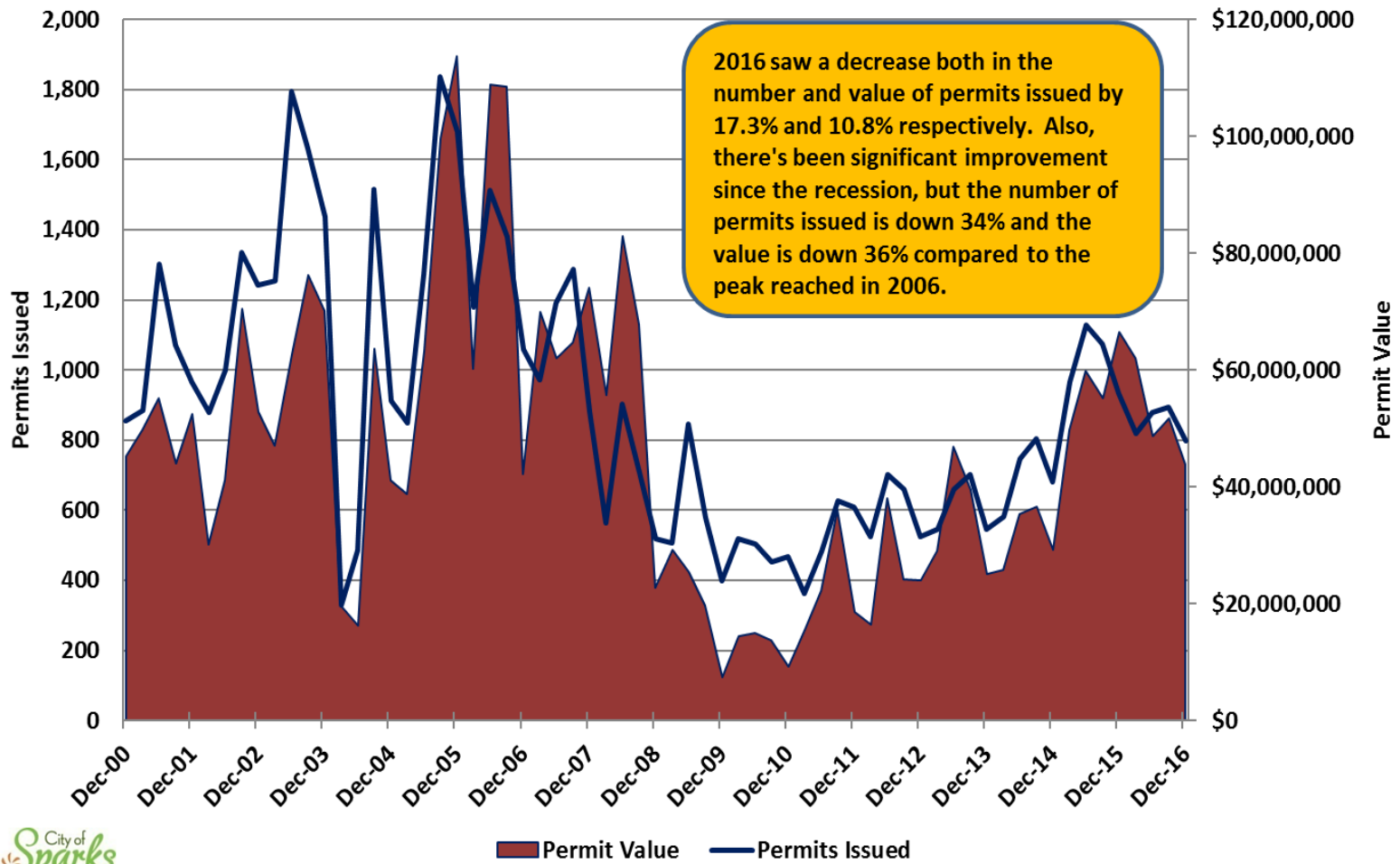
Taxable Sales % Changes by Nevada County FY '17 Through January 2016



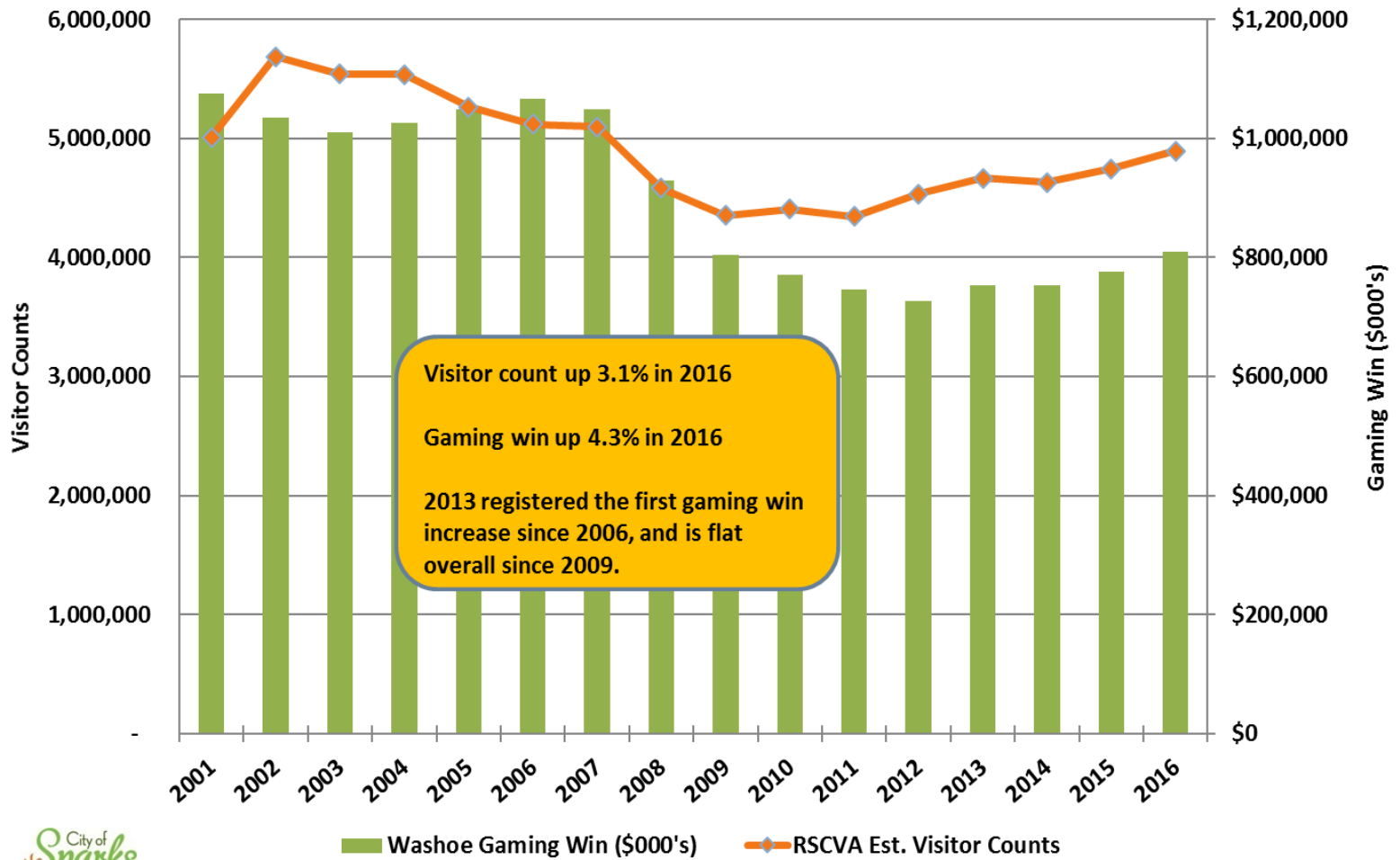
Total Employment - Reno/Sparks MSA Since July 2006



Sparks Community Development Permits Issued - Quarterly History



Washoe County Est. Visitor Counts And Total Gaming Win



**Cause of Change in
General Fund Revenues,
Expenditures & Transfers**

**Changes from...
FY17 Budget to FY17 Estimates
and
FY17 Estimates to FY18 Budget**



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

presentation for 04/24/2017 City Manager's Budget
Recommendations

	FY17 Budget	FY17 Estimates	Change	
REVENUES	63,667,906	62,808,136	(859,770)	-1%
Primary Causes of Change				
CTAX & Fair Share (42% of total rev)			(50,000)	
Property Taxes (34% of total rev) - mainly due to lower personal property tax			(100,000)	
Licenses & Permits (18% of total rev) - mainly due to Telecommunications (\$115K), Electric Franchise Fees (\$258K) & Gas Franchise fees(\$212K)			(683,698)	
Total Primary Causes of Change =			(833,698)	
TRANSFERS-IN (excluding contingency offset transfer)	54,426	306,336	251,910	-
Primary Causes of Change				
Transfer from Stabilization Fund for Flood mitigation			251,910	
Total Primary Causes of Change =			251,910	
SALARIES & BENEFITS	49,479,611	48,947,673	(531,938)	-1%
Primary Causes of Change				
Premium pays - Overtime, Call Back, Worked Holiday, Night Dif, & Standby Pay			223,331	
Flood Emergency			146,000	
New Paramedic position - Salaries, Benefits & Overtime			53,500	
Sick Leave cash-out on-demand (\$3K & the rest term cash-out)			92,000	
Holiday Comp Time (Fire) cash-out			50,000	
Annual Leave cash-out			198,000	
Vacancy Savings - Includes vacancy savings realized thru PP201703 PPE 01/22/2017 and assumes no vacancies filled remainder of FY.			(1,187,563)	
Retiree Health Subsidies & PEBP			(98,611)	
Total Primary Causes of Change =			(523,343)	
SERVICES & SUPPLIES and CAPITAL OUTLAY	12,281,791	12,125,414	(156,377)	-1%
Primary Causes of Change				
Encumbrances rolled from prior year			225,502	
Regional Training Center			52,911	
Grant match for COPS Grant			71,000	
"S Fire" costs			92,483	
Flood Emergency			106,000	
Fuel			145,000	
Increased contribution to City of Reno for Community Assistance Center			141,000	
Software & Updates			(60,108)	
Contracts for Maintenance & Repair			(47,359)	
Professional Services Svcs - Temp Agency, Legal & Other			(190,394)	
Mutual Aid reimbursements excluding cost of "S Fire"			(153,386)	
Contribution to City of Reno for Triage Center discontinued			(87,000)	
Additional various underspend anticipated in all departments			(120,000)	
Radio & other equipment			(33,567)	
Vehicle Replacement Rent			(35,275)	
Utilities - Electric, Gas & Water			(249,000)	
Total Primary Causes of Change =			(142,193)	
TRANSFERS-OUT	4,162,424	4,154,506	(7,918)	0%
Primary Causes of Change				
Reduced FY17 transfer to Capital Projects			(200,000)	
Transfer out to Parks & Rec needed to be increased due to Youthwatch part-time salary costs			192,082	
Total Primary Causes of Change =			(7,918)	

Cause of Change in General Fund Revenues, Expenditures & Transfers from FY17 to FY18

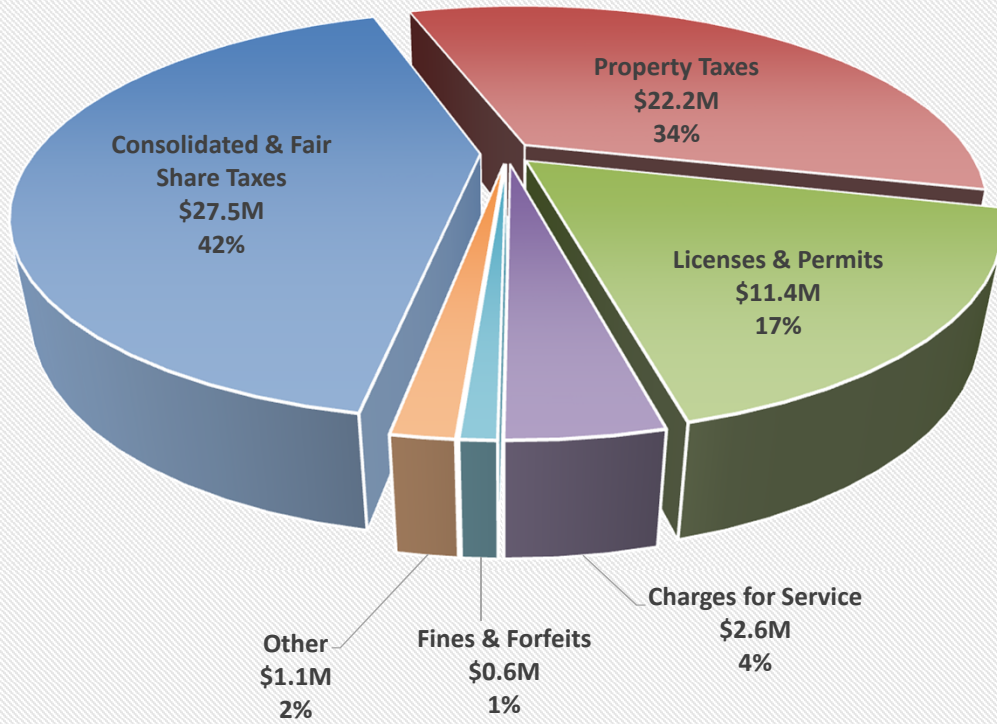
presentation for 04/24/2017 City Manager's Budget
Recommendations

	FY17 Estimates	FY18 Tentative Budget	Change	
REVENUES	62,808,136	65,389,651	2,581,515	4%
Primary Causes of Change				
CTAX & Fair Share (42% of total rev) -- 4.9% increase expected in FY18			1,275,000	
Property Taxes (34% of total rev) -- 5.2% increase expected in FY18			1,105,000	
Licenses & Permits (17% of total rev) -- 2.3% increase expected in FY18. This includes \$60K in increased Fire Inspection fees submitted by Fire Department as part of the budget cuts to get to 6% EFB.			252,000	
Total Primary Causes of Change =			2,632,000	
TRANSFERS-IN	306,336	1,000,000	693,664	-
Primary Causes of Change				
Transfer from Vehicle Fund/Contingency Offset (to be transferred only if necessary)			1,000,000	
FY17 transfer from Stabilization Fund to cover Jan 2017 Flood Emergency costs not in FY18			(251,910)	
FY17 transfer from Muni Court Admin Assessment Fund to cover cost of court re-org not in FY18			(54,426)	
Total Primary Causes of Change =			693,664	
SALARIES & BENEFITS	48,947,673	50,001,373	1,053,700	2%
Primary Causes of Change				
Vacancy Savings re-loaded in FY18			1,180,000	
New Paramedic position - Salaries, Benefits & Overtime			115,000	
Merit Pay Increases			498,000	
FY17 Flood Emergency			(146,000)	
Overtime & CB - full staffing assumption			(124,100)	
FY18 Annual & Sick Leave cash-outs			(241,000)	
Elimination of Property Agent (vacant position) and funding re-assignment of Sr. Planner (vacant position) representing budget cuts recommended by the City Manager			(218,000)	
Total Primary Causes of Change =			1,063,900	
SERVICES & SUPPLIES, CAPITAL OUTLAY & CONTINGENCY	12,125,414	13,872,842	1,747,428	14%
Primary Causes of Change				
D'Andrea property mitigation			300,000	
Travel & Training			103,000	
Mutual Aid Travel & Training (large credit in FY17 estimates, not in FY18 budget)			107,000	
Professional Services - Temp Agency & Legal			83,000	
Contracts for Maintenance & Repair			43,000	
Assumed FY17 underspend not loaded in FY18			120,000	
Central Software & Updates (Non-CIP)			86,000	
Forensics services - Washoe County			50,000	
Sherriff's work crew for weed abatement			70,000	
Regional Planning contribution increase for consultant to complete Regional Plan Update			45,000	
Grant Match (including \$75K for new grants loaded in FY18)			108,000	
Increase to GF portion of CAC contribution			23,000	
Fuel (mainly due to increasing fuel prices)			78,000	
Contingency (offset by transfer-in from Motor Vehicle Fund if necessary)			1,000,000	
FY17 Flood emergency			(106,000)	
FY17 "S Fire"			(92,000)	
Hay Class & Comp Study			(70,000)	
Equipment & Furnishings lower than FY17 - \$60K for defibrillators in FY17 and \$20K initial Paramedic costs			(80,000)	
Vehicle M&R (due to lower M&R rates in FY18)			(164,000)	
Total Primary Causes of Change =			1,704,000	
TRANSFERS-OUT	4,154,506	2,622,020	(1,532,486)	-37%
Primary Causes of Change				
Transfer to Parks & Rec			170,000	
CTAX Debt Service			(1,354)	
General Capital Projects transfer (below fiscal policy goal)			(913,000)	
IT Hardware Replacement Plan (full contribution in FY18)			(112,132)	
IT Software Replacement Plan (eliminated in FY18)			(676,000)	
Total Primary Causes of Change =			(1,532,486)	

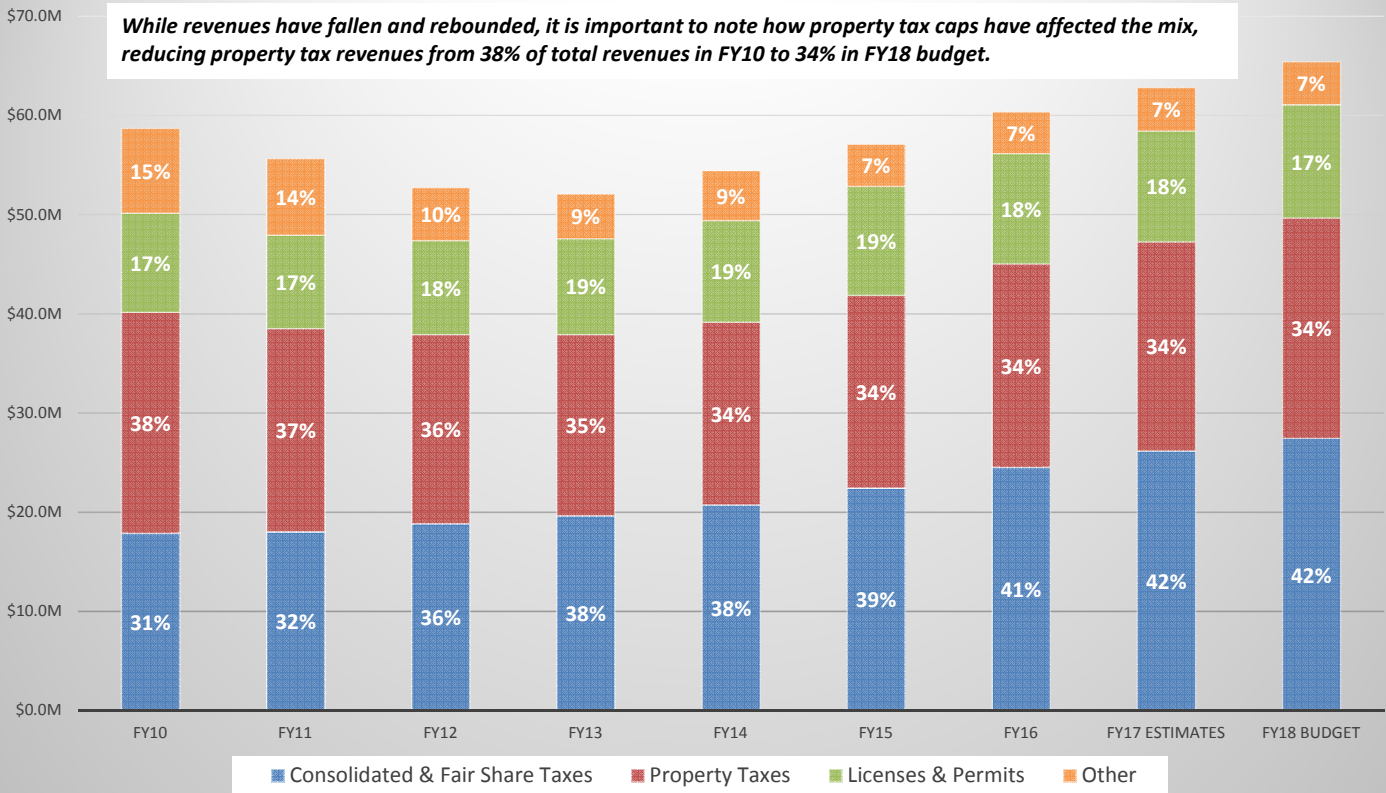
FY18 General Fund Revenues & Transfers In



FY18 General Fund Revenues & Transfers-In Total: \$65.4M



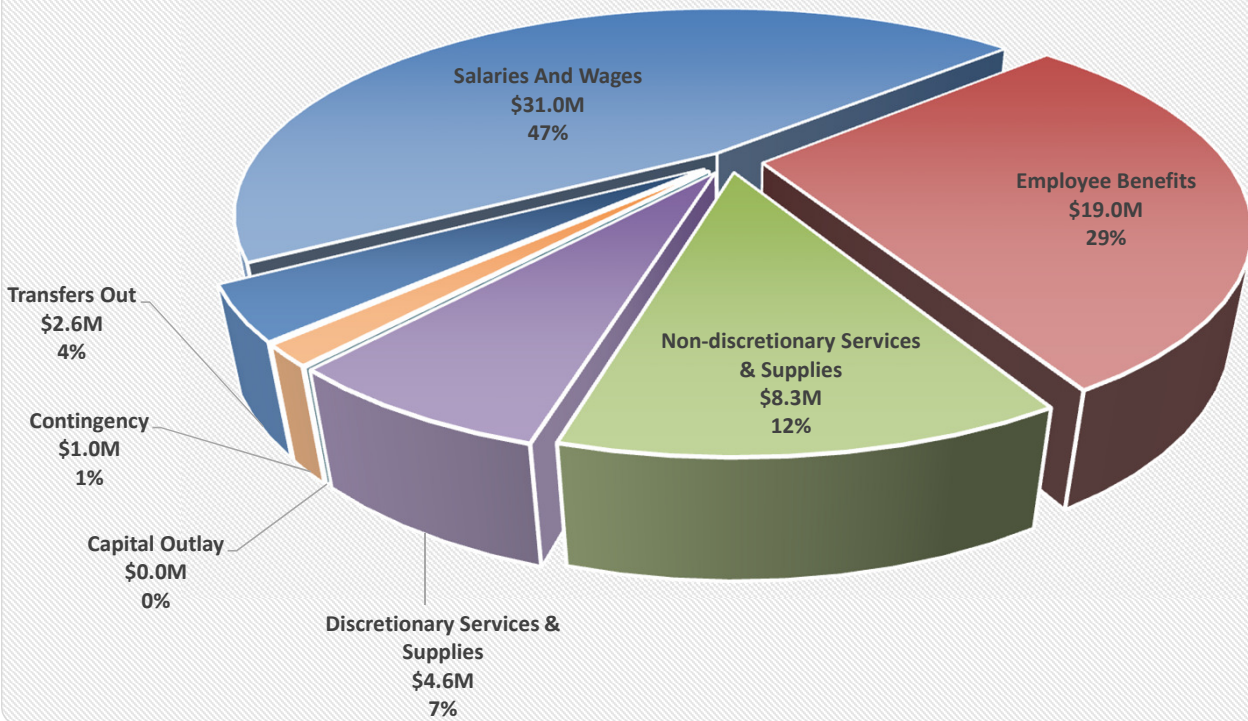
General Fund Revenues FY10 through FY18



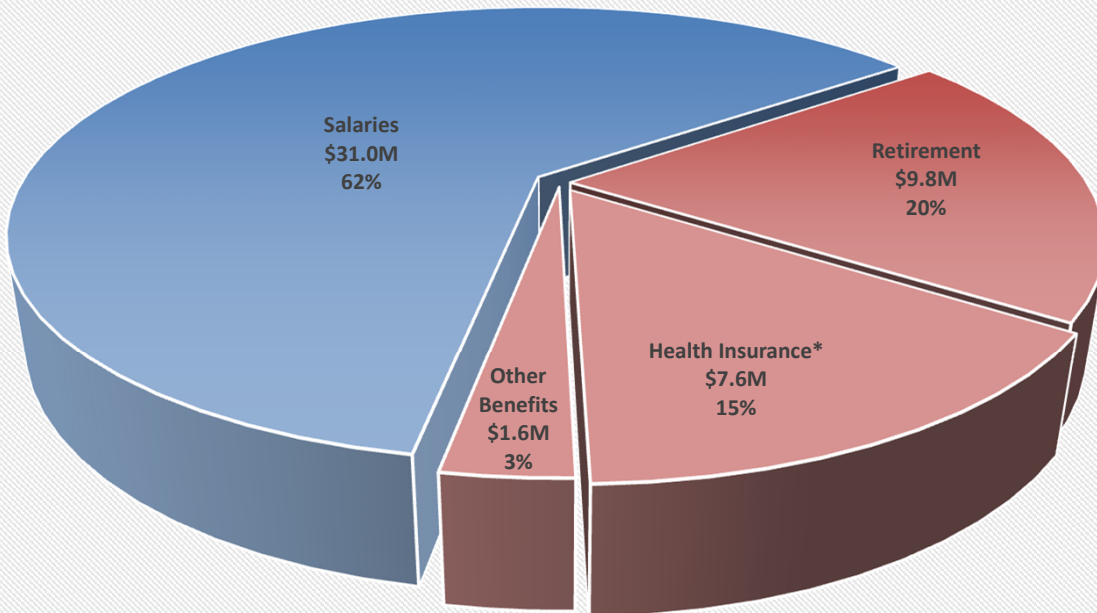
FY18 General Fund Expenditures & Transfers Out



FY18 General Fund Expenditures & Transfers-Out
Total: \$66.5M



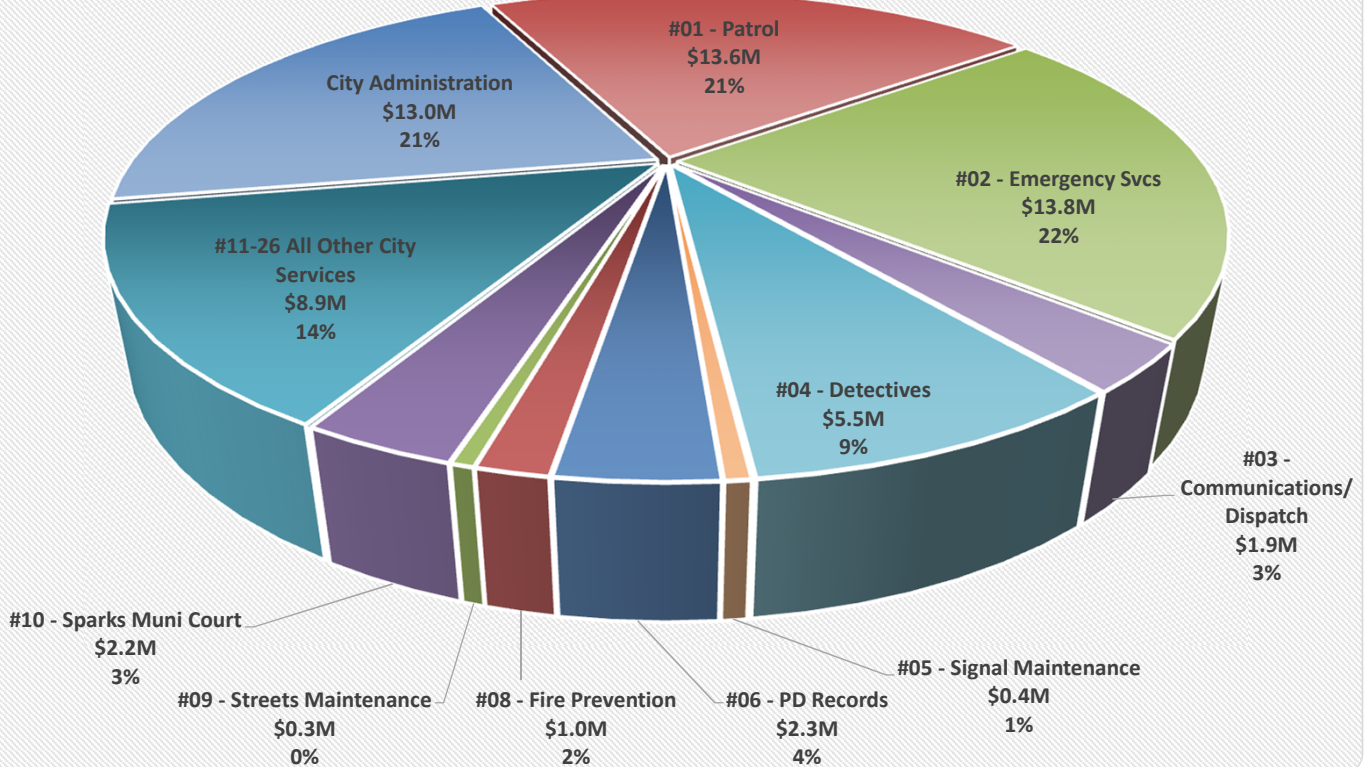
FY18 Salaries & Benefits - General Fund
Total: \$50.0M



* Health insurance costs include Sick Leave Conversion, Retiree Health Insurance Subsidies and NV PEBP Subsidy. Health insurance is 12.0% of total General Fund expenditures of \$62.9M (excludes transfers out and contingency).

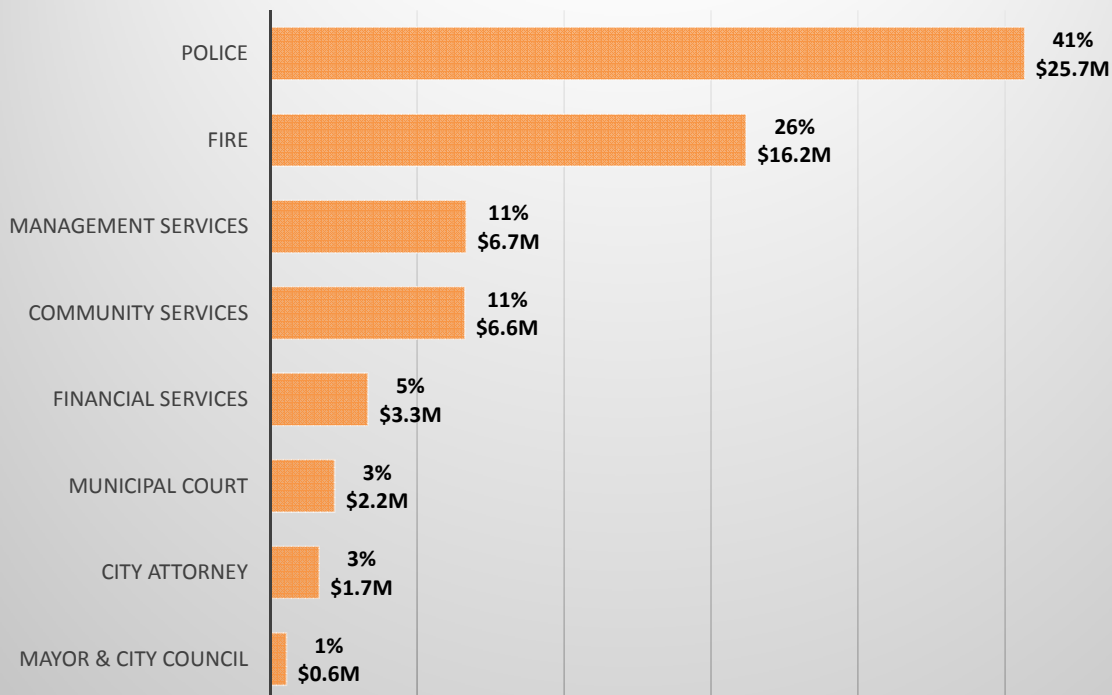
**FY18 Expenditures by Core Service - General Fund
(Excludes Transfers Out & Contingency)**

Total: \$62.9M



**FY18 Expenditures by Department - General Fund
(Excludes Transfers Out and Contingency)**

Total: \$62.9M



Contributions to Other Governments



Annual Contributions to Other Governments & Non-Profits

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

General Fund - Interlocal Agreements with Other Government Agencies

	FY16 Actuals	FY17 Estimates	FY18 Budget
Washoe County - Regional EOC	14,562	15,986	15,986
Washoe County - Regional Training Center	92,998	145,911	154,935
Washoe County - Regional Planning	223,003	215,420	260,420
Washoe County - 800 MHZ Radio	107,474	117,474	118,138
Washoe County - Senior Center	21,500	21,500	21,500
Washoe County Forensic Services	354,500	389,500	439,500
Washoe Co. Registrar of Voters	0	15,513	0
Washoe County - Sheriff's Work Crew (park maintenance & weed abatement)	8,500	20,000	70,000
City of Reno, Fire - TRIAD	16,008	16,000	16,000
Nevada Commission on Ethics	17,841	17,841	17,841
City of Reno (Westcare) - TRIAGE Center	94,250	0	0
*City of Reno Community Assistance Center (amounts over the 15% CDBG public services cap)	1,736	158,707	178,258
Total General Fund Interlocals	952,372	1,133,851	1,292,579

General Fund - Contributions to Non-Profits & Other Agencies

	FY16 Actuals	FY17 Estimates	FY18 Budget
Economic Development Authority of Nevada (EDAWN)	100,000	100,000	100,000
Keep Truckee Meadows Beautiful	10,000	10,000	10,000
Nevada League of Cities & Municipalities (NLC&M)	20,150	20,403	20,435
Western Nevada Development District (WNDD)	5,000	5,000	5,000
Alliance for Innovation	5,000	5,100	5,100
The Chamber	1,362	1,362	1,365
Total General Fund contributions to Non-Profits	141,512	141,865	141,900

Other Funds - Interlocal Agreements with Other Government Agencies

	FY16 Actuals	FY17 Estimates	FY18 Budget
*CDBG Fund - City of Reno Community Assistance Center (amounts within the 15% CDBG public services cap)	110,233	108,556	99,152
Storm Drain Fund - Storm Water Permitting Committee (NPDES Discharge Permit - per ILA with Reno and Washoe County). Sparks share is 1/3 of cost. Western Regional Water Commission has paid this fee in the past, however, was budgeted for FY17 should the WRWC be unable to pay the full amount. This is for FY17 only.	0	60,000	0
Total Other Fund Interlocals	110,233	168,556	99,152

	FY16 Actuals	FY17 Estimates	FY18 Budget
*Community Assistance Center Total Expense	111,969	267,263	277,410

Central Service Cost Allocation Plan



FY18 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 FY18 plan allocates central service costs from FY16. A detailed view of these costs and the allocation methods can be obtained by contacting Stacie Hemmerling at shemmerling@cityofsparks.us.

Central Service costs Allocated to Other Funds	2,560,471	24%
Unallocated Central Service Costs	8,310,802	76%
Total Central Service Costs - FY16 Actuals	<u>10,871,273</u>	

Summary of Central Service Costs Allocated

	Sewer Funds	Vehicle Fund	Health Insurance Fund	Worker's Comp Fund	Development Services Enterprise Fund	TMWRF	Total
City Attorney	62,299	11,933	-	-	31,602	46,767	152,602
Community Services	245,319	11,887	-	-	27,186	-	284,392
Financial Services	357,202	67,218	126,085	20,876	84,360	253,661	909,403
Management Services	415,845	66,973	78,301	10,170	255,179	236,098	1,062,565
Mayor & Council	70,494	15,462	12,024	1,718	39,771	12,040	151,509
Total FY18 Common Service Charge	1,151,160	173,473	216,410	32,763	438,098	548,567	2,560,471

Other City Funds



Beyond the General Fund...

Other Funds Section

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



4 *Redevelopment Agency Funds for Areas 1 & 2*

16 of these Funds will have a FY18 budget exceeding \$1 Million

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

Part 1: City of Sparks Fund Structure Diagram

Part 2: Million Dollar+ Funds: Larger Funds with FY18 expenditure budgets exceeding \$1,000,000

Part 3: Smaller Funds: Funds with FY18 expenditure budgets under \$1,000,000

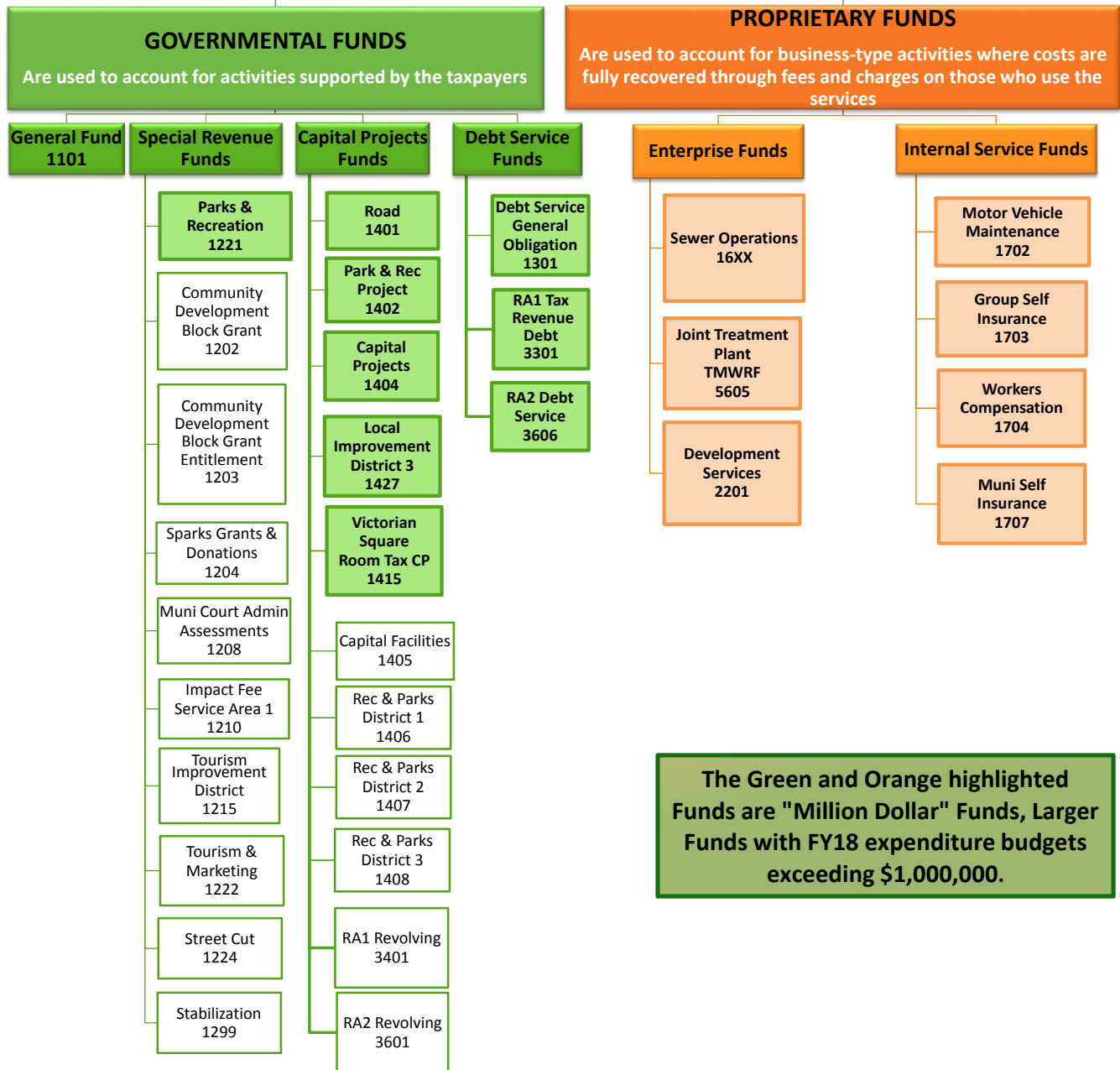
Part 4: Redevelopment Agency Funds

Other Funds Section Part 1

City of Sparks Fund Structure Diagram and Outflows by Fund Type

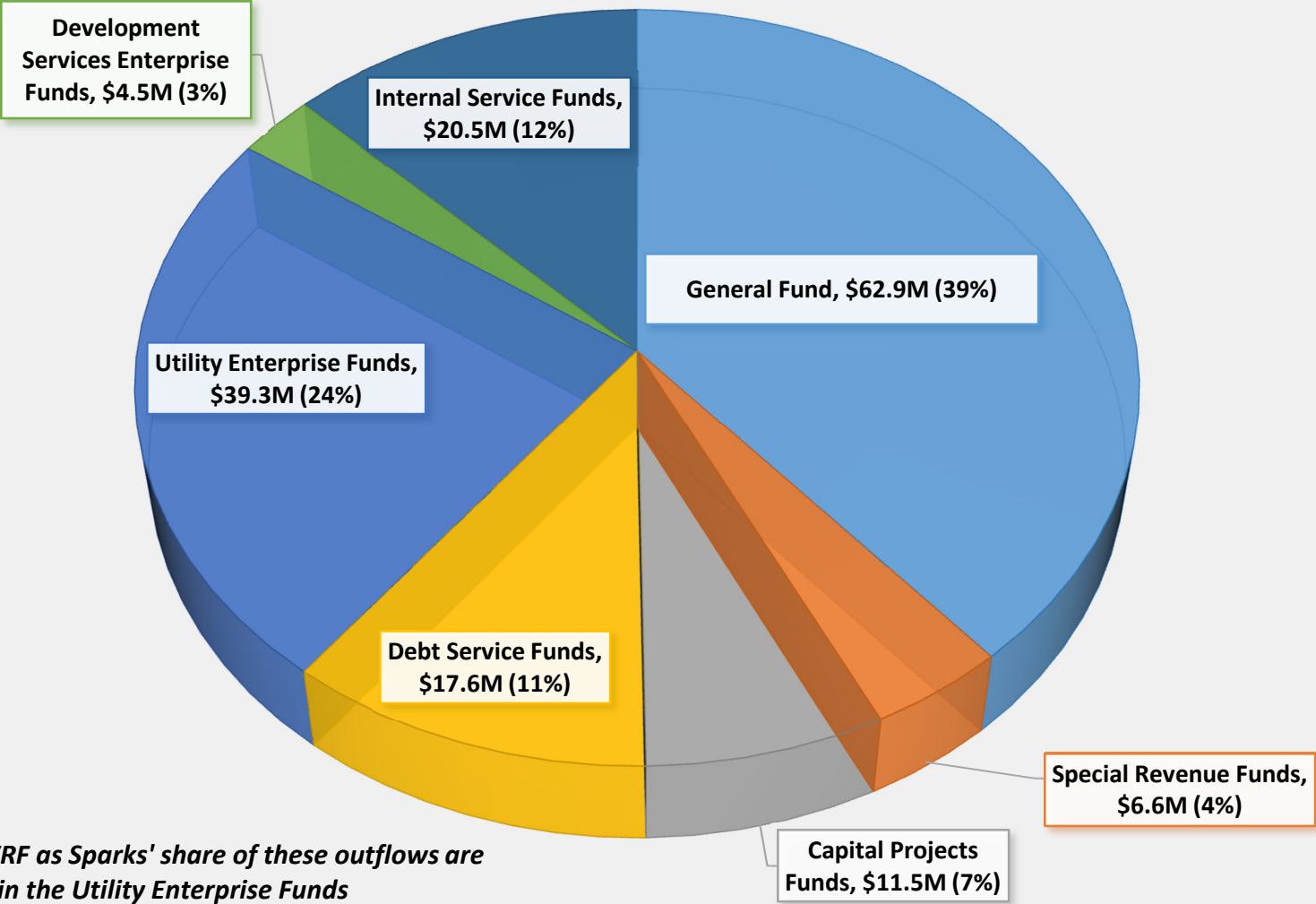


OTHER FUNDS PART 1 - CITY OF SPARKS FUND STRUCTURE



The Green and Orange highlighted Funds are "Million Dollar" Funds, Larger Funds with FY18 expenditure budgets exceeding \$1,000,000.

TOTAL CITY & REDEVELOPMENT FY18 BUDGETED OUTFLOWS BY FUND TYPE
(EXCLUDES TRANSFERS-OUT AND CONTINGENCY)
TOTAL: \$162.9M



Excludes TMWRF as Sparks' share of these outflows are accounted for in the Utility Enterprise Funds

Other Funds Section Part 2

Million Dollar+ Funds:
Larger Funds with FY18
expenditure budgets exceeding
\$1,000,000

Other Funds Section Part 2: Million Dollar+ Funds

Parks & Recreation Fund 1221 (Special Revenue Fund)

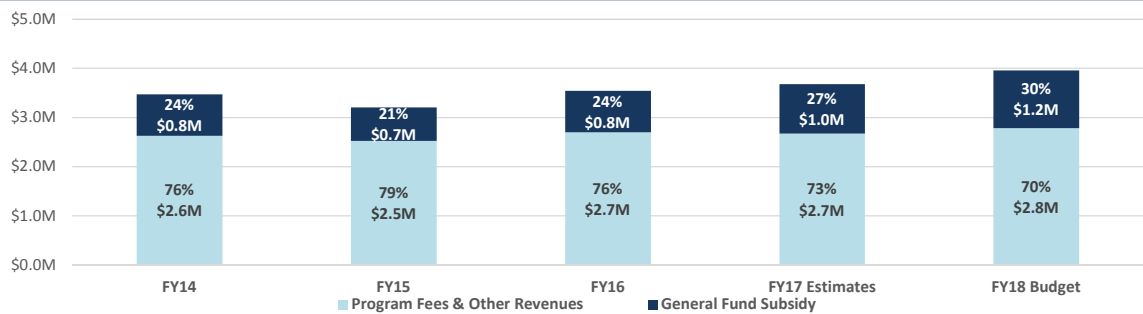
Purpose of Fund: Used to provide recreation programs offered and administered by the City of Sparks Parks and Recreation Department. Originally, the maintenance and operation of parks resided here, but in FY12, that function was moved to the General Fund and is no longer accounted for in this Fund. Special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

	FY14	FY15	FY16	FY17 Estimates	FY18 Budget
BEG FUND BALANCE	378,449	561,797	125,119	191,133	72,981
REVENUES					
Rec Program Fees	2,192,250	2,072,824	2,245,229	2,196,866	2,295,950
Special Event Revenue	214,382	237,318	248,586	289,762	302,683
All other revenues	219,644	213,589	204,500	184,698	184,698
TOTAL REVENUES	2,626,276	2,523,731	2,698,315	2,671,326	2,783,331
TRANSFER IN	845,000	677,802	846,200	1,005,000	1,175,000
EXPENSES					
Salaries & Benefits	(2,704,626)	(2,731,801)	(2,859,071)	(3,149,506)	(3,190,810)
Services & Supplies	(561,907)	(545,574)	(619,430)	(619,972)	(732,986)
Capital Outlay	(19,093)	(360,836)	0	(25,000)	(25,000)
TOTAL EXPENSES	(3,285,626)	(3,638,211)	(3,478,501)	(3,794,478)	(3,948,796)
TRANSFER OUT	(2,302)	0	0	0	0
CHANGE IN FUND BALANCE	183,348	(436,678)	66,014	(118,152)	9,535
TOTAL ENDING FUND BALANCE	561,797	125,119	191,133	72,981	82,516
<i>Less: Designated for Facilities & Public Art</i>	<i>(351,091)</i>	<i>(16,933)</i>	<i>(49,903)</i>	<i>(73,903)</i>	<i>(83,903)</i>
Undesignated Ending Fund Balance	210,706	108,186	141,230	(922)	(1,387)

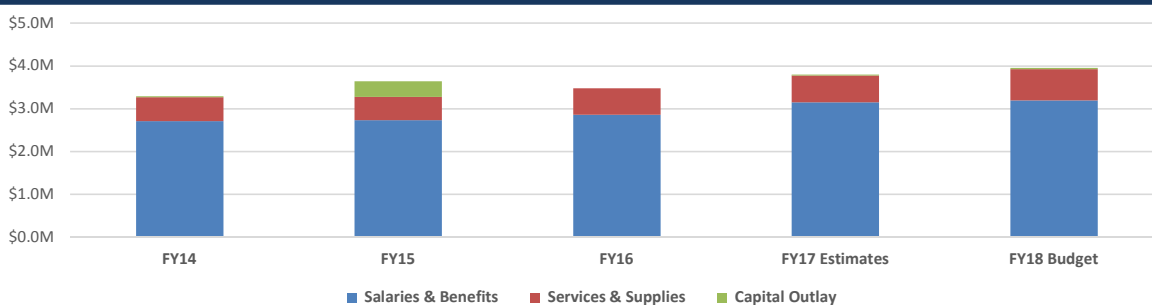
FISCAL NOTES

Rec Program fees are the largest revenue in this Fund - approximately 83% of the total - and are projected to decrease by about 2% in FY17 and increase by 4% in FY18 due to reinstatement of the Year Round Program starting in FY18. School district "track" changes in FY15 had little affect on this revenue overall and we anticipate no real change going forward. Special Event revenue has seen a 6% - 11% increase in the past two years due in part to the new Public Art fee implemented in FY16 to fund future art installations. This new funding source is made up of a new fee collected for property use on Victorian Avenue during special events and a redirection of existing fees being collected for vendor permit fees and Marina use fees during special events. We anticipate flat growth on this new fee in FY18 now that it has been fully implemented. This increase in revenue will help to offset the increase in expenses we see in FY17 and FY18 in Salaries and Benefits. This increase includes an inflationary increase in wages for temporary employees to remain competitive in the marketplace and reduce turnover and it also includes \$110K for implementation of the new Year Round Program in FY18. Ending Fund Balance in FY14 is comprised of a reserve of Facility Development fees collected in prior years. The majority of these funds were used in FY15 to construct a bathroom and storage facility at the Golden Eagle Regional Park and other sport facility improvements resulting in the large capital outlay figure in FY15 and reduced ending Fund balance in these designated Funds going forward.

Program Fees vs. General Fund Subsidy



Expenses



Other Funds Section Part 2: 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.

		FY17	FY18 Budget	Principal Balance	Maturity Date	
	FY16 Actuals	Estimates		6/30/2018		
Various Purpose Med Term Bonds 2007A - \$7,090,000	BEGINNING RESERVE	0	0	0	\$0	03/01/2017
	T/I from R/A2 Revolving 3601	866,992	866,563	0		
	Interest	(61,992)	(31,563)	0		
	Principal	(805,000)	(835,000)	0		
	ENDING RESERVE	0	0	0		
Various Purpose Med Term Bonds 2007B - \$1,315,000	BEGINNING RESERVE	0	0	0	\$0	03/01/2017
	T/I from R/A2 Revolving 3601	206,733	211,290	0		
	Interest	(21,733)	(11,290)	0		
	Principal	(185,000)	(200,000)	0		
	ENDING RESERVE	0	0	0		
CTAX Revenue Refunding Bonds 2014 - \$7,330,000	Beginning Reserve	0	0	0	\$7,243,000	05/01/2026
	T/I from General Fund 1101	93,235	170,214	170,412		
	T/I from Cap Project 1404	77,466	0	0		
	T/I from Sewer Operations 1630	960	957	958		
	T/I from Development Svcs 2201	5,759	5,742	5,749		
	T/I from R/A Revolving 3401	71,552	71,348	71,431		
	Interest	(225,972)	(225,261)	(224,550)		
	Principal	(23,000)	(23,000)	(24,000)		
	ENDING RESERVE	0	0	0		
CTAX Revenue Bonds 2011 - \$4,180,000	BEGINNING RESERVE	0	0	0	\$0	05/01/2018
	T/I from General Fund 1101	396,597	524,053	522,499		
	T/I from Cap Project 1404	128,591	0	0		
	T/I from Sewer Operations 1630	2,953	2,946	2,938		
	T/I from Development Svcs 2201	17,717	17,679	17,627		
	T/I from R/A Revolving 3401	220,142	219,667	219,016		
	Interest	(61,000)	(39,345)	(17,080)		
	Principal	(705,000)	(725,000)	(745,000)		
ENDING RESERVE	0	0	0			
Sr. & Subordinate STAR Bonds Series A 2008 - \$119,890,000	BEGINNING RESERVE	11,397,037	11,715,798	12,138,607	\$99,656,045	06/15/2028
	Sales Taxes not Consolidated	10,659,831	11,350,000	12,000,000		
	Interest Earned	30,077	16,542	16,000		
	Interest on Sr. Star	(5,039,000)	(4,881,700)	(4,702,625)		
	Interest on Subordinate Star	(2,912,147)	(3,307,033)	(3,500,000)		
	Principal on Sr. Star	(2,420,000)	(2,755,000)	(3,120,000)		
ENDING RESERVE	11,715,798	12,138,607	12,831,982			

Other Funds Section Part 2: 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.

	FY16 Actuals	FY17 Estimates	FY18 Budget	Principal Balance 6/30/2018	Maturity Date
LID3 2008 Bonds - \$26,120,000				\$0	originally 09/01/27; refunded FY17
BEGINNING RESERVE	3,940,854	4,236,234	(0)		
Special Assessment Principal	800,151	423,477	0		
Special Assessment Interest	1,154,651	553,924	0		
Spec. Assess. Penalty/Prepay	43,279	0	0		
Interest Earned	8,081	6,455	0		
Miscellaneous Revenue	29,706	0	0		
T/O to Debt Svc GO 1301	0	(3,480,952)	0		
Principal	(765,000)	(815,000)	0		
Interest	(975,488)	(924,138)	0		
ENDING RESERVE	4,236,234	(0)	(0)		

LID3 Refunding Bonds 2016 - \$13,498,290				\$12,701,969	09/01/2027
BEGINNING RESERVE	0	0	2,756,799		
Special Assessment Principal	0	407,679	1,029,838		
Special Assessment Interest	0	416,704	574,403		
Interest Earned	0	1,645	3,900		
Refunding Bond Proceeds	0	13,498,290	0		
T/I from Debt Svc GO 1301	0	3,480,952	0		
Professional Services-Other	0	(107,001)	0		
Debt Refunding	0	(14,941,470)	0		
Principal	0	0	(796,321)		
Interest	0	0	(600,824)		
ENDING RESERVE	0	2,756,799	2,967,795		

Total Ending Reserve In Debt Service Fund **15,952,032** **14,895,406** **15,799,777**

FISCAL NOTES

The existing debt in this Fund is either backed by ad valorem taxes (GO bonds), consolidated taxes (CTAX bonds), sales tax revenues (STAR bonds), local improvement district assessments (LID bonds), or a payment agreement with the Redevelopment Agency of the City of Sparks. All revenue collected within this Fund is pledged for debt service. There are no reserve requirements on the GO or CTAX bond debt issues listed above. In FY17, LID3 2008 Bonds were refunded with LID3 Refunding Bonds 2016. The interest rate on LID3 debt went from a range of 6.5% to 6.75% down to a 3.83% rate for all the bonds. The rate the LID property owners pay was reduced from 7.15% to 4.83%, reducing their special assessment payments. Of the \$12.8M in total ending reserves in STAR Bonds, \$7.9M is required to be maintained per bond covenants, leaving \$4.9M on hand at the end of FY18 to make future STAR bond payments. Of the \$3.0M in total ending reserves in LID3 Refunding Bonds 2016, \$675K is required to be maintained per bond covenants, leaving \$2.3M on hand at the end of FY18 to make future LID3 bond payments.

Other Funds Section Part 2: 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 Right of Way fees.

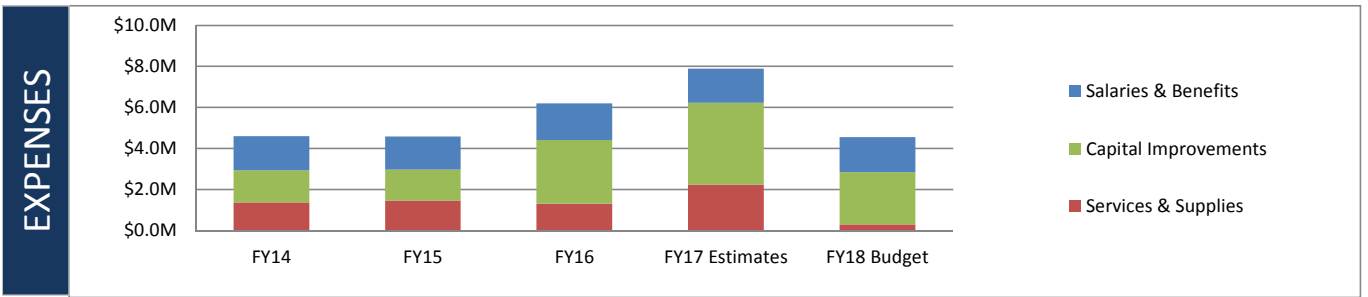
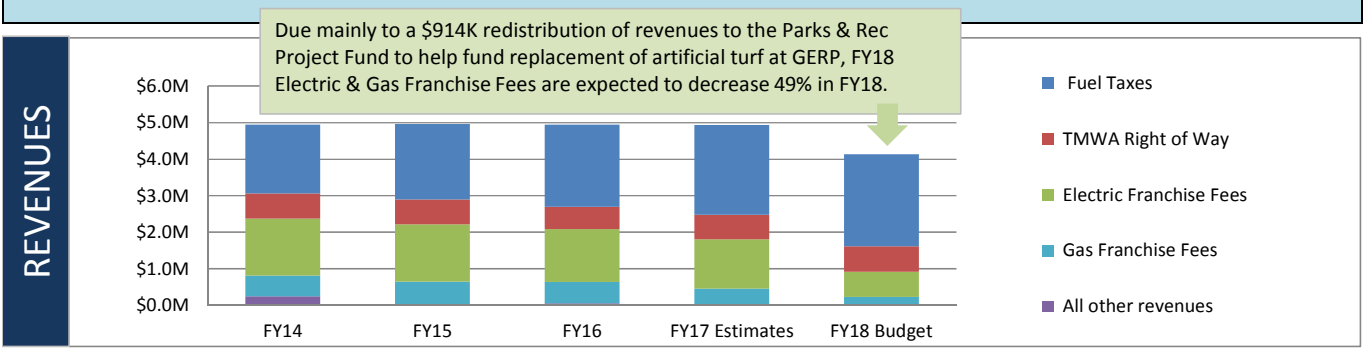
	FY14	FY15	FY16	FY17 Estimates	FY18 Budget
BEG FUND BALANCE	4,403,417	4,736,744	5,097,798	3,832,672	881,421
REVENUES					
Fuel Taxes	1,877,860	2,064,923	2,244,970	2,458,615	2,512,464
TMWA Right of Way	685,376	678,087	610,924	675,000	695,250
Electric Franchise Fees	1,558,410	1,565,868	1,444,639	1,345,504	690,007
Gas Franchise Fees	565,983	624,801	584,935	456,046	224,306
All other revenues	254,011	27,306	59,055	5,000	10,000
TOTAL REVENUES	4,941,640	4,960,985	4,944,523	4,940,165	4,132,027
EXPENSES					
Salaries & Benefits	(1,661,845)	(1,616,465)	(1,788,414)	(1,657,687)	(1,710,421)
Services & Supplies	(1,385,589)	(1,470,245)	(1,317,758)	(2,250,376)	(304,172)
Capital Improvements	(1,560,879)	(1,513,221)	(3,103,477)	(3,983,353)	(2,551,374)
TOTAL EXPENSES	(4,608,313)	(4,599,931)	(6,209,649)	(7,891,416)	(4,565,967)
CHANGE IN FUND BALANCE	333,327	361,054	(1,265,126)	(2,951,251)	(433,940)
ENDING FUND BALANCE	4,736,744	5,097,798	3,832,672	881,421	447,481

FISCAL NOTES

Fuel taxes are the largest revenue in the Road Fund and are projected to grow 9.5% in FY17. It is anticipated that the rising gas prices will lead to lower consumption which will slow growth to 2.2% in FY18. After a 9.9% reduction in TMWA Right of Way revenue in FY16, the revenues are expected to rebound in FY17. FY18 TMWA Rights of Way revenues are expected to grow 3.0%.

As a result of recent electric rate reductions, a 6.9% decrease in FY17 Electric Franchise Fees is expected, followed by a 48.7% decrease in FY18 which takes into account a 1.4% rate increase effective 04/01/17, modest consumption growth, and most significantly, a shift in the distribution of Electric and Gas Franchise Fees between the Road Fund and the Parks & Rec Project Fund. The figures above assume that half of the Electric and Gas Franchise Fees that had been going to the Road Fund (\$914K) will be deposited in the Parks & Rec Project Fund beginning FY18. The revenue shift is necessary to begin funding the replacement of artificial field turf at the Golden Eagle Regional Park. While this revenue shift is included in the City Manager's FY18 Budget Recommendations, City Council approval will be required before the actual redistribution happens. Gas Franchise Fees had rebounded in FY14 and FY15 due to the 2013 expiration of a deferred energy credit which NV Energy was required to give. FY16 Gas Franchise Fees, however, declined 6.4%, and FY17 projects a steep 22.0% decline due to several large natural gas rate reductions. FY18 Gas Franchise Fees are expected to decrease 50.8% taking into account a 4.25% rate reduction effective 04/01/17, modest consumption growth, and most significantly, the Franchise Fee revenue shift.

Expenditures in this Fund represent road maintenance employee costs and projects outlined in the Capital Improvement Plan (CIP).



Other Funds Section Part 2: 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.

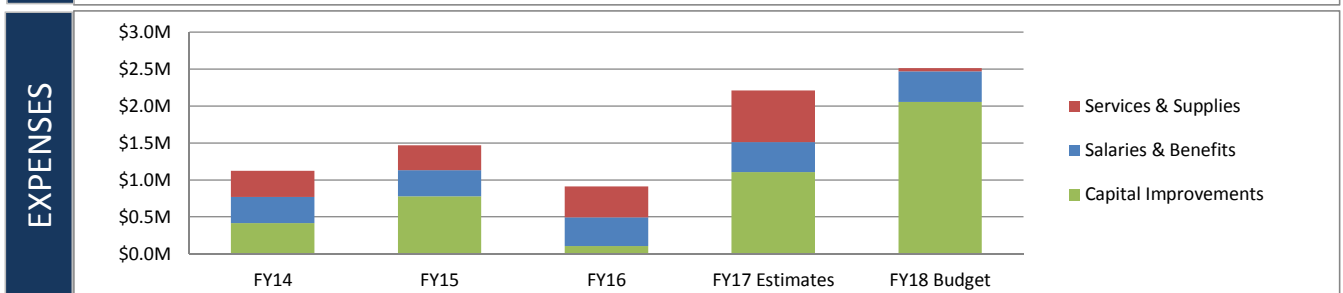
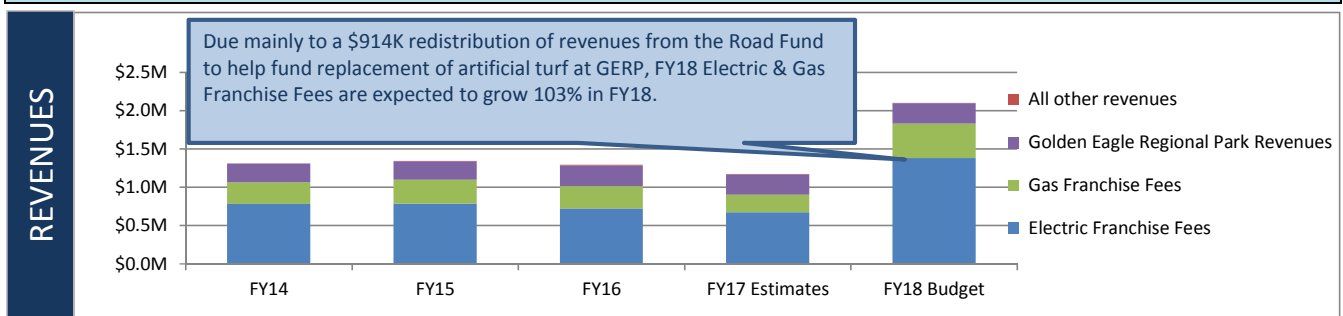
	FY14	FY15	FY16	FY17 Estimates	FY18 Budget
BEG FUND BALANCE	1,415,643	1,605,847	1,479,177	1,856,067	816,407
REVENUES					
Electric Franchise Fees	779,205	782,934	722,320	672,752	1,380,016
Gas Franchise Fees	282,991	312,400	292,467	228,023	448,612
Golden Eagle Regional Park Revenues	247,487	244,664	267,898	265,496	265,496
All other revenues	4,948	3,261	7,838	5,000	5,500
TOTAL REVENUES	1,314,631	1,343,259	1,290,523	1,171,271	2,099,624
EXPENSES					
Salaries & Benefits	(354,583)	(351,688)	(390,639)	(408,293)	(415,815)
Services & Supplies	(355,646)	(338,917)	(420,692)	(698,365)	(39,390)
Capital Improvements	(414,198)	(779,324)	(102,302)	(1,104,273)	(2,056,450)
TOTAL EXPENSES	(1,124,427)	(1,469,929)	(913,633)	(2,210,931)	(2,511,655)
CHANGE IN FUND BALANCE	190,204	(126,670)	376,890	(1,039,660)	(412,031)
ENDING FUND BLANCE	1,605,847	1,479,177	1,856,067	816,407	404,376

FISCAL NOTES

Electric and Gas Franchise Fees historically have made up over 75% of the revenue in this Fund and are expected to comprise over 87% of the revenues in FY18. As a result of recent electric rate reductions, a 6.9% decrease in FY17 Electric Franchise Fees is expected, followed by a 105.1% increase in FY18 which takes into account a 1.4% rate increase effective 04/01/17, modest consumption growth, and most significantly, a shift in the distribution of Electric and Gas Franchise Fees between the Road Fund and the Parks & Rec Project Fund. The figures above assume that half of the Electric and Gas Franchise Fees that had been going to the Road Fund (\$914K) will be deposited in the Parks & Rec Project Fund beginning FY18. The revenue shift is necessary to begin funding the replacement of artificial field turf at the Golden Eagle Regional Park (GERP). While this revenue shift is included in the City Manager's FY18 Budget Recommendations, City Council approval will be required before the actual redistribution happens. Gas Franchise Fees had rebounded in FY14 and FY15 due to the 2013 expiration of a deferred energy credit which NV Energy was required to give. FY16 Gas Franchise Fees, however, declined 6.4%, and FY17 projects a steep 22.0% decline due to several large natural gas rate reductions. FY18 Gas Franchise Fees are expected to increase 96.7% taking into account a 4.25% rate reduction effective 04/01/17, modest consumption growth, and most significantly, the Franchise Fee revenue shift.

Golden Eagle Regional Park (GERP) revenues consist mainly of concession franchise fees (\$100k), a contribution from the Youth Sports Foundation for use of the fields (\$50k) and facility reservation fees (\$91k).

Expenditures in the Fund represent park maintenance and other Community Services employee costs and projects outlined in the Capital Improvement Plan (CIP).



Other Funds Section Part 2: Million Dollar+ Funds

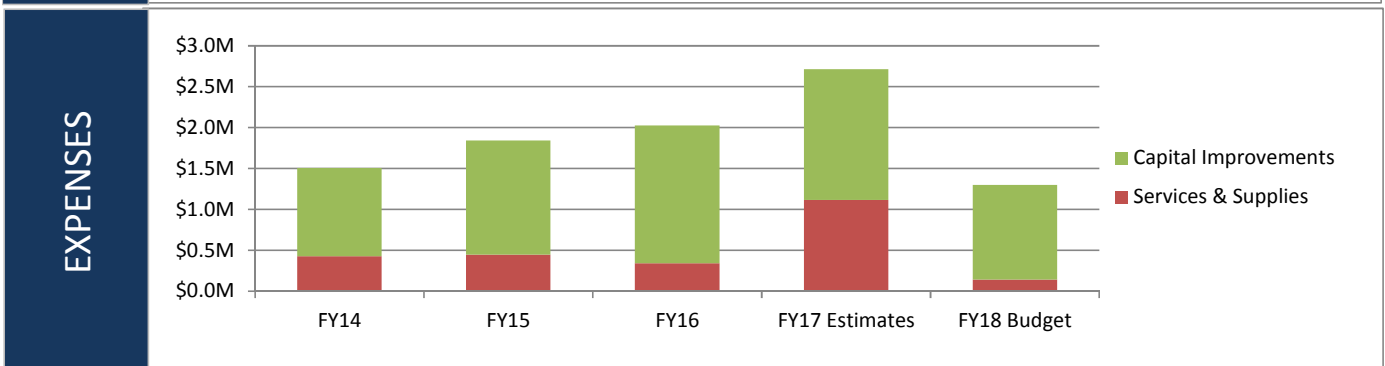
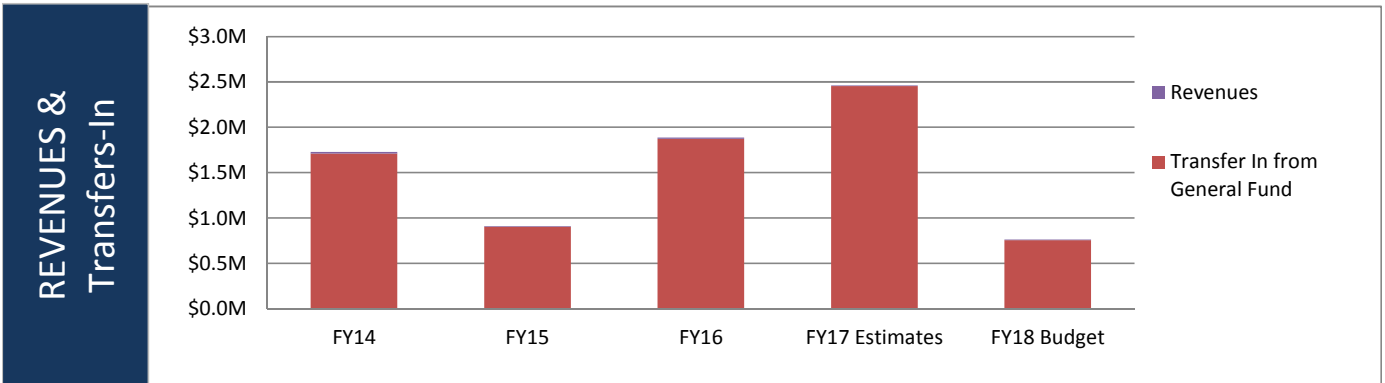
Capital Projects Fund 1404 (Capital Projects Fund)

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.

	FY14	FY15	FY16	FY17 Estimates	FY18 Budget
BEG FUND BALANCE	3,560,987	3,058,068	1,427,198	1,077,167	826,698
REVENUES					
Interest Earnings	15,959	6,687	14,184	8,500	8,500
All Other Revenues	506	898	0	0	0
TOTAL REVENUES	16,465	7,585	14,184	8,500	8,500
TRANSFER IN	1,711,071	902,000	1,871,589	2,455,240	754,108
EXPENSES					
Services & Supplies	(427,152)	(446,638)	(342,929)	(1,116,980)	(143,292)
Capital Improvements	(1,080,108)	(1,398,831)	(1,686,818)	(1,597,229)	(1,156,528)
TOTAL EXPENSES	(1,507,260)	(1,845,469)	(2,029,747)	(2,714,209)	(1,299,820)
TRANSFER OUT	(723,195)	(694,986)	(206,057)	0	0
CHANGE IN FUND BALANCE	(502,919)	(1,630,870)	(350,031)	(250,469)	(537,212)
ENDING FUND BLANCE	3,058,068	1,427,198	1,077,167	826,698	289,486

FISCAL NOTES

The City's Fiscal Policy #3 states that a minimum of 2.5% of total General Fund revenues (\$1.6M) plus full funding of IT Hardware (\$292K) & Software (\$429K) Replacement Plans will be transferred from the General Fund to the Capital Projects Fund in FY18. This \$2.3M transfer was reduced by \$1.6M as part of the City Manager's recommended budget cuts for FY18. In addition, the FY17 scheduled transfer of \$2.7M has been reduced by \$200K. The reduced resources to this Fund will defer several FY18 capital improvement projects such as the Police Dept. HVAC project, the City Hall Legislative Bldg Dais Bullet Resistant Upgrade and Legislative Bldg Seat Replacement projects. The City Hall Parking Lot Rehab project will be moved to Fund 1401. In FY14 and FY15 the Capital Projects Fund transferred out bond proceeds remaining from a 2007 CTAX issue to the Debt Service fund to cover the full debt service on those CTX bonds. In FY16, the remaining \$204,624 of bond proceeds was transferred out to cover a portion of the debt service on the CTX bonds leaving a zero balance of bond proceeds in this Fund. Expenses for this Fund are detailed in the approved CIP document. Revenues in this Fund consist primarily of rebates from other agencies and interest earnings.



Other Funds Section Part 2: Million Dollar+ Funds

Victorian Square Room Tax Fund 1415 (Capital Projects Fund)

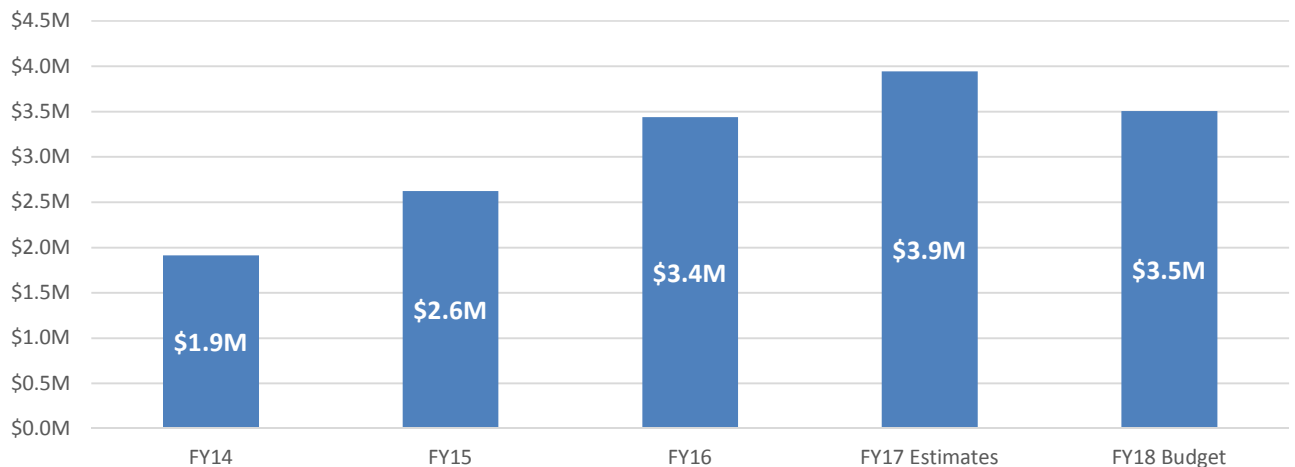
Purpose of Fund: To account for the resources received pursuant to section 6.6 of the Washoe County Taxes on Transient Lodging Act of 1999. Taxes on the revenue from the rental of transient lodging in the amount of 2.5% must be used for improvements and land acquisitions in the Victorian Square area.

	FY14	FY15	FY16	FY17 Estimates	FY18 Budget
BEG FUND BALANCE	1,295,948	1,912,683	2,622,451	3,439,848	3,943,883
REVENUES					
Room Tax	629,051	692,814	807,314	875,000	925,000
Interest Earned	17,992	16,954	28,068	35,500	36,500
TOTAL REVENUES	647,043	709,768	835,382	910,500	961,500
EXPENSES					
Services & Supplies	(30,308)	0	(17,985)	(56,465)	(1,000,000)
Capital Outlay	0	0	0	(350,000)	(400,000)
TOTAL EXPENSES	(30,308)	0	(17,985)	(406,465)	(1,400,000)
CHANGE IN FUND BALANCE	616,735	709,768	817,397	504,035	(438,500)
ENDING FUND BALANCE	1,912,683	2,622,451	3,439,848	3,943,883	3,505,383

FISCAL NOTES

Revenues in this Fund remain strong, and are expected to increase 9% in FY17 and 6% in FY18. Resort Fee increases imposed at the beginning of calendar year 2016 have had a positive impact on our revenue growth. Expenses represent improvements to Victorian Square which are approved each year in the CIP. The City is currently working on a multi phase, \$2.1M 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 FY22. The project phases are outlined in the current approved CIP. Additionally, the City has entered into an agreement with Syfy and Galaxy Theaters to subsidize the re-opening and operation of the downtown theater which is scheduled to open to the public in FY18.

Ending Fund Balance



Other Funds Section Part 2: Million Dollar+ Funds

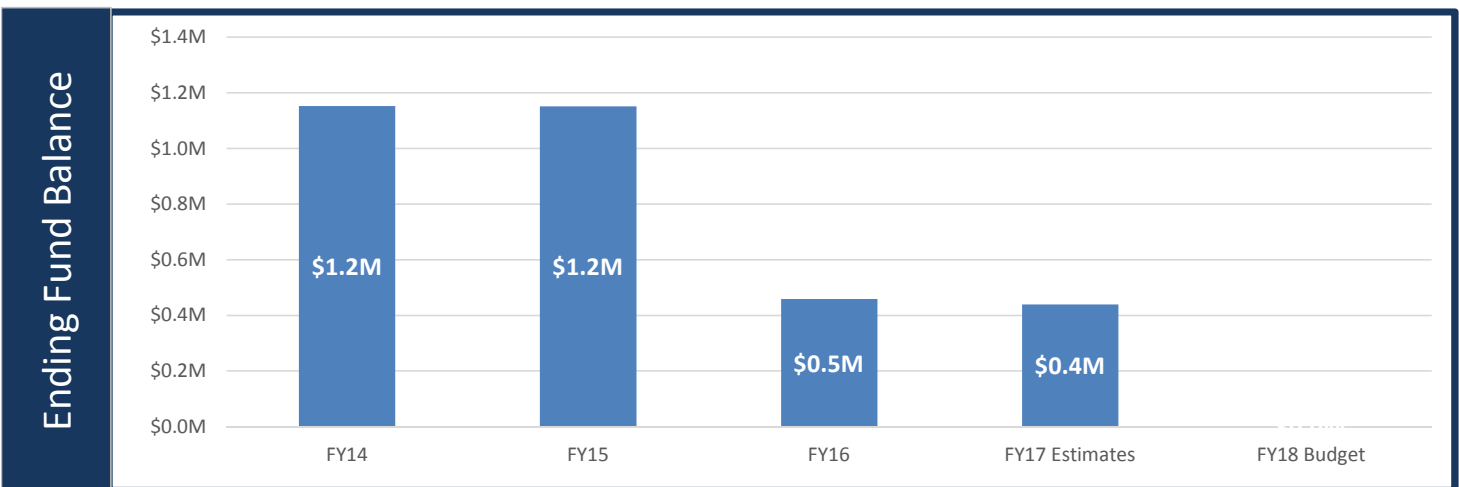
Local Improvement District 3 Legends Fund 1427 (Capital Projects Fund)

Purpose of Fund: Accounts for proceeds of \$26M received June 2008 from special assessment bonds and from developer cash contribution (\$2.6M) to be used to acquire public roadway, water, sewer and storm drain improvements constructed by RED Development per an Acquisition Agreement. The Fund will be dissolved once bond proceeds are spent.

	FY14	FY15	FY16	FY17 Estimates	FY18 Budget
BEG FUND BALANCE	1,155,977	1,152,933	1,151,553	458,689	439,500
REVENUES					
Interest Earned	327	378	1,410	850	0
Miscellaneous Revenue	0	0	0	13,672	0
Interest Earned	0	0	0	0	850
TOTAL REVENUES	327	378	1,410	14,522	850
EXPENSES					
Services & Supplies	(3,371)	(1,758)	(694,274)	(33,711)	(440,350)
TOTAL EXPENSES	(3,371)	(1,758)	(694,274)	(33,711)	(440,350)
CHANGE IN FUND BALANCE	(3,044)	(1,380)	(692,864)	(19,189)	(439,500)
ENDING FUND BLANCE	1,152,933	1,151,553	458,689	439,500	0

FISCAL NOTES

All cash in this Fund is being held in a trust account to pay on-going administrative and legal costs associated with the special assessment debt issue and for additional public infrastructure related to new properties being developed in the Local Improvement District 3 (LID3). During FY16 a large portion of public infrastructure improvements related to water mains were completed. At 6/30/16 there was \$3,976 available for on-going administrative and legal costs and \$454,893 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 FY18 Expenditure budget represents the entire remaining balance in order to provide flexibility should administrative or public infrastructure costs related to new properties arise.



Other Funds Section Part 2: 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.

	FY14	FY15	FY16	FY17 Estimates	FY18 Budget
BEG NET ASSETS	8,377,414	8,655,494	8,607,084	10,452,629	11,374,049
REVENUES					
Vehicle & Equipment Rent - M&R	2,963,404	3,430,178	1,995,400	1,813,465	1,674,087
Vehicle & Equipment Rent -Replacement	0	0	1,227,478	2,009,473	2,059,134
Fuel Reimbursement	662,536	541,075	441,178	472,524	550,831
All other revenues	340,250	371,810	377,910	199,000	91,000
TOTAL REVENUES	3,966,190	4,343,063	4,041,966	4,494,462	4,375,052
TRANSFER IN	0	73,580	1,063,006	0	0
EXPENSES					
Salaries	(515,726)	(475,545)	(565,783)	(610,627)	(597,700)
Benefits	(254,976)	(274,110)	(296,841)	(317,893)	(317,400)
Services and Supplies	(1,716,097)	(1,373,588)	(1,348,635)	(1,355,300)	(1,439,503)
All other expenses (including Depreciation)	(1,201,311)	(1,105,017)	(1,048,168)	(1,289,222)	(1,289,222)
TOTAL EXPENSES	(3,688,110)	(3,228,260)	(3,259,427)	(3,573,042)	(3,643,825)
TRANSFER OUT	0	(327,740)	0	0	(1,000,000)
PRIOR PERIOD ADJUSTMENT	0	(909,053)	0	0	0
CHANGE IN NET ASSETS	278,080	(48,410)	1,845,545	921,420	(268,773)
ENDING NET ASSETS	8,655,494	8,607,084	10,452,629	11,374,049	11,105,276
<i>Less: Restricted funds for Fire Equip & Apparatus</i>	<i>0</i>	<i>0</i>	<i>689,993</i>	<i>373,026</i>	<i>458,711</i>
Unrestricted Ending Net Assets	8,655,494	8,607,084	9,762,636	11,001,023	10,646,565

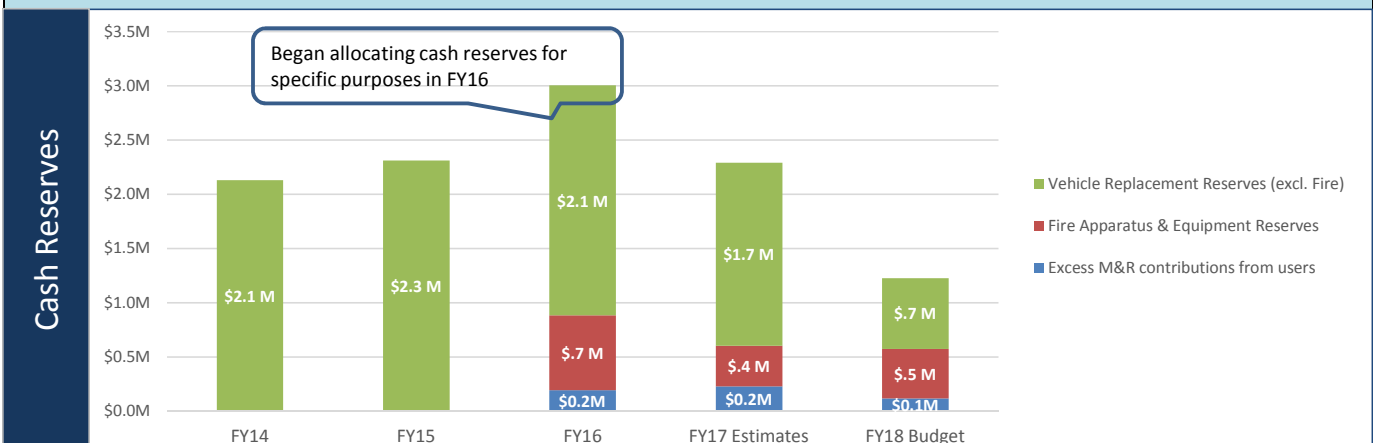
FISCAL NOTES

Resources to this Fund include user charges to all departments based on the number and type of vehicles used by each. A "rent" is charged on each vehicle to fund the operation of the City's garage (M&R rent) and to collect funds for the eventual replacement of each vehicle (Replacement rent). Fuel reimbursement revenue is on the rise as gas prices and City of Sparks lane miles are both projected to increase into FY18. This revenue is directly offset by the bulk fuel charge included in the Services & Supplies expense. The "all other revenue" resource is comprised mainly of DOT and Federal Highway grant revenue.

The FY16 audited Unrestricted Ending Net Asset figure of \$9.8M represents an investment in Capital Assets of \$8.6M with a remaining balance of \$1.2M available to fund replacement vehicles. The proposed FY18 revenue budget includes full funding (via M&R and Replacement charges on every City vehicle) of \$1.7M in operational costs of the garage and \$2.1M of vehicle replacement funds. Twenty vehicles, one Fire Engine pumper and \$140k in Fire Capital Equipment (radios and defibrillators) will be replaced in FY18 for a total cost of \$2.1M. Management staff has identified a backlog that is estimated to be \$9.4M in FY18 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.

FY18 includes a \$1M transfer to the General Fund. This amount is budgeted annually to offset the Contingency budget in the General Fund and will only be made if the General Fund is unable to meet an emergency budget shortfall. It is not anticipated that this transfer will be made in FY17.

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 FY18 CIP, Vehicle Replacement List.



Other Funds Section Part 2: Million Dollar+ Funds

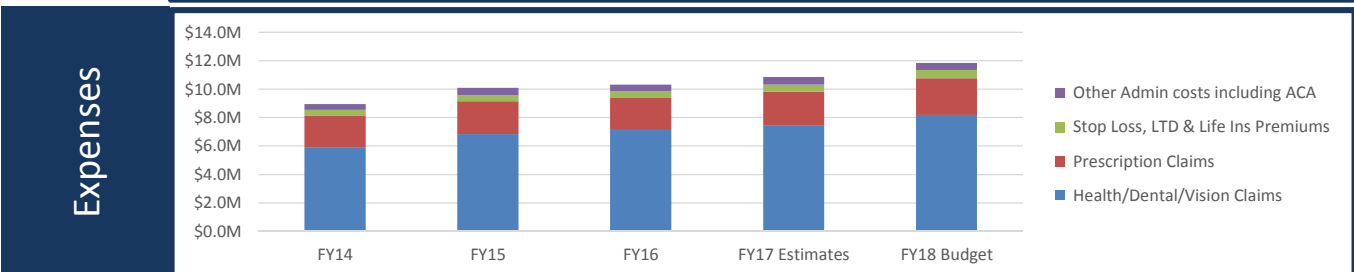
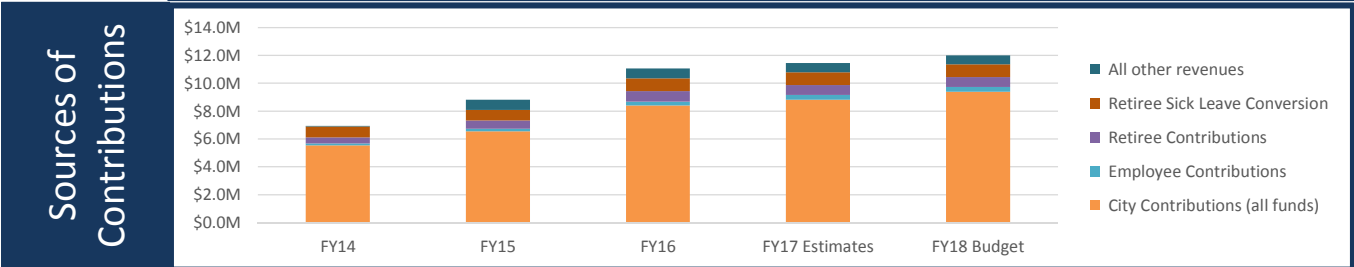
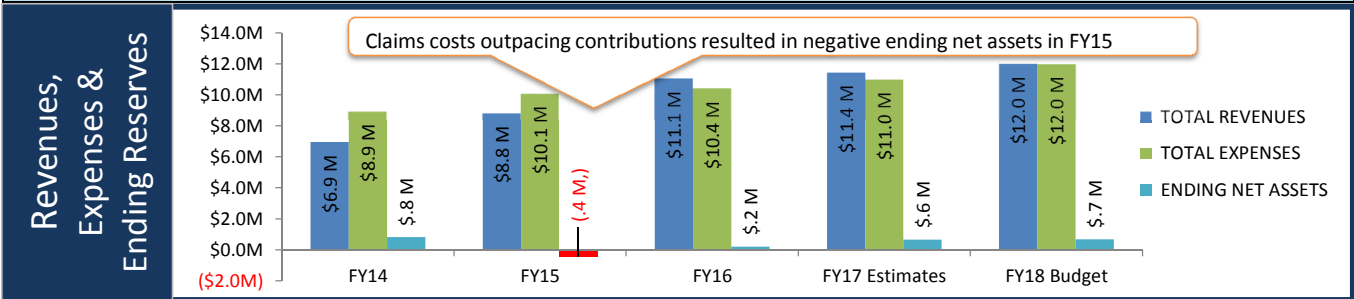
Group Health Self Insurance Fund 1703 (Internal Service Fund)

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.

	FY14	FY15	FY16	FY17 Estimates	FY18 Budget
BEG NET ASSETS	2,814,136	819,092	(447,296)	191,474	649,285
REVENUES					
City Contributions (all funds)	5,548,076	6,561,557	8,398,581	8,820,358	9,392,744
Employee Contributions	120,953	161,339	286,783	346,072	350,333
Retiree Contributions	455,958	602,413	760,487	709,000	709,000
Retiree Sick Leave Conversion	768,792	748,600	901,106	909,943	917,860
All other revenues	52,993	744,887	723,617	656,496	636,583
TOTAL REVENUES	6,946,772	8,818,796	11,070,574	11,441,869	12,006,520
EXPENSES					
Health/Dental/Vision Claims	(5,922,523)	(6,844,984)	(7,139,638)	(7,470,000)	(8,175,000)
Prescription Claims	(2,206,408)	(2,297,280)	(2,277,550)	(2,350,000)	(2,585,000)
Stop Loss, LTD & Life Ins Premiums	(404,094)	(438,221)	(425,335)	(504,000)	(584,600)
Other Admin costs including ACA	(408,791)	(504,699)	(461,999)	(535,058)	(506,499)
Liability Adjustment for incurred but not reported (IBNR) claims	0	0	(127,282)	(125,000)	(125,000)
TOTAL EXPENSES	(8,941,816)	(10,085,184)	(10,431,804)	(10,984,058)	(11,976,099)
CHANGE IN NET ASSETS	(1,995,044)	(1,266,388)	638,770	457,811	30,421
ENDING NET ASSETS	819,092	(447,296)	191,474	649,285	679,706

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 just enough resources to correct the negative ending net asset position that occurred in FY15 and keep a positive balance in the Fund. While premiums are currently covering plan costs, the reserves in this Fund remain small, at a level that would cover less than 3 weeks of expenses. FY17 and FY18 include no rate changes. Future rate increases will be directly tied to claims experience as there is no excess reserve in this Fund.



Other Funds Section Part 2: 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.

	FY14	FY15	FY16	FY17 Estimates	FY18 Budget
BEG NET ASSETS	(756,858)	(4,000,893)	(1,025,863)	(3,187,751)	(4,301,475)
REVENUES					
City Paid Worker's Comp Premiums	294,115	295,653	312,634	318,950	331,499
Claims Reimbursement	155,900	69,031	31,635	135,000	85,000
All other revenues	77,447	43,990	81,124	40,000	40,000
TOTAL REVENUES	527,462	408,674	425,393	493,950	456,499
EXPENSES					
Workman's Comp Claims-Non-HLC	(1,640,444)	(718,590)	(847,713)	(885,331)	(944,711)
Workman's Comp Claims-HLC	(1,830,309)	(345,242)	(345,587)	(416,096)	(441,920)
W/C liability adjustment	0	3,899,763	(216,743)	0	0
Excess W/C premium (Stop-loss)	(102,107)	(85,800)	(110,058)	(94,966)	(99,714)
Administration Costs	(198,637)	(183,775)	(209,369)	(211,281)	(202,296)
TOTAL EXPENSES	(3,771,497)	2,566,356	(1,729,470)	(1,607,674)	(1,688,641)
PRIOR PERIOD ADJUSTMENT	0	0	(857,811)	0	0
CHANGE IN NET ASSETS	(3,244,035)	2,975,030	(1,304,077)	(1,113,724)	(1,232,142)
ENDING NET ASSETS	(4,000,893)	(1,025,863)	(3,187,751)	(4,301,475)	(5,533,617)

FISCAL NOTES

Workers Comp Heart, Lung and Cancer (HLC) obligations have been identified by Financial Services as a risk to the City's short and long-term fiscal sustainability. 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.

A prior period adjustment was posted in FY16 due to an actuarial study done on both HLC and non-HLC Workers Compensation benefits to determine our long-term liability. In the past we had only received info on the HLC. The FY16 study showed a \$1.7M liability from non-HLC. With \$663K already posted to FY15, the remaining \$857K prior period adjustment was required in FY16.

In 2015, the Nevada Legislature passed more revisions to the law, but this time their actions reduced the liability. This change limited the amount of time that a retiree has to make a claim. This resulted in a \$4.2M reduction to the long-term portion of the HLC liability in FY15. Current reserves in the Fund do not cover the total liability, causing a negative ending net asset balance.

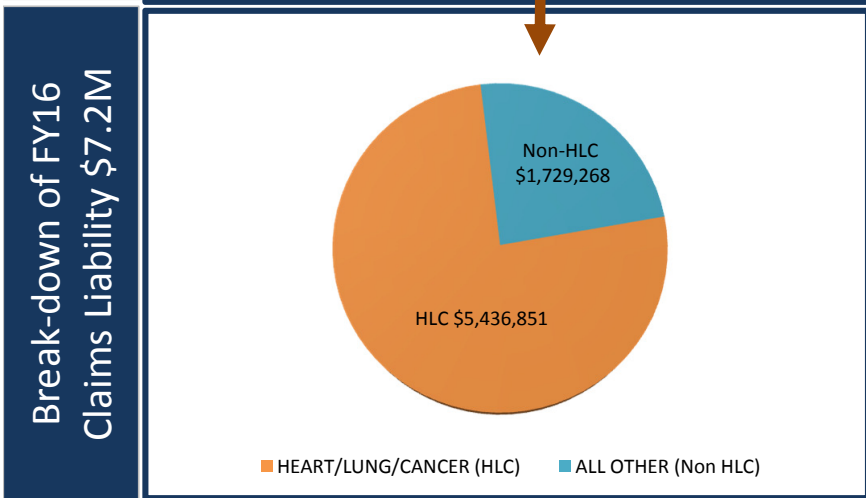
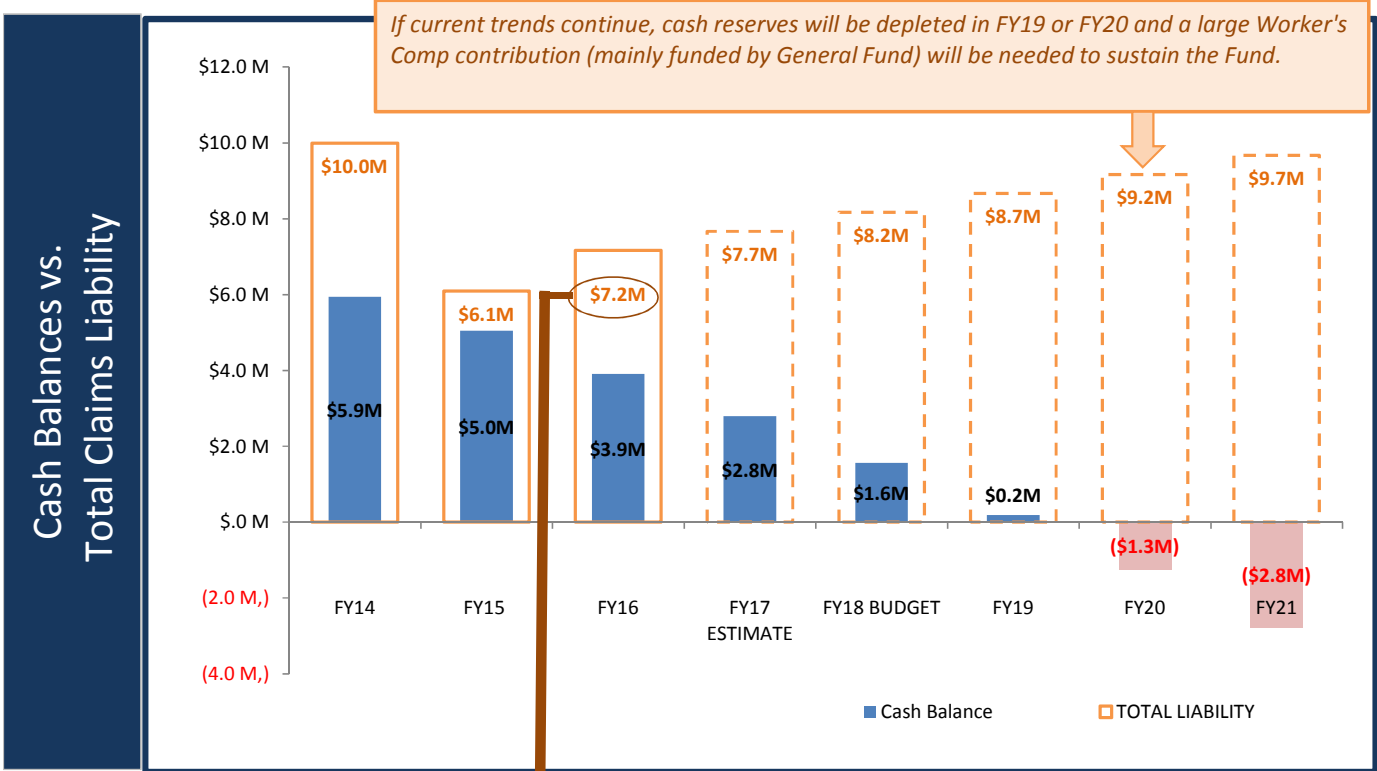
How did we get here?

Claims costs have far-outpaced annual contributions to this Fund for the past 8 years. Among other efforts to weather the most recent recession, contributions were lowered, redirecting General Fund (and other fund) resources. The Worker's Comp Fund had sufficient reserves at the time to sustain the reduced contributions; however, if current trends continue, cash in the Fund will be depleted in FY19 or FY20.

Other Funds Section Part 2: Million Dollar+ Funds

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

Composition of Ending Net Assets					
	FY14	FY15	FY16	FY17 Estimates	FY18 Budget
Ending Cash	5,940,099	5,048,485	3,908,035	2,794,311	1,562,169
Other Current Net Assets	50,338	17,221	70,335	70,335	70,335
Liability for Non-HLC Claims	(3,241,959)	(662,817)	(1,729,268)	(1,729,268)	(1,729,268)
Liability for HLC Claims	(6,749,369)	(5,428,748)	(5,436,851)	(5,436,851)	(5,436,851)
ENDING NET ASSETS	(4,000,891)	(1,025,859)	(3,187,749)	(4,301,473)	(5,533,615)



Other Funds Section Part 2: 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.

	FY14	FY15	FY16	FY17 Estimates	FY18 Budget
BEG NET ASSETS	2,077,110	1,607,733	836,361	(28,490)	76,517
REVENUES					
Recoveries and Reimbursements	255,246	98,190	27,538	70,000	70,000
Contributions from City Funds	238,418	250,527	345,692	848,621	875,671
Other Revenues	24,933	10,215	9,246	1,000	1,000
TOTAL REVENUES	518,597	358,932	382,476	919,621	946,671
TRANSFER IN	0	327,740	0	0	0
EXPENSES					
General Insurance Premium	(434,115)	(448,579)	(499,474)	(558,564)	(615,000)
Self Insurance Claims	(521,741)	(990,381)	(319,987)	(251,000)	(360,000)
Other Expenses	(32,118)	(19,085)	(92,995)	(5,050)	(16,750)
TOTAL EXPENSES	(987,974)	(1,458,044)	(912,456)	(814,614)	(991,750)
TRANSFER OUT	0	0	(334,871)	0	0
CHANGE IN NET ASSETS	(469,377)	(771,372)	(864,851)	105,007	(45,079)
END NET ASSETS	1,607,733	836,361	(28,490)	76,517	31,438

FISCAL NOTES

Liability claims are funded by the General Fund and Proprietary Funds. The amount each Fund pays is based on the origin of the prior year's claims. A portion of this Fund's revenue also comes from reimbursement from the City's general liability insurance or from third-party insurance for damage done to City property, vehicles, and the like. General insurance premiums are expected to increase 12% in FY17 and 10% in FY18. In FY15 claims cost increased 90% due to two large claims the City was obligated to pay. Due to those large claims costs in FY15, contributions from other Funds will increase 146% in FY17 but level out in FY18 with a 3.2% increase. With reserves in this Fund depleted, future contributions from City Funds will be directly tied to claims experience.

Other Funds Section Part 2: Million Dollar+ Funds

Development Services Fund 2201 (Enterprise Fund)

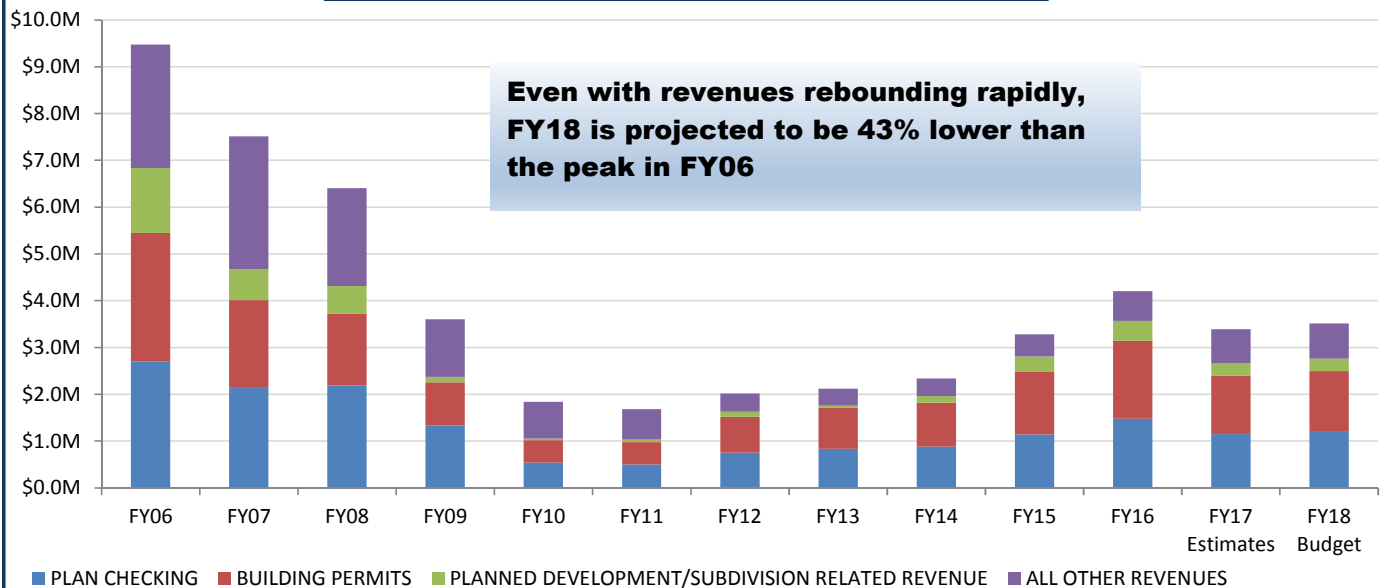
Purpose of Fund: Process all activities related to the building and development in the community-including, but not limited to, permit processing, issuance, monitoring, building inspection, plan checking, development reviews and administration. Fees approved by City Council.

	FY14	FY15	FY16	FY17 Estimates	FY18 Budget
BEG NET ASSETS	1,118,949	1,555,527	578,286	1,799,460	1,222,768
REVENUES					
Building Permits (402120)	933,934	1,342,172	1,666,168	1,252,622	1,297,398
Plan Checking (404120)	888,294	1,147,289	1,481,784	1,153,137	1,200,663
Planned Development/Subdivision Related Revenue	143,366	325,923	423,153	257,650	265,380
All other revenues	379,894	471,372	635,054	731,414	752,516
TOTAL REVENUES	2,345,488	3,286,756	4,206,159	3,394,823	3,515,957
EXPENSES					
Base Salary and Wages	(733,299)	(786,795)	(1,354,055)	(1,335,600)	(1,923,846)
Benefits	(382,143)	(403,941)	(503,794)	(580,910)	(1,075,238)
Services and Supplies	(417,071)	(816,872)	(999,019)	(2,031,584)	(1,470,258)
TOTAL EXPENSES	(1,532,513)	(2,007,608)	(2,856,868)	(3,948,094)	(4,469,342)
TRANSFER OUT	(376,397)	(727,445)	(128,117)	(23,421)	(23,375)
CHANGE IN NET ASSETS	436,578	551,703	1,221,174	(576,692)	(976,760)
PRIOR PERIOD ADJUSTMENT	0	(1,528,944)	0	0	0
END NET ASSETS	1,555,527	578,286	1,799,460	1,222,768	246,008

FISCAL NOTES

Revenues in Fund 2201 are driven by construction and new development. The biggest revenues in this Fund come from building permits and plan checking, both amounts that are calculated as a percentage of a project's total valuation. In FY17 the building permit revenues are projected to decline by 19% from FY16 due to a shortage of residential lots resulting in lower production of new single family homes. Developers have started to increase production on multi-family residential projects. The increase in multi-family unit production is due in part, to home values in the Reno-Sparks area appreciating and as a result pricing some prospective home owners out of the market. Multifamily housing production has also increased due to growing demand as population and employment have grown. FY18 permit activity is expected to be steady with production increasing modestly to meet current market needs.

Revenues



Other Funds Section Part 2: Million Dollar+ Funds

Sewer, Storm Drain & 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.

	FY14	FY15	FY16	FY17 Estimates	FY18 Budget
BEG NET ASSETS	181,718,305	187,853,983	186,698,562	194,594,808	198,227,566
REVENUES					
Sewer & Storm Drain User Fees (Residential)	11,555,306	11,833,606	12,749,881	13,799,370	14,846,328
Sewer & Storm Drain User Fees (Commercial)	3,741,919	3,851,665	4,039,101	4,293,455	4,607,921
Sewer & Storm Drain Connection Fees (Residential)	1,798,326	3,371,539	4,089,078	4,782,344	3,141,210
Sewer & Storm Drain Connection Fees (Commercial)	256,617	285,158	219,418	346,709	184,803
River Flood Fees (All)	3,155,786	3,135,993	3,205,071	3,169,816	3,177,693
River Flood Contribution from Washoe County Flood Project	4,750,000	0	0	0	0
Effluent Reuse User, Meter & Connection Fees	857,415	803,351	772,824	936,029	954,841
Reimbursement from Sun Valley for TMWRF Operating & Capital	1,285,103	1,757,519	1,720,827	1,897,985	1,413,206
Contributions of Infrastructure from Developers	392,712	1,748,748	2,049,205	0	0
All other revenues	1,753,867	1,068,656	1,102,844	975,479	892,791
TOTAL REVENUES	29,547,051	27,856,235	29,948,249	30,201,187	29,218,793
NET TRANSFERS	33,515	12,500	75,070	81,096	146,104
EXPENSES					
Salaries & Wages	(2,871,791)	(2,261,624)	(2,718,136)	(2,782,068)	(2,860,412)
Benefits	(1,233,771)	(1,264,389)	(1,418,537)	(1,433,708)	(1,704,325)
Services and Supplies	(4,151,474)	(3,558,426)	(4,005,638)	(4,679,081)	(4,424,979)
Sparks Share of TMWRF Operating	(6,084,093)	(6,349,729)	(6,240,564)	(8,268,412)	(7,617,882)
Depreciation	(5,696,117)	(6,029,968)	(6,257,065)	(6,337,761)	(8,187,761)
Debt Service Interest	(1,293,826)	(1,163,666)	(1,117,724)	(1,048,495)	(934,406)
All other expenses	(2,113,816)	(2,012,658)	(2,175,481)	(2,100,000)	(2,300,000)
TOTAL EXPENSES	(23,444,888)	(22,640,460)	(23,933,145)	(26,649,525)	(28,029,765)
CHANGE IN NET ASSETS	6,135,678	5,228,275	6,090,174	3,632,758	1,335,132
PRIOR PERIOD ADJUSTMENT	0	(6,383,696)	1,806,072	0	0
END NET ASSETS	187,853,983	186,698,562	194,594,808	198,227,566	199,562,698

FISCAL NOTES

The primary resources to this Fund include Sewer, Storm Drain and Effluent Reuse user fees (\$20.4M or 70% of total revenues). On January 27, 2014, City Council approved an 8.25% annual increase to the sewer component of residential and commercial sewer bills effective July 1, 2014 with the fourth and final 8.25% increase effective on July 1, 2017. City Council also approved a 13.4% reduction in multi-family residential sewer rates effective July 1, 2014 followed by an 8.25% annual increase in the subsequent three years. The FY17 CIP contains \$75K of funding for a new rate study, and we may see rate adjustments as a result.

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. Since 2012, sewer connection fees have indexed annually to the Engineering News Record Construction Cost Index per Sparks Municipal Code 13.24. Per the latest cost index, connection fees increased 3.6% on January 1, 2017.

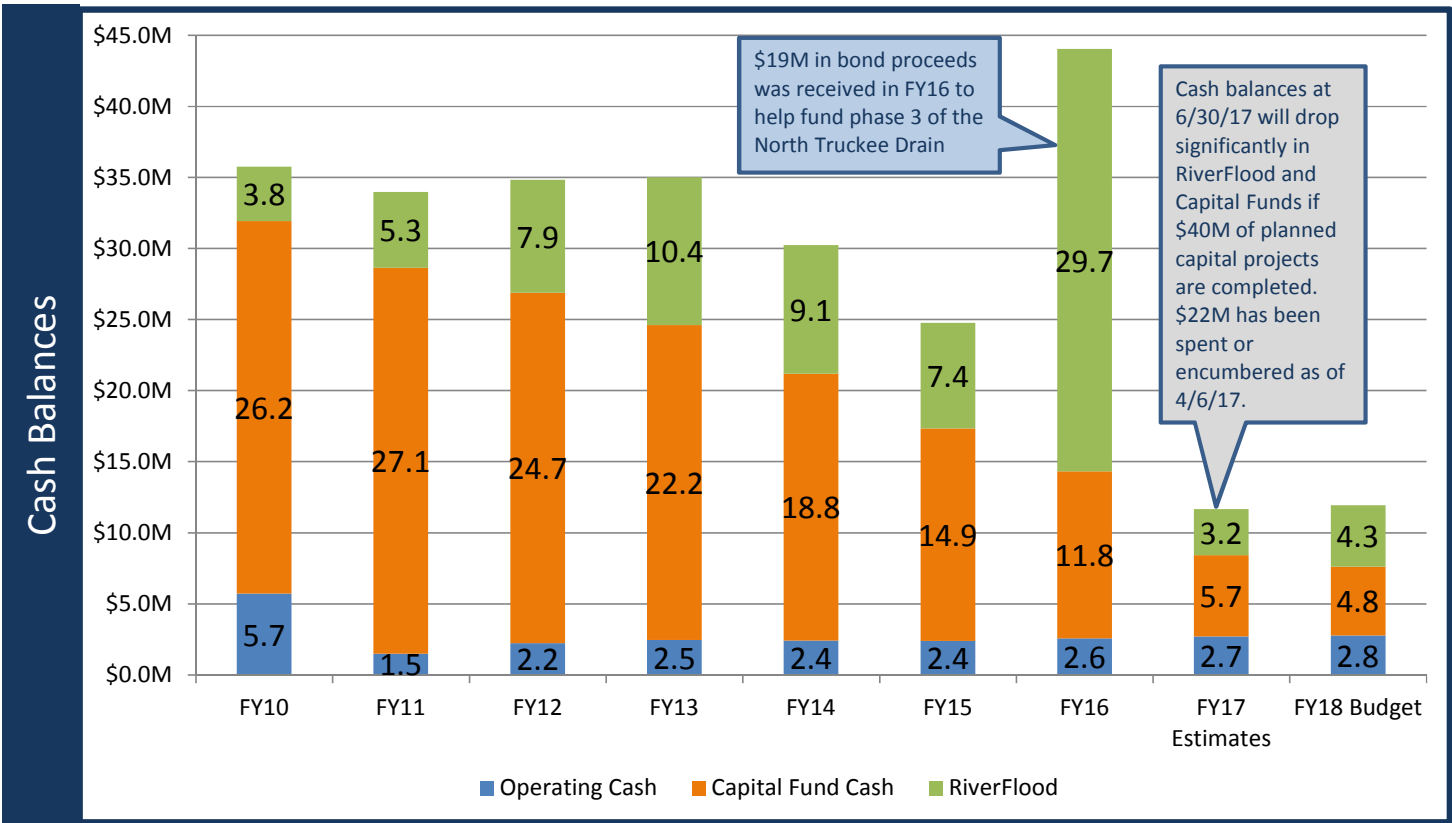
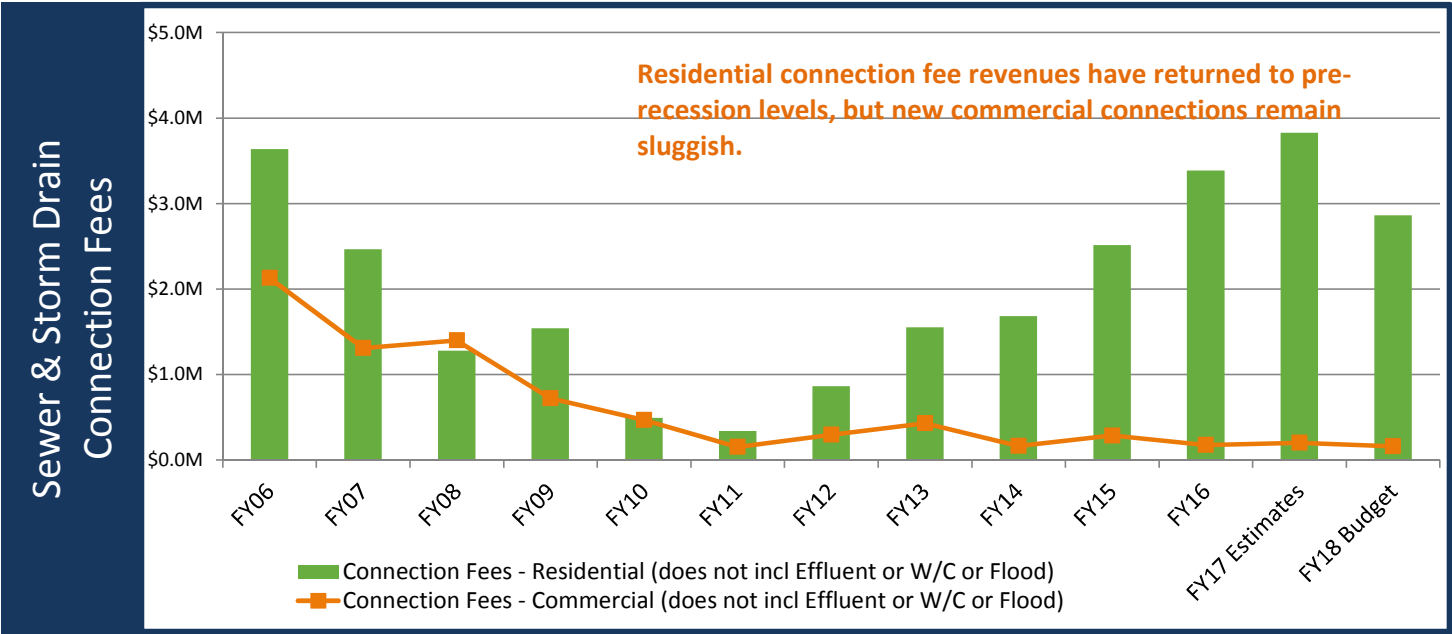
FY14 revenues include a \$4.8M contribution from the Flood Project for the North Truckee Drain Realignment Project.

The Riverflood fee continues to bring in approximately \$3M annually. The current accumulated cash to date along with \$19M (\$18M par value) of new financing which was issued in March of 2016, will fund Phase 3 of the North Truckee Drain Relocation project.

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.

Other Funds Section Part 2: Million Dollar+ Funds

Sewer, Storm Drains & Effluent Continued...



Other Funds Section Part 2: 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.

	FY14	FY15	FY16	FY17 Estimates	FY18 Budget
BEG NET ASSETS	106,295,036	113,979,023	123,363,517	136,734,970	150,835,484
REVENUES					
Operating Contribution - Sparks	6,451,846	6,865,719	7,087,795	8,425,222	8,463,292
Operating Contribution - Reno	12,274,592	12,937,540	13,106,261	15,327,493	15,546,846
Capital Contributions - Sparks	3,913,016	6,633,386	6,206,596	6,472,013	3,097,459
Capital Contributions - Reno	8,537,473	14,512,249	13,578,536	14,159,204	6,776,495
All other revenues	1,173,591	457,343	432,794	410,188	462,023
TOTAL REVENUES	32,350,518	41,406,237	40,411,982	44,794,120	34,346,115
EXPENSES					
Base Salary and Wages	(3,744,234)	(3,962,268)	(4,269,185)	(4,331,454)	(4,884,214)
Benefits	(1,549,241)	(1,608,184)	(1,830,809)	(2,180,835)	(2,469,716)
Services and Supplies	(14,566,129)	(14,509,684)	(14,204,817)	(17,696,337)	(17,055,932)
Depreciation	(6,545,005)	(6,411,022)	(6,735,718)	(6,484,980)	(7,000,001)
TOTAL EXPENSES	(26,404,609)	(26,491,158)	(27,040,529)	(30,693,606)	(31,409,863)
CHANGE IN NET ASSETS	5,945,909	14,915,079	13,371,453	14,100,514	2,936,252
PRIOR PERIOD ADJUSTMENT	1,738,078	(5,530,585)	0	0	0
END NET ASSETS	113,979,023	123,363,517	136,734,970	150,835,484	153,771,736

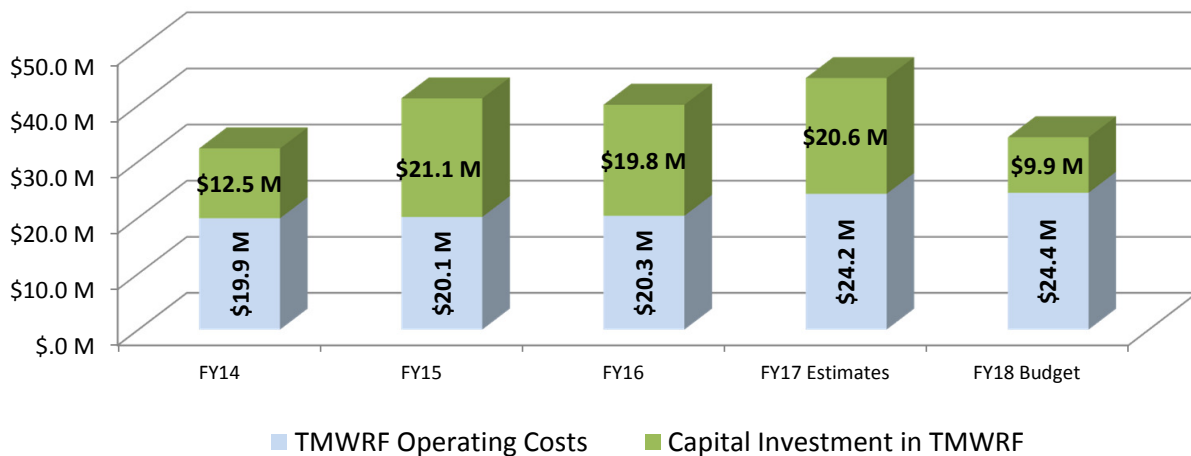
FISCAL NOTES

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 FY16, the plant treated 9.9 billion gallons or approximately 27.1 million gallons per day (MGD) of waste water. Of that 27.1 MGD, Sparks contributed 9.6 MGD (35.61%) and Reno 17.4 MGD (64.39%). Capital investments are split on capacity ownership of 31.37% Sparks and 68.63% Reno.

FY17 employee benefit costs show an increase in FY17 of 19% due to a credit recorded in FY16 as a result of lowering the pension liability, which is not currently in FY17 estimates. Other operating costs will increase in FY17 due to a 25% increase in services & supplies (mainly maintenance & repairs and professional services). FY18 expense budget increases 2.3%, contains no contractual pay or benefit increases, but does include 5 new positions and a \$1.3M contingency offset by a \$640K reduction in operating costs.

TMWRF Operating Costs & Capital Investment

(excluding depreciation expense)



Other Funds Section Part 3

**Smaller Funds:
Funds with FY18 expenditure
budgets under \$1,000,000**

Other Funds Section Part 3: Smaller Funds

GOVERNMENTAL FUNDS

Special Revenue Funds

FUND 1202 - Community Development Block Grant (CDBG)	Purpose of Fund: To account for revolving Fund monies received from the repayment of Single Family Housing Rehab Deferred Loans, which is a program funded by the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG). Per HUD regulations, the program income generated must remain in the loan program.			
	FY15	FY16	FY17 Estimates	FY18 Budget
BEG FUND BAL	17,271	0	0	0
REVENUES	73,929	59,104	73,929	80,768
EXPENSES	(91,200)	(59,104)	(73,929)	(80,768)
CHANGE IN FB	(17,271)	0	0	0
END FUND BAL	0	0	0	0

FISCAL NOTES

As of February 2017, there were 72 no-interest housing rehab loans outstanding with a loan balance of \$948,676. 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. There are an average of 4 loan re-payments per year of approximately \$20,000 each.

FUND 1203 - Community Development Block Grant (CDBG) Entitlement	Purpose of Fund: To account for the entitlement grant spending of Community Development Block Grant (CDBG) for programs that benefit low and moderate income households, as approved by the granting Federal agency, U.S. Department of Housing & Urban Development (HUD).			
	FY15	FY16	FY17 Estimates	FY18 Budget
BEG FUND BAL	0	(12,077)	0	0
GRANT REVENUES	561,023	597,257	1,170,873	246,046
EXPENSES	(573,100)	(585,180)	(1,170,873)	(246,046)
CHANGE IN FB	(12,077)	12,077	0	0
END FUND BAL	(12,077)	0	0	0

FISCAL NOTES

The budget for the Community Development Block Grant Fund (CDBG) may be adjusted after the start of the fiscal year when the actual grant award is released from HUD. Grant Fund revenues match expenditures each year. Grant Funds are paid from HUD to the City of Sparks via claims for expenses that are incurred. The CDBG Grant for FY 2017 (grant year 2016) was \$624,852. Estimated expenses for the FY17 (grant year 2016) funds are \$25,000 for Fair Housing, \$13,125 for Continuum of Care, \$74,092 for Planning & Administration, \$108,556 Community Assistance Center, \$10,000 for Housing Rehab, \$309,177 for Pedestrian Improvements, and \$84,902 for Housing Administrative Costs. There were \$589,430 of available funds that rolled forward into FY 2017 from prior grant years making \$1,215,282 of grant funds available for use in FY17. It is estimated that \$180,600 of those total funds will roll forward to FY18. The FY18 grant award (grant year 2017) has not been determined. There are expectations that funding for the program may be reduced or eliminated. The FY18 budget has assumed an award of \$620,000 based on recent award history, population growth, and poverty levels. The fiscal 18 budget will be augmented upon award of the grant.

FUND 1204 - Sparks Grants & Donations Fund	Purpose of Fund: Special Revenue Fund to account for grants received by the City. Does not include Community Development Block Grants or grants received by Proprietary Funds.			
	FY15	FY16	FY17 Estimates	FY18 Budget
BEG FUND BAL	528,479	736,083	675,679	902,135
Police Grants	895,216	594,744	847,460	361,835
Fire Grants	423,642	64,967	(9,763)	0
Parks & Rec Grants	59,526	541,672	41,405	0
Other Grants	26,181	15,682	77,666	0
EXPENSES	(1,196,961)	(1,277,469)	(730,312)	(361,835)
CHANGE IN FB	207,604	(60,404)	226,456	0
END FUND BAL	736,083	675,679	902,135	902,135

FISCAL NOTES

The majority of the budget for this Fund is established after the start of the fiscal year as the balances of existing grants and donations are determined and as new grants and donations are awarded. Grants awarded to the Police and Fire Departments historically make up the majority of the revenues in this Fund. Donations are received prior to expenses being incurred. Grant funds are paid to the City to reimburse expenses after they have been incurred. At the end of FY16 the Fund balance consisted of; \$522,815 in Drug Forfeitures, \$18,246 in Crime Forfeitures, \$6,360 Specialty Court Support, all supporting law enforcement. Also in the balance was \$39,599 in grants and \$88,660 in Donations supporting other programs.

Other Funds Section Part 3: Smaller Funds

FUND 1208 - Muni Court Admin Assessments	Purpose of Fund: To account for monies received from the Municipal Court administrative assessments and collection fees to finance Municipal Court related improvements to operations and facilities per NRS 176.0611.			
	FY15	FY16	FY17 Estimates	FY18 Budget
BEG FUND BAL	976,501	1,038,924	1,102,998	869,686
TOTAL REVENUE	282,050	252,444	250,150	250,100
Admin Assessments	188,242	164,660	160,000	160,000
Court Collection Fees	54,985	51,557	55,000	55,000
Facility Admin Assessments	38,635	35,965	35,000	35,000
Other Revenues	188	262	150	100
EXPENSES	(212,127)	(188,370)	(429,036)	(979,022)
TRANSFER OUT	(7,500)	0	(54,426)	0
CHANGE IN FB	62,423	64,074	(233,312)	(728,922)
END FUND BAL	1,038,924	1,102,998	869,686	140,764
FISCAL NOTES				
Collection of Administrative Assessments and fees dropped in FY16 from FY15 levels in all of the three fee types and are expected to remain relatively flat in FY17 and FY18. Expenses are trending up due to qualified projects in the FY16 and FY17 approved CIP. In FY18, expenses represent the entire balance available in this Fund with specific planned projects outlined in the FY18 CIP which include a \$60,000 Employee Parking Lot Rehab Project.				

FUND 1210 - Impact Fee Service Area 1	Purpose of Fund: To account for impact fees collected from development in Impact Fee Service Area 1, to be used for the construction of sanitary sewers, flood control, parks, and public facilities.			
	FY15	FY16	FY17 Estimates	FY18 Budget
BEG FUND BAL	313,935	453,174	686,882	802,691
TOTAL REVENUE	336,867	480,702	316,000	457,000
Flood Control Fees	22,380	23,389	25,000	25,000
Parks Fees	114,326	202,873	125,000	150,000
Public Facility Fees	107,536	134,220	75,000	125,000
Sanitary Sewer Fees	89,864	112,102	85,000	150,000
Other Revenues	2,761	8,118	6,000	7,000
EXPENSES	(107,641)	(134,510)	(115,191)	(450,000)
TRANSFER OUT	(89,987)	(112,484)	(85,000)	(150,000)
CHANGE IN FB	139,239	233,708	115,809	(143,000)
END FUND BAL	453,174	686,882	802,691	659,691
FISCAL NOTES				
Four types of impact fees are collected in this Fund - Sewer, Flood, Parks & Public Facilities. Revenues are only recorded from developers paying cash for impact fees. In lieu of paying cash for these fees, several developers use credits earned as a result of constructing and dedicating parks and flood control infrastructure to the City. Credit balances total \$4.6M with the majority of credit in Flood impact fees. Revenues have increased significantly since FY13 - peaking in FY16 with an anticipated leveling off in FY17 as the number of build ready lots available has been greatly reduced over the years. FY18 revenue increases are due mainly to deferred fees from FY17. The City currently has less than a 6 month supply of build ready lots available with a minimum 6 month turnaround time for new lots. Previously, all cash collected in this Fund for Public Facility impact fees was used to repay Red Hawk Land Co. for Fire Station 5. That repayment plan was completed early in FY17 and all subsequent revenue will now remain in this Fund. 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 \$2.2M. The Wingfield Regional Trail Project began in FY17 utilizing Park Fees collected and will create a regional trail connection between Vista Blvd and the existing concrete trail. The Reach 9 Flood Analysis project also began in FY17 utilizing Flood Control fees collected.				

Other Funds Section Part 3: Smaller Funds

FUND 1215 - Tourism Improvement Dist. 1 (Legends)	Purpose of Fund: This Fund was established to account for the \$83M in bond proceeds from senior Sales Tax Anticipation Revenue (STAR) Bonds and another \$36M of bond proceeds from subordinate STAR Bonds issued in 2008. The proceeds were used to acquire, improve, and equip certain property commonly referred to as 'Legends at the Sparks Marina'. The Fund will be dissolved once the Legends project is complete or upon termination of the senior and subordinate STAR bonds in 2028.			
	FY15	FY16	FY17 Estimates	FY18 Budget
BEG FUND BAL	57,393	43,840	25,590	22,390
REVENUES	17	74	50	55
EXPENSES	(13,570)	(18,324)	(3,250)	(21,700)
CHANGE IN FB	(13,553)	(18,250)	(3,200)	(21,645)
END FUND BAL	43,840	25,590	22,390	745

FISCAL NOTES

The remaining balance of bond proceeds along with interest earnings on that balance are held by fiscal agent in a trust account and are being used to pay on-going fiscal agent and legal fees associated with the Senior and Sub-STAR bond issues. It is expected that the balance of the proceeds will fund these fees through approximately FY22, at which time the fees will be paid from sales taxes collected in the district and transferred to this Fund from Debt Service Fund 1301. Once the STAR bonds retire in FY28, this Fund will be closed.

Fund 1222 - Tourism & Marketing Fund	Purpose of Fund: Revenue and spending related to the Washoe County Taxes on Transient Lodging Act of 1999 which added 1% to transient lodging taxes collected county-wide. Sparks receives a small portion of this 1% and is capped at \$200,000 per year. Funds must be used for the marketing and promotion of tourism in the City of Sparks and for the operation and maintenance of capital improvements within redevelopment areas.			
	FY15	FY16	FY17 Estimates	FY18 Budget
BEG FUND BAL	\$ 153,011	\$ 156,589	\$ 159,266	\$ 155,611
REVENUES	\$ 196,089	\$ 196,269	\$ 196,375	\$ 196,425
EXPENSES	\$ (184,709)	\$ (182,392)	\$ (200,030)	\$ (209,000)
TRANSFER OUT	\$ (7,802)	\$ (11,200)	\$ -	\$ -
CHANGE IN FB	\$ 3,578	\$ 2,677	\$ (3,655)	\$ (12,575)
END FUND BAL	\$ 156,589	\$ 159,266	\$ 155,611	\$ 143,036

FISCAL NOTES

The TOURMARK Committee meets annually to hear presentations and distribute funding to successful applicants for events in Sparks. In January 2017, the TOURMARK Committee approved \$229,680 in funding requests for the 2017 event season. Approved distribution was as follows: Hot August Nights/Rib Cook-Off/Star Spangled Sparks \$30,000 each; U.S. Open of Watercross \$25,000; 39 North Marketplace \$22,000; Pumpkin Palooza \$20,000; Jet Jam Racing/Northern Nevada International Dragon Boat Festival \$15,000 each; Artown in Sparks Series \$10,880; 39 North Pole Village \$10,000; Nevada Veteran's Memorial Flag Run \$7,500; Sierra Nevada Lavender & Honey Festival/Sparks Museum Living History Project \$5,000 each; 2017 Sparks Shamrock Shuffle \$2,300; and Rotary Club of Sparks Kids Free Fishing Day \$2,000.

Fund 1224 - Street Cut Fund	Purpose of Fund: To account for resources received principally from private utility companies to repair city streets after utility installation, according to the provisions of Sparks Municipal Code Chapter 50.			
	FY15	FY16	FY17 Estimates	FY18 Budget
BEG FUND BAL	372,665	442,202	646,996	258,825
REVENUES	354,995	460,894	225,980	251,080
EXPENSES	(285,458)	(256,100)	(614,151)	(311,415)
CHANGE IN FB	69,537	204,794	(388,171)	(60,335)
END FUND BAL	442,202	646,996	258,825	198,490

FISCAL NOTES

Street Cut permit revenues in FY15 and FY16 were higher than normal due to an uptick in the economy as well as maintenance projects by the local utility companies. Expenses in this Fund represent the pavement repair costs associated with the street cut permit revenue, and in FY17 we anticipate an increase in these expenses in response to the increased revenue seen in FY15 & FY16. It is anticipated the FY18 Street Cut program will mirror the more "average" level of construction activity seen in previous years as revenue is also expected to level off. Estimates for these costs come from the approved CIP.

Other Funds Section Part 3: Smaller Funds

Fund 1299 - Stabilization Fund	Purpose of Fund: Reserve to stabilize the operation of the City in the event of a revenue shortfall or natural disaster. In order to comply with GASB54, the Council approved a policy in June of 2011, which states that Stabilization Fund resources could only be used if General Fund revenues decrease by 4% or more from the previous year or to pay expenses incurred to mitigate the effects of a declared natural disaster.			
	FY15	FY16	FY17 Estimates	FY18 Budget
BEG FUND BAL	229,225	231,106	235,289	185,879
REVENUES	1,881	4,183	202,500	202,500
TRANSFER OUT	0	0	(251,910)	0
CHANGE IN FB	1,881	4,183	(49,410)	202,500
END FUND BAL	231,106	235,289	185,879	388,379
FISCAL NOTES				
The City of Sparks has a Fiscal Policy to commit a portion of General Fund Business License revenue to the Stabilization Fund each year. While no commitments were made in FY15 or FY16, \$200K of Business License revenue has been committed in FY17, and the FY18 budget also contains a \$200K commitment. A natural disaster was declared in FY17 due to flooding events in January and February. The General Fund incurred \$252K in costs related to the flood events and will be reimbursed for those costs from this Fund, bringing the balance down to \$186K at the end of FY17. Barring any additional natural disasters, the balance in this Fund is expected to grow to \$388K in FY18.				

Capital Projects Funds

Fund 1405 - Capital Facilities Fund	Purpose of Fund: To provide for the acquisition of land, improvements to land, purchase of major equipment, renovations of government facilities and repayment of short-term financing for these activities. Funding is provided by a special ad valorem tax rate as required by NRS 354.59815.			
	FY15	FY16	FY17 Estimates	FY18 Budget
BEG FUND BAL	326,532	399,127	469,764	74,452
REVENUES	183,299	200,519	199,283	203,783
EXPENSES	(110,704)	(129,882)	(594,595)	(275,035)
CHANGE IN FB	72,595	70,637	(395,312)	(71,252)
END FUND BAL	399,127	469,764	74,452	3,200
FISCAL NOTES				
In 2009, the Nevada Legislature redirected this ad valorem revenue to help fill its own budget gap. In 2011 the redirection expired, and the City began receiving the funds again in FY12. Revenues in this Fund now remain stable. Expenses represent qualified projects from the approved CIP - FY17 estimates assume 100% project completion.				

Fund 1406 - Rec & Parks District 1 Fund	Purpose of Fund: Construction Tax revenues collected in Park District 1 to be used for the acquisition, improvement and expansion of neighborhood parks, playgrounds and recreational facilities within that district.			
	FY15	FY16	FY17 Estimates	FY18 Budget
BEG FUND BAL	256,307	319,441	417,592	583,474
REVENUES	113,134	130,561	226,602	301,750
EXPENSES	(50,000)	(32,410)	(60,720)	(230,020)
CHANGE IN FB	63,134	98,151	165,882	71,730
END FUND BAL	319,441	417,592	583,474	655,204
FISCAL NOTES				
FY15 Residential Construction Tax revenues increased significantly due to an increase in activity from developers like Pinnacles and Preserves. We saw a slight increase in FY16 revenue and expect a significant increase in FY17 revenue due to new development. The Galleria Multifamily Project is a 220 unit apartment complex that we expect will be complete late in FY17 or early FY18, and the Wildcreek Sterling Point Condominiums is a 87 unit condo project that we hope will begin late in FY17. Both of these developments have opted to defer fees until FY18. In addition, we have a current inventory of 65 "build ready" lots that we anticipate will be exhausted by the end of FY17. Expenses represent Park District 1 park construction projects from the approved CIP.				

Other Funds Section Part 3: Smaller Funds

Fund 1407 - Rec & Parks District 2 Fund	Purpose of Fund: Construction Tax revenues collected in Park District 2 to be used for the acquisition, improvement and expansion of neighborhood parks, playgrounds and recreational facilities within that district.			
	FY15	FY16	FY17 Estimates	FY18 Budget
BEG FUND BAL	1,010,198	911,705	685,391	542,747
REVENUES	130,996	70,505	107,500	158,000
EXPENSES	(229,489)	(296,819)	(250,144)	(225,000)
CHANGE IN FB	(98,493)	(226,314)	(142,644)	(67,000)
END FUND BAL	911,705	685,391	542,747	475,747
FISCAL NOTES				
FY16 Residential Construction Tax revenue decreased 30% in this district as Developers like Lennar and Miramonte reduced activity in this district and increased building activity in others. FY17 revenues increased only slightly as the 209 unit Marina Village Apartments project was put on hold with no known start up date. We expect a slight increase in FY18 revenues due to 150 single family residence units in D'Andrea and Miramonte. Expenses represent Park District 2 park construction projects from the approved CIP.				

Fund 1408 - Rec & Parks District 3 Fund	Purpose of Fund: Construction Tax revenues collected in Park District 3 to be used for the acquisition, improvement and expansion of neighborhood parks, playgrounds and recreational facilities within that district.			
	FY15	FY16	FY17 Estimates	FY18 Budget
BEG FUND BAL	1,033,312	1,125,495	1,446,634	1,124,924
REVENUES	255,630	396,717	214,500	315,000
EXPENSES	(163,447)	(75,578)	(536,210)	(525,000)
CHANGE IN FB	92,183	321,139	(321,710)	(210,000)
END FUND BAL	1,125,495	1,446,634	1,124,924	914,924
FISCAL NOTES				
FY15 - FY17 Residential Construction Tax revenue has remained relatively steady but was affected by a one time cash settlement from a developer that accounted for \$50K in FY15 & \$150K in FY16. We expect a significant increase to FY18 revenue with the completion of Pioneer Meadows Apartments and 200 Single Family Residential homes. Expenses represent Park District 3 park construction projects from the approved CIP. FY18 expenditures include a significant investment (\$500K) for the construction of the Truth Drive (Foothills #4) Park.				

Other Funds Section Part 4

Redevelopment Agency Funds

Other Funds Section Part 4: Redevelopment Agency Funds

Redevelopment Area 1 Funds 3301 & 3401 (Debt Service & 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.

	FY14	FY15	FY16	FY17 Estimates	FY18 Budget
BEG NET ASSETS	3,612,292	3,462,990	3,301,029	4,017,306	4,967,920
REVENUES					
Property Taxes (Real & Personal)	2,297,496	2,266,612	2,391,875	2,435,000	2,650,000
State Gov't Svcs Tax (Formerly Motor Veh Priv Tax)	147,977	207,167	177,572	177,572	177,572
All other revenues	40,920	24,672	965,245	1,125,117	30,100
TOTAL REVENUES	2,486,393	2,498,451	3,534,692	3,737,689	2,857,672
EXPENSES					
Salaries & Benefits	(17,988)	(18,256)	(19,520)	(21,184)	(21,930)
Services and Supplies	(25,485)	(60,159)	(217,319)	(138,195)	(168,123)
Capital Outlay	0	0	0	(50,000)	(750,000)
Debt Service - Principal	(1,460,000)	(1,520,000)	(1,580,000)	(1,640,000)	(1,710,000)
Debt Service - Interest	(829,081)	(770,681)	(709,881)	(646,681)	(576,981)
TOTAL EXPENSES	(2,332,554)	(2,369,096)	(2,526,720)	(2,496,060)	(3,227,034)
TRANSFERS OUT					
Transfer out to City Debt Service Fund	(303,141)	(291,316)	(291,695)	(291,015)	(290,447)
TOTAL TRANSFERS OUT	(303,141)	(291,316)	(291,695)	(291,015)	(290,447)
CHANGE IN FUND BALANCE	(149,302)	(161,961)	716,277	950,614	(659,809)
ENDING FUND BLANCE	3,462,990	3,301,029	4,017,306	4,967,920	4,308,111
<i>Less: Restricted for Debt Service</i>	<i>(3,006,283)</i>	<i>(3,064,527)</i>	<i>(3,134,459)</i>	<i>(3,236,467)</i>	<i>(3,338,658)</i>
Unrestricted Ending Fund Balance	456,707	236,502	882,847	1,731,453	969,453

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 2010. This debt will be paid in full in FY23. In addition, RDA 1 is expected to pay (via transfer to General Obligation Debt Service Fund) for it's share of principal and interest on two City issued Revenue Bonds--CTAX Bonds Series 2011 (maturing FY18) and Series 2014 (maturing FY26). RDA1's transfer pays the principal and interest for the portion of the bond proceeds that were spent on improvements to Victorian Square. Ending Net Assets represent the required \$2.2M reserve on the Tax Increment Revenue Bonds 2010 plus cash on hand to make future debt service payments.

Other Funds Section Part 4: Redevelopment Agency Funds

Redevelopment Area 2 Funds 3606 & 3601 (Debt Service & 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.

	FY14	FY15	FY16	FY17 Estimates	FY18 Budget
BEG NET ASSETS	2,284,197	2,410,688	4,171,441	3,988,246	4,347,011
REVENUES					
Property Taxes (Real & Personal)	2,361,531	2,582,082	2,665,920	2,680,000	2,770,000
Sale of General Fixed Assets	100,000	2,150,000	0	0	0
All other revenues	4,379	7,347,004	72,524	56,000	44,000
TOTAL REVENUES	2,465,910	12,079,086	2,738,444	2,736,000	2,814,000
TRANSFERS IN					
T/I from General Fund 1101	861,580	0	0	0	0
TOTAL TRANSFERS IN	861,580	0	0	0	0
EXPENSES					
Services and Supplies	(60,968)	(185,460)	(19,145)	(86,809)	(90,406)
Rebates Special Assessment	(92,924)	(60,082)	0	0	0
Debt Refunding	0	(7,132,187)	0	0	0
Debt Service - Principal	(735,000)	(955,000)	(915,000)	(859,000)	(1,130,000)
Debt Service - Interest	(1,236,451)	(912,705)	(913,769)	(353,573)	(411,294)
TOTAL EXPENSES	(2,125,343)	(9,245,434)	(1,847,914)	(1,299,382)	(1,631,700)
TRANSFERS OUT					
Transfer out to City Debt Service Fund	(1,075,656)	(1,072,899)	(1,073,725)	(1,077,853)	0
TOTAL TRANSFERS OUT	(1,075,656)	(1,072,899)	(1,073,725)	(1,077,853)	0
CHANGE IN FUND BALANCE	126,491	1,760,753	(183,195)	358,765	1,182,300
ENDING FUND BLANCE	2,410,688	4,171,441	3,988,246	4,347,011	5,529,311
<i>Less: Restricted for Debt Service & Note Receivable</i>	<i>(2,271,167)</i>	<i>(4,002,342)</i>	<i>(3,763,728)</i>	<i>(4,112,155)</i>	<i>(3,341,861)</i>
Unrestricted Ending Fund Balance	139,521	169,099	224,518	234,856	2,187,450

FISCAL NOTES

Resources to this Fund consist mainly of property taxes collected within Redevelopment Agency Area 2 (RDA2). These resources are used to repay the remaining 2 bonds issued in the name of RDA2--Tax Increment Revenue Bonds - Series 2008 (maturing FY28) and Series 2009 (maturing FY29). In addition, RDA2 has been paying (via transfer to General Obligation Debt Service Fund) for principal and interest on debt originally issued in RDA2's name but subsequently refinanced as General Obligation (GO) debt--G.O. Limited Tax Med Term Bonds Series 2007A & Series 2007B. Both of these bond issues are maturing in FY17, removing \$1.1M of annual debt service (see Transfers Out above) paid by RDA2. Ending Net Assets represent the required \$1.2M reserve on the Tax Increment Revenue Bonds--Series 2008, a \$723K reserve on the 2009 series, and cash on hand to make future debt service payments. A subsidy from the General Fund was needed in FY13 in the amount of \$250K followed by an \$862K subsidy in FY14. Further subsidies are not expected due to rising property tax assessments and the sale of 10.2 acres of land owned by RDA2, the revenue for which was recorded in FY15.

Capital Improvement Plan Summary



CAPITAL IMPROVEMENT PLAN

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

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

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

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

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

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

- The Sparks City Clerk
- The Washoe County Clerk

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

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

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

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

FY18 CIP Budget Summary

Below is a summary of the FY18 CIP by fund:

Fund Name	FY18 CIP Budget
Sanitary Sewer	5,164,234
Transportation	2,551,374
Motor Vehicles	2,085,944
Parks & Recreation Projects	2,056,450
Storm Drain / River Flood	1,815,000
Capital Projects	1,299,820
Park District 3	525,000
Community Development Block Grant	420,000
Victorian Room Tax	400,000
Ad Valorem Capital Projects	275,000
Street Cut	250,000
Park District 1	230,000
Park District 2	225,000
Effluent	150,000
Municipal Court	70,000
Total	17,517,822

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

**FY18 City Manager
Budget Recommendations:
Redevelopment Agency**

AREAS 1 & 2



Redevelopment Agency Agenda Staff Report





REDEVELOPMENT AGENCY AGENDA STAFF REPORT

MEETING DATE: April 24, 2017

Title: Consideration, discussion, and possible approval of the Chief Administration Officer’s final budget recommendations for the City of Sparks Redevelopment Agency, Areas 1 & 2, for fiscal year 2017-2018. [For Possible Action]
Petitioner: Stephen W. Driscoll, ICMA-CM, Chief Administrative Officer Presenter: Jeff Cronk, CPA, Chief Financial Officer
Recommendation: That the Agency Board approve the Chief Administrative Officer’s recommendations for the fiscal year 2017-2018 final budget.
Financial Impact: Recommending the Agency’s final budget for Fiscal Year 2017-2018.
Business Impact (Per NRS 237) <input type="checkbox"/> A Business Impact Statement is attached. <input checked="" type="checkbox"/> A Business Impact Statement is not required because this is not a rule. <input type="checkbox"/> A Business Impact Statement is not required. This is a rule but does not impose a direct and significant economic burden on a business, or directly restrict the formation, operation or exemption of a business. <input type="checkbox"/> A Business Impact Statement is not required. Thus is a rule but emergency action is necessary to protect the public health and safety (requires a unanimous vote of the City Council and cannot be in effect for more than six months).
Agenda Item Brief: This agenda item provides the Agency’s Board with the Chief Administrative Officer’s recommendations for the fiscal year 2017-2018 final budget for the City of Sparks Redevelopment Agency, Areas 1 & 2.

BACKGROUND & ANALYSIS:

The Agency’s Chief Administrative Officer and Chief Financial Officer are presenting the Chief Administrative Officer’s final budget recommendations for fiscal year 2017-2018 (FY ’18). Today, the Agency Board is asked to direct the Chief Administration Officer in preparing the Agency’s final budget document for submission to the State of Nevada. City staff has filed the tentative budget for FY ’18, and the Agency Board will hold a public hearing to receive public comment on the FY ’18 tentative budget at its regularly scheduled Agency meeting on May 22, 2017. Immediately following the public hearing on the FY ’18 tentative budget, the Chief Administrative Officer and Chief Financial Officer will present the FY ’18 final budget for approval which will be prepared based upon direction received today.

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

Attached to this agenda are summary financial information for the Redevelopment Agency Areas 1 & 2, providing an overview of the expectations for FY ’17 and recommendations for FY ’18.

ALTERNATIVES:

Agency members could also choose alternatives other than the recommendations presented today, and direct the Chief Administrative Officer to prepare a final budget for fiscal year 2017-2018 accordingly.

RECOMMENDED MOTIONS:

“I move to approve the Chief Administrative Officer’s final budget recommendations for the City of Sparks Redevelopment Agency, Areas 1 & 2, for fiscal year 2017-2018.”

Redevelopment Agency Financial Overview





City of Sparks
Redevelopment Agency

FY '18 Budget Presentation

City Manager's Final Budget
Recommendations

April 24, 2017

Redevelopment Area #1 Overview & Recommended FY '18 Budget

- FY '18 budgeted revenues of \$2.9M from ongoing sources are up by 8.1% over FY '17 estimates
- FY '18 Debt service costs total \$2.6M
- Downtown garage improvement expenditures of \$750K are included as outlined in the FY '18 Capital Improvement Plan
- Expenses are expected to exceed revenues by \$660K in FY '18
- Unrestricted ending fund balance is expected to be approximately \$969K in FY '18
 - ✓ Additional fund balance of approx. \$3.3M is restricted for tax increment bond reserves
- No future subsidy from the General Fund is expected
- Area #1 terminates in 2023

Sparks Redevelopment Area #1
Financial Overview (City Manager's FY '18 Budget Recommendations)

	<u>FY '14 Actuals</u>	<u>FY '15 Actuals</u>	<u>FY '16 Actuals</u>	<u>FY '17 Estimates</u>	<u>FY '18 Tentative Budget</u>
Revenues	\$2,486,393	\$2,498,451	\$2,600,692	\$2,642,689	\$2,857,672
Land Sale Proceeds	\$0	\$0	\$934,000	\$1,095,000	\$0
Transfer-In From G.F.	\$0	\$0	\$0	\$0	\$0
Expenditures	<u>(\$2,635,695)</u>	<u>(\$2,660,412)</u>	<u>(\$2,818,415)</u>	<u>(\$2,787,075)</u>	<u>(\$3,517,482)</u>
Net Revenues/(Expenses)	<u>(\$149,302)</u>	<u>(\$161,961)</u>	<u>\$716,277</u>	<u>\$950,614</u>	<u>(\$659,810)</u>
Beginning Fund Balance	\$3,612,290	\$3,462,987	\$3,301,026	\$4,017,303	\$4,967,917
Ending Fund Balance	\$3,462,987	\$3,301,026	\$4,017,303	\$4,967,917	\$4,308,107
Less: Restricted for Debt Service	<u>(\$3,006,282)</u>	<u>(\$3,064,526)</u>	<u>(\$3,134,459)</u>	<u>(\$3,236,467)</u>	<u>(\$3,338,658)</u>
Unrestricted Ending Fund Balance	<u>\$456,706</u>	<u>\$236,501</u>	<u>\$882,844</u>	<u>\$1,731,450</u>	<u>\$969,449</u>

Victorian Sq. Room Tax Cumulative Resources	<u>\$1,912,683</u>	<u>\$2,622,451</u>	<u>\$3,439,848</u>	<u>\$3,943,883</u>	<u>\$3,505,383</u>
<i>Note: The Victorian Square Room Tax Fund is a City Resource, but Available for Victorian Square CIP Needs</i>					

**** City Issued Debt Partially Paid by RDA #1**

RDA #1 Debt Information	Tax Increment Refunding Bonds	2011 CTAX Refunding Bonds	2014 CTAX Refunding Bonds	Total RDA #1 Debt Service
Original Issue Amount	\$22,165,000	\$4,180,000	\$7,330,000	
Issue Date	5/11/2010	5/12/2011	8/14/2014	
Maturity Date	1/15/2023	5/1/2018	5/1/2026	
Interest Rate	4.0% - 5.375%	3.05%	3.09%	
FY '17 Principal Payment	\$1,640,000	\$725,000	\$23,000	
FY '17 Interest Payment	<u>\$646,681</u>	<u>\$39,345</u>	<u>\$225,261</u>	
Total FY '17 Debt Service	<u>\$2,286,681</u>	<u>\$764,345</u>	<u>\$248,261</u>	
Total FY '17 Debt Service Paid by RDA	<u>\$2,286,681</u>	<u>\$219,667</u>	<u>\$71,348</u>	<u>\$2,577,696</u>
6/30/17 Debt Outstanding	<u>\$11,605,000</u>	<u>\$745,000</u>	<u>\$7,267,000</u>	
FY '18 Principal Payment	\$1,710,000	\$745,000	\$24,000	
FY '18 Interest Payment	<u>\$576,981</u>	<u>\$17,080</u>	<u>\$224,550</u>	
Total FY '18 Debt Service	<u>\$2,286,981</u>	<u>\$762,080</u>	<u>\$248,550</u>	
Total FY '18 Debt Service Paid by RDA	<u>\$2,286,981</u>	<u>\$219,016</u>	<u>\$71,431</u>	<u>\$2,577,428</u>
6/30/18 Debt Outstanding	<u>\$9,895,000</u>	<u>\$0</u>	<u>\$7,243,000</u>	

FY '18 D.S. from RDA-Issued Debt =	\$2,286,981
FY '18 D.S. from City-Issued Debt =	\$290,447
Total FY '18 RDA Debt Service =	\$2,577,428

**** Both CTAX bonds were issued by the City, but about 29% (\$290,447 in FY '18) is allocated to RDA #1 for the V.S. portion of the original bonding project.**

Redevelopment Area #2 Overview & Recommended FY '18 Budget

- Total Revenues of approx. \$2.8M from ongoing sources are expected to increase slightly by 2.9% in FY '18 compared to FY '17
- Total debt service costs are expected to be \$1.5M, down from \$2.3M in FY '17 due to the debt maturity of the 2007 Ad Valorem bonds
- No capital projects are planned for FY '18
- Revenues are expected to exceed expenses by \$1.2M in FY '18
- Unrestricted ending fund balance is expected to be \$2.2M by the end of FY '18 (\$3.3M of additional fund balance is restricted for bond service)
- No future General Fund subsidies are expected
- Area #2 terminates in 2029

Sparks Redevelopment Area #2

Financial Overview (City Manager's FY '18 Budget Recommendations)

	FY '14 Actuals	FY '15 Actuals	FY '16 Actuals	FY '17 Estimates	FY '18 Tentative Budget
Revenues	\$2,365,909	\$2,783,471	\$2,738,444	\$2,736,000	\$2,814,000
Land Sale Proceeds (Recorded as a Note Receivable)	\$100,000	\$2,150,000	\$0	\$0	\$0
Transfer-In From G.F.	\$861,580	\$0	\$0	\$0	\$0
Expenditures	(\$3,201,000)	(\$3,172,719)	(\$2,921,639)	(\$2,377,235)	(\$1,631,700)
Net Revenues/(Expenses)	\$126,490	\$1,760,752	(\$183,195)	\$358,765	\$1,182,300
Beginning Fund Balance	\$2,284,200	\$2,410,690	\$4,171,442	\$3,988,247	\$4,347,011
Ending Fund Balance	\$2,410,690	\$4,171,442	\$3,988,247	\$4,347,011	\$5,529,311
Less: Restricted for Debt Service & Note Receivable	(\$2,271,164)	(\$4,002,342)	(\$3,763,728)	(\$4,112,155)	(\$3,341,861)
Unrestricted Ending Fund Balance	<u>\$139,525</u>	<u>\$169,100</u>	<u>\$224,519</u>	<u>\$234,856</u>	<u>\$2,187,450</u>

RDA #2 Debt Information	Redevelopment Area #2 Debt		** City Issued Debt Paid by RDA #2		Total RDA #2 Debt Service
	2016 TIF	2014 Tax	2007A Ad Valorem	2007B Ad Valorem	
	Refunding Bonds	Increment Bonds	Refunding Bonds	Refunding Bonds	
Original Issue Amount	\$9,660,000	\$7,285,000	\$7,090,000	\$1,315,000	
Issue Date	9/26/2016	8/14/2014	3/29/2007	3/29/2007	
Maturity Date	6/1/2028	6/1/2029	3/1/2017	3/1/2017	
Interest Rate	2.33%	3.25%	3.78%	5.65%	
FY '17 Principal Payment	\$479,000	\$380,000	\$835,000	\$200,000	
FY '17 Interest Payment	\$143,800	\$209,723	\$31,563	\$11,290	
Total FY '17 Debt Service	\$622,800	\$589,723	\$866,563	\$211,290	\$2,290,376
6/30/17 Debt Outstanding	\$9,181,000	\$6,075,000	\$0	\$0	
FY '18 Principal Payment	\$740,000	\$390,000	\$0	\$0	
FY '18 Interest Payment	\$213,917	\$197,377	\$0	\$0	
Total FY '18 Debt Service	\$953,917	\$587,377	\$0	\$0	\$1,541,294
6/30/18 Debt Outstanding	\$8,441,000	\$5,685,000	\$0	\$0	

FY '18 D.S. from RDA-Issued Debt =	\$1,541,294
FY '18 D.S. from City-Issued Debt =	\$0
Total FY '18 RDA Debt Service =	\$1,541,294

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

Debt Review



City of Sparks & Redevelopment Agency Debt

NAME OF BOND OR LOAN	Term (years)	Original Amount of Issue	Final Payment Date	Interest Rate	Outstanding Principal Balance 7/1/17	Principal Balance 6/30/18	FY18 Interest Due	FY18 Principal Due	FY18 Debt Service (P&I)
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City General Obligation (G.O) Bonds and Notes Payable

<i>The City currently has no General Obligation debt outstanding with the exception of the Sewer and Effluent G.O. debt shown below</i>	N/A	N/A	N/A	N/A	0	0	0	0	0
Subtotal City G.O Bonds & Notes Payable		\$ -			\$ -	\$ -	\$ -	\$ -	\$ -

City Issued Revenue Bonds

CTAX Revenue Bonds, Series 2011 (partially funded (29%) by RDA1)	6	4,180,000	5/1/2018	3.05%	745,000	0	17,080	745,000	762,080
CTAX Bonds Series 2014 (partially funded (29%) by RDA1)	12	7,330,000	5/1/2026	3.09%	7,267,000	7,243,000	224,550	24,000	248,550
Sr. Sales Tax Anticipation Revenue Bonds Series 2008A	20	83,290,000	6/15/2028	6.5%-6.75%	70,060,000	66,940,000	4,702,625	3,120,000	7,822,625
Subordinate Sales Tax Anticipation Revenue Bonds Series 2008A	20	36,600,000	6/15/2028	5.75%	32,716,045	32,716,045	3,500,000	0	3,500,000
Subtotal City Issue Revenue Bonds		\$ 131,400,000			\$ 110,788,045	\$ 106,899,045	\$ 8,444,255	\$ 3,889,000	\$ 12,333,255

Tax Allocation Bonds

Local Improvement District #3, Ltd Obligation Improvement Bonds (refinanced in FY2017 for lower interest rate)	10	13,498,290	9/1/2027	3.830%	13,498,290	12,701,969	600,824	796,321	1,397,145
Subtotal Tax Allocation Bonds		\$ 13,498,290			\$ 13,498,290	\$ 12,701,969	\$ 600,824	\$ 796,321	\$ 1,397,145

City of Sparks & Redevelopment Agency Debt

NAME OF BOND OR LOAN	Term (years)	Original Amount of Issue	Final Payment Date	Interest Rate	Outstanding Principal Balance 7/1/17	Principal Balance 6/30/18	FY18 Interest Due	FY18 Principal Due	FY18 Debt Service (P&I)
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Sewer & Effluent G.O. Bonds - SRF Loans

Enterprise Debt SRF 2016B (refinance of the 1996 - 2010A SRF loans)	13	27,099,691	7/1/2029	1.250%	25,625,498	22,611,649	310,969	3,013,849	3,324,818
Sparks portion of SRF Water Pollution bonds, Series 2004 & 2005 issued by City of Reno for TMWRF Expansion (12/16 Reno refi for lower interest rate)	8	12,029,831	1/1/2024	1.604%	5,652,640	4,937,392	87,836	715,248	803,084
Flood Control Bonds Series 2016	10	18,010,000	3/1/2026	2.0%-5.0%	16,520,000	14,955,000	535,600	1,565,000	2,100,600
Subtotal Sewer & Effluent G.O. Bonds - SRF Loans		\$ 57,139,522			\$ 47,798,138	\$ 42,504,041	\$ 934,405	\$ 5,294,097	\$ 6,228,502

Redevelopment Issued Debt

Redevelopment Agency #1 Tax Increment Refunding Revenue Bonds, Series 2010	14	22,165,000	1/15/2023	4%-5.375%	11,605,000	9,895,000	576,981	1,710,000	2,286,981
Redevelopment Agency #2 Tax Increment Revenue Bonds, Series 2014	15	7,285,000	6/1/2029	3.249%	6,075,000	5,685,000	197,377	390,000	587,377
Redevelopment Agency #2 Tax Increment Revenue Bonds, Series 2016 (refinance of 2008 Series for lower interest rate)	12	9,660,000	6/1/2028	2.33%	9,181,000	8,441,000	213,917	740,000	953,917
Subtotal Redevelopment Issued Debt		\$ 39,110,000			\$ 26,861,000	\$ 24,021,000	\$ 988,275	\$ 2,840,000	\$ 3,828,275
TOTAL CITY & REDEVELOPMENT ISSUED DEBT		\$482,295,624			\$ 198,945,473	\$ 186,126,055	\$ 10,967,759	\$ 12,819,418	\$ 23,787,177

Other Long Term Liabilities as of 6/30/16 (Business & Governmental Debt)

Sick Leave Conversion	5,013,941
Compensated Absences	11,981,002
Developer Credits (Loeb Fire 5 reimbursements)	12,491
Workers Compensation	6,190,050
Other Post Employment Benefits (Net OPEB)	8,058,889
Net Pension Liability (PERS)	77,407,621
Total	\$108,663,994

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

Budgeted Positions



**City of Sparks
FY18 Budgeted Positions**

All positions currently authorized including those added via FY18 New Needs

	General Fund	Parks & Recreation Fund	Sewer Enterprise Fund	Development Services Enterprise Fund	Road Fund	Parks & Rec Project Fund	Motor Vehicle Fund	TMWRF Fund	Other Funds	Total
Base Salaries & Wages										
Base Salaries & Wages	24,836,861	748,023	2,606,925	1,775,157	1,006,974	228,651	572,509	3,927,930	345,545	36,048,575
Part-time Temporary Wages *	64,521	1,524,905	0	0	0	0	0	16,232	0	1,605,658
Special Pays **	1,256,658	8,042	54,264	35,907	1,731	2,151	14,430	218,940	1,300	1,593,423
Longevity	888,635	27,017	79,665	36,818	35,706	9,204	18,778	90,193	1,800	1,187,816
Overtime/Premium Pays ***	3,985,143	279,398	119,558	75,964	24,738	37,214	11,984	630,919	1,150	5,166,068
Total Salaries & Wages	31,031,818	2,587,385	2,860,412	1,923,846	1,069,149	277,220	617,701	4,884,214	349,795	45,601,540
Benefits										
Retirement	9,816,358	271,255	790,113	511,188	294,579	77,430	169,561	1,208,703	111,716	13,250,903
Health Insurance ****	7,247,544	258,806	817,686	506,109	315,289	53,638	166,863	1,107,406	70,450	10,543,791
Workers Comp	298,839	7,357	5,558	5,827	1,882	382	1,015	8,193	2,446	331,499
Medicare	454,012	37,351	41,063	26,816	14,923	4,049	8,866	66,693	4,156	657,929
Cell, Uniform & Car Allowance	396,441	9,981	20,604	13,597	7,123	1,145	2,659	19,818	2,811	474,179
Deferred Compensation Match	377,822	11,050	22,797	11,700	7,475	1,950	4,550	34,990	3,575	475,909
Other Benefits	378,540	7,626	6,504	0	0	0	1,320	23,912	0	417,902
Total Benefits	18,969,556	603,426	1,704,325	1,075,237	641,271	138,594	354,834	2,469,715	195,154	26,152,112
Total Salaries, Wages & Benefits	50,001,374	3,190,811	4,564,737	2,999,083	1,710,420	415,814	972,535	7,353,929	544,949	71,753,652
Authorized F/T Positions	336	10	42	22	15	3	8	53	6	495
FY18 New Need Position	0	0	0	2	0	0	0	5	0	7
Total FTE's in FY18 Budget	336	10	42	24	15	3	8	58	6	502

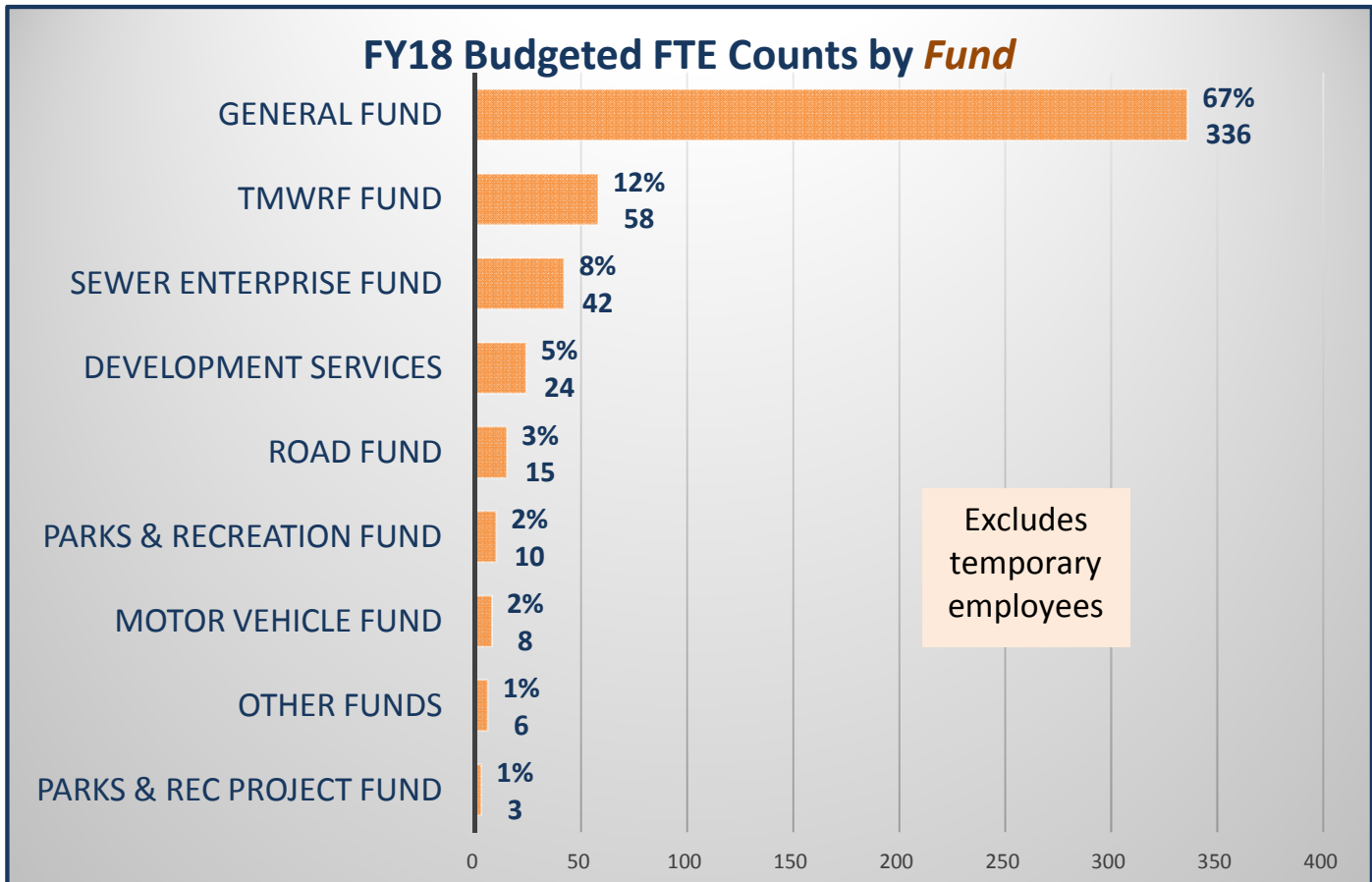
***Part-time Temporary Wages** include wages for temporary employees on Sparks' payroll and do not include amounts to be paid to temp agencies. These positions are NOT included in the position counts.

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

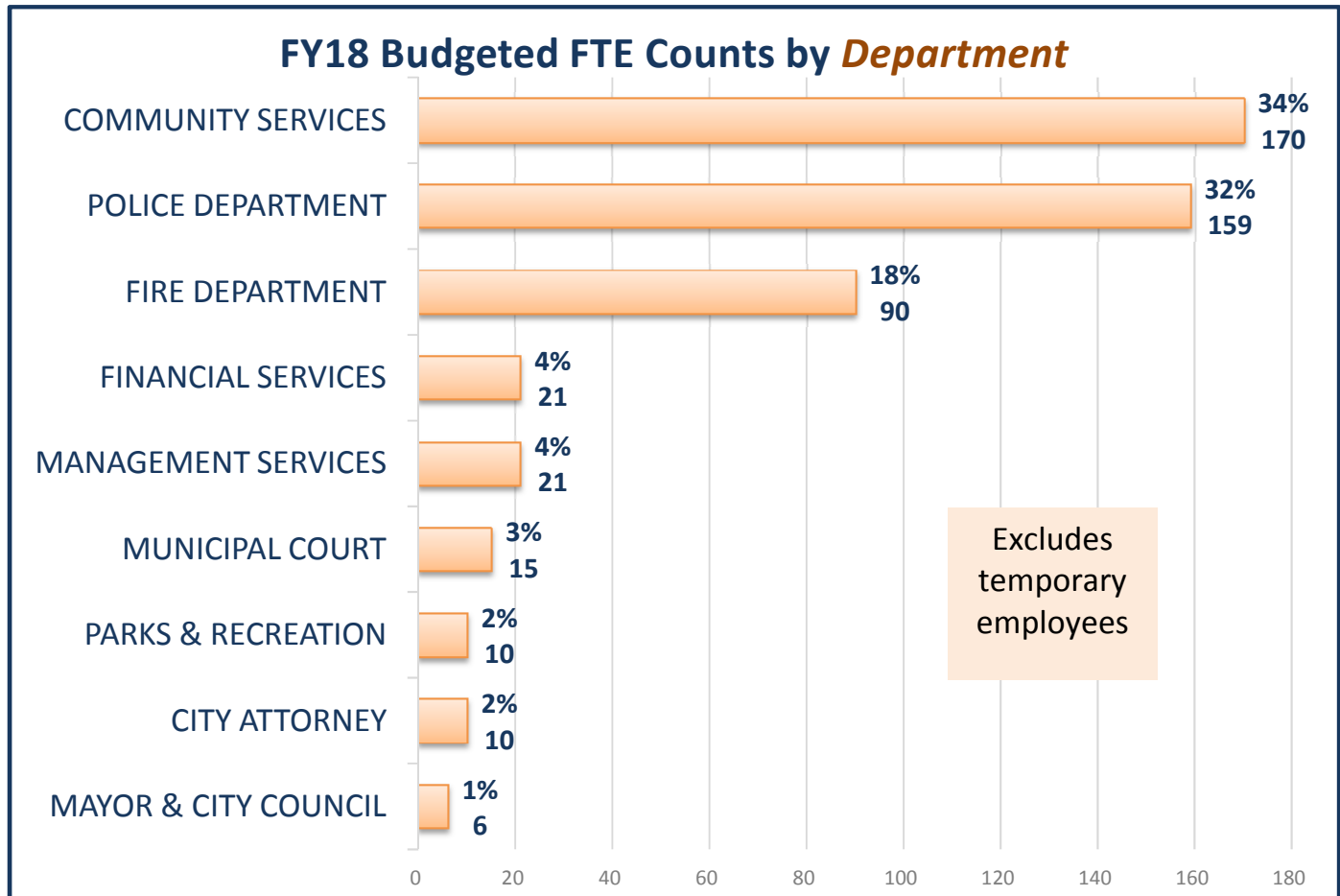
*****Overtime/Premium Pays** includes Overtime, Callback, Worked Holiday, Standby, Night Differential and comp bank cash outs.

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

FY18 Budgeted FTE Counts by *Fund*



FY18 Budgeted FTE Counts by *Department*



Mayor & City Council - FY18 Budgeted Positions

FY18 Budgeted Salaries & Benefits

	General Fund
Salaries & Wages	310,334
Part-time Temporary Wages *	13,977
Overtime/Premium Pays**	0
Benefits	208,843
Total Salaries & Benefits	533,154
Authorized F/T Positions	6
FY18 New Needs	0
Total FTE's in FY18 Budget	6

* **Part-time Temporary Wages** include wages for temporary employees on Sparks' payroll and do not include amounts to be paid to temp agencies. These 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 & City Council Position Detail

Position Title	Authorized F/T Positions	FY18 New Needs	Total
Mayor	1		1
City Council - Ward 1	1		1
City Council - Ward 2	1		1
City Council - Ward 3	1		1
City Council - Ward 4	1		1
City Council - Ward 5	1		1
TOTAL	6	0	6

Management Services Department - FY18 Budgeted Positions

FY18 Budgeted Salaries & Benefits

	General Fund	Sewer Enterprise Fund	Total
Salaries & Wages	1,646,453	228,855	1,875,308
Part-time Temporary Wages *	0	0	0
Overtime/Premium Pays*	7,009	4,034	11,043
Benefits	2,194,545	144,106	2,338,651
Total Salaries & Benefits	3,848,007	376,995	4,225,002
Authorized F/T Positions	17	4	21
FY18 New Needs	0	0	0
Total FTE's in FY18 Budget	17	4	21

* **Part-time Temporary Wages** include wages for temporary employees on Sparks' payroll and do not include amounts to be paid to temp agencies. These 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 Posiitons	FY18 New Needs	Total
Admin Analyst Sr	1		1
Assistant City Clerk/Records Coordinator	1		1
Assistant City Manager	1		1
Business License Specialist	1		1
City Clerk	1		1
City Manager	1		1
Community Relations Mgr	1		1
Contracts & Risk Mgr	1		1
Customer Service Specialist I/II	4		4
Customer Services Mgr	1		1
Executive Admin Assistant	1		1
Human Resources Analyst II	1		1
Human Resources Analyst Sr	1		1
Human Resources Manager	1		1
Human Resources/Risk Tech II	2		2
Records Coordinator	1		1
Records Technician	1		1
TOTAL	21	0	21

City Attorney - FY18 Budgeted Positions

FY18 Budgeted Salaries & Benefits

	General Fund
Salaries & Wages	1,015,184
Part-time Temporary Wages *	0
Overtime/Premium Pays**	0
Benefits	526,585
Total Salaries & Benefits	1,541,769
Authorized F/T Positions	10
FY18 New Needs	0
Total FTE's in FY18 Budget	10

* **Part-time Temporary Wages** include wages for temporary employees on Sparks' payroll and do not include amounts to be paid to temp agencies. These 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

	Authorized F/T Posiitons	FY18 New Needs	Total
Assistant City Attorney	1		1
Assistant City Attorney Sr	3		3
Chief Assistant City Attorney	1		1
City Attorney	1		1
Legal Secretary I/II	2		2
Legal Secretary Sr	1		1
Victim Advocate	1		1
TOTAL	10	0	10

Municipal Court - FY18 Budgeted Positions

FY18 Budgeted Salaries & Benefits

	General Fund
Salaries & Wages	1,236,207
Part-time Temporary Wages *	10,037
Overtime/Premium Pays**	0
Benefits	710,933
Total Salaries & Benefits	1,957,177
Authorized F/T Positions	15
FY18 New Needs	0
Total FTE's in FY18 Budget	15

* **Part-time Temporary Wages** include wages for temporary employees on Sparks' payroll and do not include amounts to be paid to temp agencies. These 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 Posiitons	FY18 New Needs	Total
Assistant Court Administrator	1		1
Court Compliance Officer	1		1
Judges Assistant	2		2
Marshal	6		6
Muni Court Clerk II	2		2
Municipal Court Administrator	1		1
Municipal Court Judge	2		2
TOTAL	15	0	15

Financial Services Department - FY18 Budgeted Positions

FY18 Budgeted Salaries & Benefits

	General Fund
Salaries & Wages	1,650,884
Part-time Temporary Wages *	19,910
Overtime/Premium Pays**	12,507
Benefits	836,531
Total Salaries & Benefits	2,519,832
Authorized F/T Positions	21
FY18 New Needs	0
Total FTE's in FY18 Budget	21

* **Part-time Temporary Wages** include wages for temporary employees on Sparks' payroll and do not include amounts to be paid to temp agencies. These 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 Posiitons	FY18 New Needs	Total
Accountant I/II	4		4
Accountant Sr	1		1
Accounting Mgr	1		1
Accounting Specialist I/II	3		3
Budget Administrator	1		1
Finance Services Director	1		1
IT Manager	1		1
IT Support Specialist I	2		2
Network & Infrastructure Admin	1		1
Payroll Administrator	1		1
Systems Analyst I/II	2		2
<i>Systems Analyst II re-classed to Sr. Systems Analyst</i>	1		1
Systems Development Administrator	1		1
Systems Support Specialist	1		1
TOTAL	21	0	21

Police Department - FY18 Budgeted Positions

FY18 Budgeted Salaries & Benefits

	General Fund	Other Funds (Grant Fund)	Total
Salaries & Wages	11,643,392	225,120	11,868,512
Part-time Temporary Wages *	20,596	0	20,596
Overtime/Premium Pays**	2,721,203	0	2,721,203
Benefits	8,215,453	136,153	8,351,606
Total Salaries & Benefits	22,600,644	361,273	22,961,917
Authorized F/T Positions	155	4	159
FY18 New Needs	0	0	0
Total FTE's in FY18 Budget	155	4	159

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

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

Police Department Position Detail

Position Title	Authorized F/T Posiitons	FY18 New Needs	Total
Admin Division Mgr	1		1
Administrative Assistant	1		1
Administrative Secretary	2		2
Crime Analyst/Statistician	1		1
Deputy Police Chief	2		2
Detective	23		23
Emergency Com Supervisor	5		5
Emergency Communication Dispatcher	12		12
GT Specialist I - GIS	1		1
IT Support Specialist Sr.	1		1
Police Assistant I/II	5		5
Police Chief	1		1
Police Lieutenant	5		5
Police Office Asst I/II	9		9
Police Officer (incl. Recruits)	66		66
Police Records Supervisor	3		3
Police Sergeant	10		10
Police Sergeant re-classed to a Lieutenant	1		1
Property Evidence Tech I/II	1		1
Property Evidence Tech re-classed to Evidence Technician Supervisor	1		1
Sergeant Detective	4		4
Systems Analyst Senior	1		1
Terminal Agency Coord	1		1
Victim Advocate	2		2
TOTAL	159	0	159

Fire Department - FY18 Budgeted Positions

FY18 Budgeted Salaries & Benefits

	General Fund	Development Services Enterprise Fund	Total
Salaries & Wages	7,855,372	85,005	7,940,377
Part-time Temporary Wages *	0	0	0
Overtime/Premium Pays**	1,229,396	9,774	1,239,170
Benefits	5,255,316	48,430	5,303,746
Total Salaries & Benefits	14,340,084	143,209	14,483,293
Authorized F/T Positions	89	1	90
FY18 New Needs	0	0	0
Total FTE's in FY18 Budget	89	1	90

* **Part-time Temporary Wages** include wages for temporary employees on Sparks' payroll and do not include amounts to be paid to temp agencies. These 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 Posiitons	FY18 New Needs	Total
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 II	4		4
Firefighter	18		18
Firefighter/Paramedic	12		12
IT Support Specialist Sr	1		1
TOTAL	90	0	90

Community Services Department - FY18 Budgeted Positions

FY18 Budgeted Salaries & 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	1,624,327	2,511,999	1,762,877	1,044,411	240,006	605,717	4,237,063	123,525	12,149,925
Part-time Temporary Wages *	0	0	0	0	0	0	16,232	0	16,232
Overtime/Premium Pays**	15,028	115,523	66,190	24,738	37,214	11,984	630,919	1,150	902,746
Benefits	1,021,350	1,560,219	1,026,808	641,271	138,594	354,834	2,469,716	59,001	7,271,793
Total Salaries & Benefits	2,660,705	4,187,741	2,855,875	1,710,420	415,814	972,535	7,353,930	183,676	20,340,696
Authorized F/T Positions	23	38	21	15	3	8	53	2	163
FY18 New Needs	0	0	2	0	0	0	5	0	7
Total FTE's in FY18 Budget	23	38	23	15	3	8	58	2	170

* **Part-time Temporary Wages** include wages for temporary employees on Sparks' payroll and do not include amounts to be paid to temp agencies. These 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	FY18 New Needs	Total
Admin Analyst Sr	1		1
Administrative Assistant	1		1
Administrative Secretary	3		3
Assistant Planner	1		1
Assistant Public Works Mgr	1		1
Asst Community Svcs Dir	1		1
Building Inspector	4		4
Building Inspector Sr	2		2
Building Official	1		1
Capital Projects Coord	1		1
Capital Projects Mgr	1		1
Chemist	5		5
City Engineer	1		1
Civil Engineer	1		1
Civil Engineer Sr	4		4
Code Enforcement Officer	2		2
Code Enforcement Supervisor	1		1
Community Appearance Maintenance Worker	1		1
Community Services Director	1		1
Control System Programmer	3		3
Crew Supervisor	14		14
Deputy Building Official		1	1
Development Services Manager	1		1
Electrician I/II	1		1
Electrician III	1		1

Community Services Position Detail			
Position Title	Authorized F/T Posiitons	FY18 New Needs	Total
Envir Control Officer	3		3
Envir Control Supervisor	1		1
Equipment Mechanic	5		5
Equipment Parts Technician	1		1
Facilities Maintenance Worker	1		1
Facilities Maintenance Worker IV	1		1
GT Specialist	1		1
Housing Specialist	1		1
Infrastructure Coordinator	1		1
Inventory Control Specialist		1	1
Laboratory Manager	1		1
Laboratory Quality Assurance Officer	1		1
Maintenance Worker IV	1		1
Parks Development Coordinator	1		1
Parks Maintenance Worker	11		11
Permit Technician	2		2
Permit Technician Sr	1		1
Permit Technician Supervisor		1	1
Planner Sr	2		2
Planning Manager	1		1
Plans Examiner	1		1
Plans Examiner Sr	1		1
Public Works Insp	4		4
Public Works Manager	1		1
Safety Coordinator	2		2
Streets Maintenance Worker	3		3
Streets Maintenance Worker IV	1		1
Systems Analyst Sr-GIS	1		1
TMWRF Maintenance Mgr	1		1
TMWRF Operations Mgr	1		1
Traffic Maintenance Worker	3		3
Traffic Maintenance Worker IV	1		1
Transportation Mgr	1		1
Transportation Svcs Coord	1		1
Treatment Plant Mechanic	7	3	10
Treatment Plant Mgr	1		1
Treatment Plant Process Engineer	1		1
Treatment Plant E&I Tech	3	1	4
Utility Maintenance Worker	20		20
Utility Maintenance Worker IV	1		1
Utility Mgr	1		1
Wastewater Plant Operator	18		18
TOTAL	163	7	170

Parks & Recreation Department - FY18 Budgeted Positions

FY18 Budgeted Salaries & Benefits

	Parks & Rec Fund
Salaries & Wages	783,082
Part-time Temporary Wages *	1,524,905
Overtime/Premium Pays**	279,398
Benefits	603,426
Total Salaries & Benefits	3,190,811
Authorized F/T Positions	10.0
FY18 New Needs	0.0
Total FTE's in FY18 Budget	10.0

* **Part-time Temporary Wages** include wages for temporary employees on Sparks' payroll and do not include amounts to be paid to temp agencies. These 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

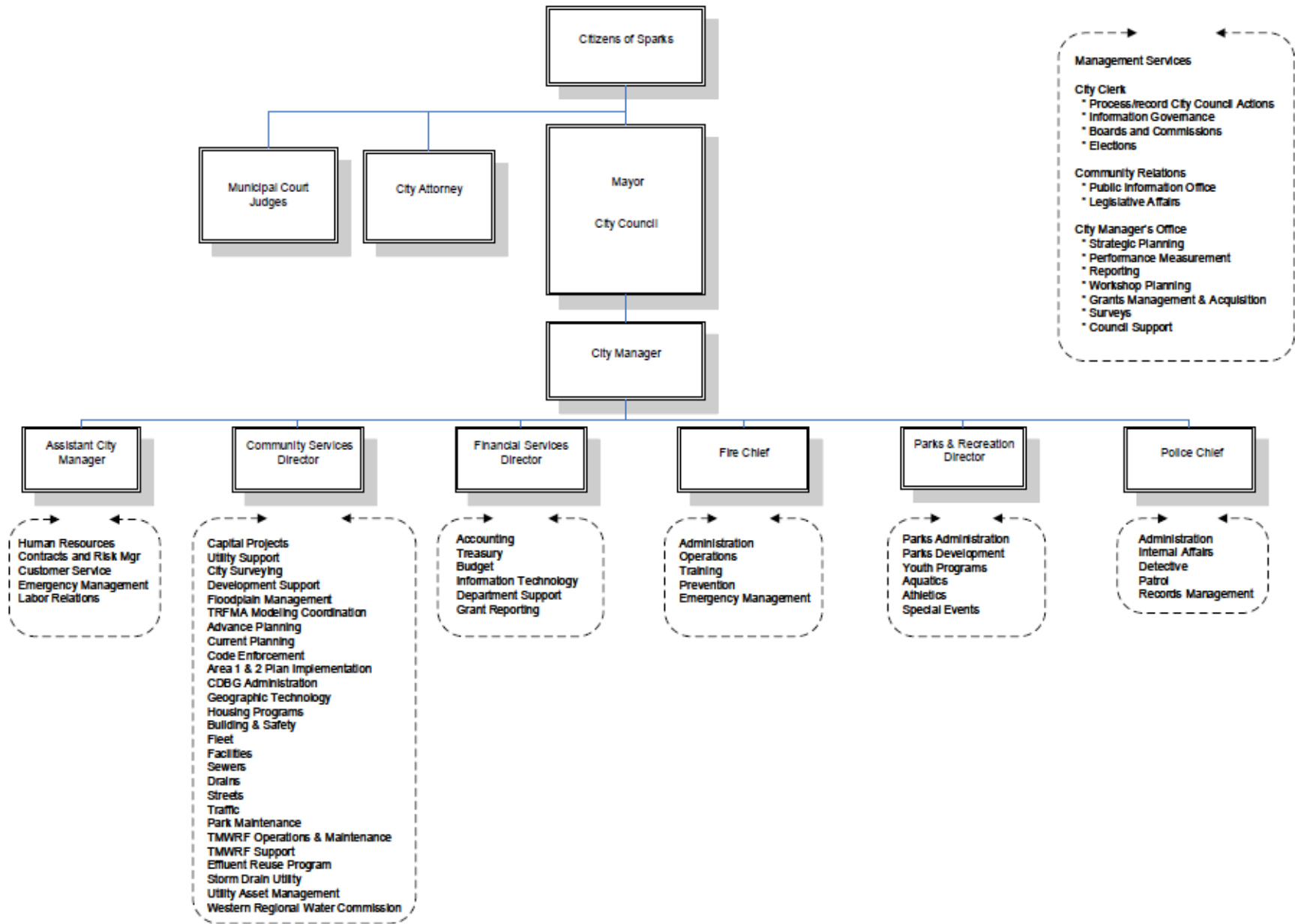
Position Title	Authorized F/T Posiitons	FY18 New Needs	Total
Administrative Secretary	1		1
Office Assistant	1		1
Parks & Rec Director	1		1
Recreation Specialist II	3		3
Recreation Supervisor	3		3
Special Events Supervisor	1		1
Temporary Employees			0
TOTAL	10	0	10

Department Review



City of Sparks Organizational Chart

03/28/2017

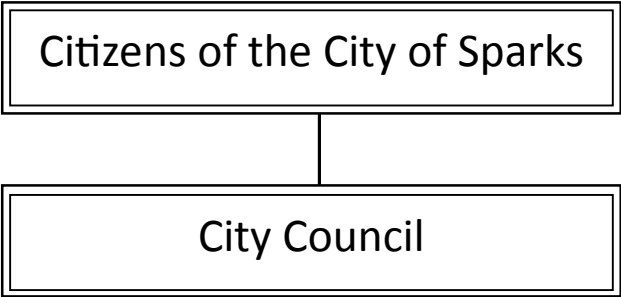


City Council

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

DEPARTMENTAL ORGANIZATIONAL CHART

03/28/2017

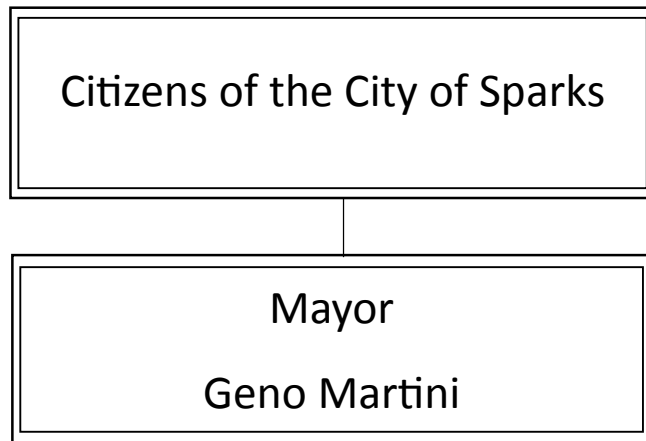


Mayor

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

DEPARTMENTAL ORGANIZATIONAL CHART

07/01/2016



Management Services

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

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

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

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

Redevelopment Management: Oversight and direction of all Redevelopment activities.

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

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

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

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

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

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

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

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

City-wide Customer Service: Business Licensing; Sewer Service Billing and Collection; Central city reception services, and Passport Acceptance. Additionally, the Customer Service staff supports the Building and Safety Division with customer contact and permit acceptance.

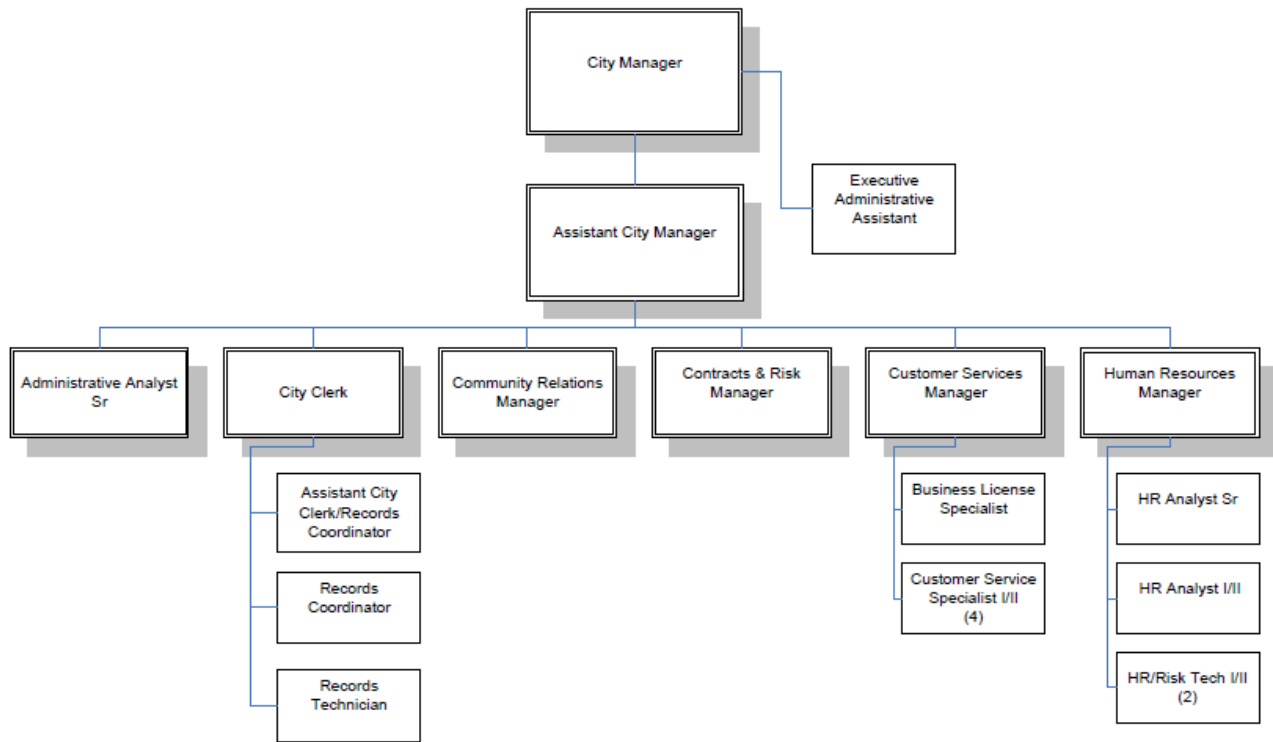
Contracts and Risk Management: Centralized purchasing and contract administration; Oversight of all franchise agreements; Risk analysis and assessment; Coordination of city safety planning and programming; and City asset liability coverage.

Emergency Management: Coordinate emergency management team training and planning for all large scale emergent conditions. Respond and coordinate emergency operations.

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

DEPARTMENT ORGANIZATIONAL CHART

3/28/17



City Attorney

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

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

City Attorney's Office

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

Civil Division

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

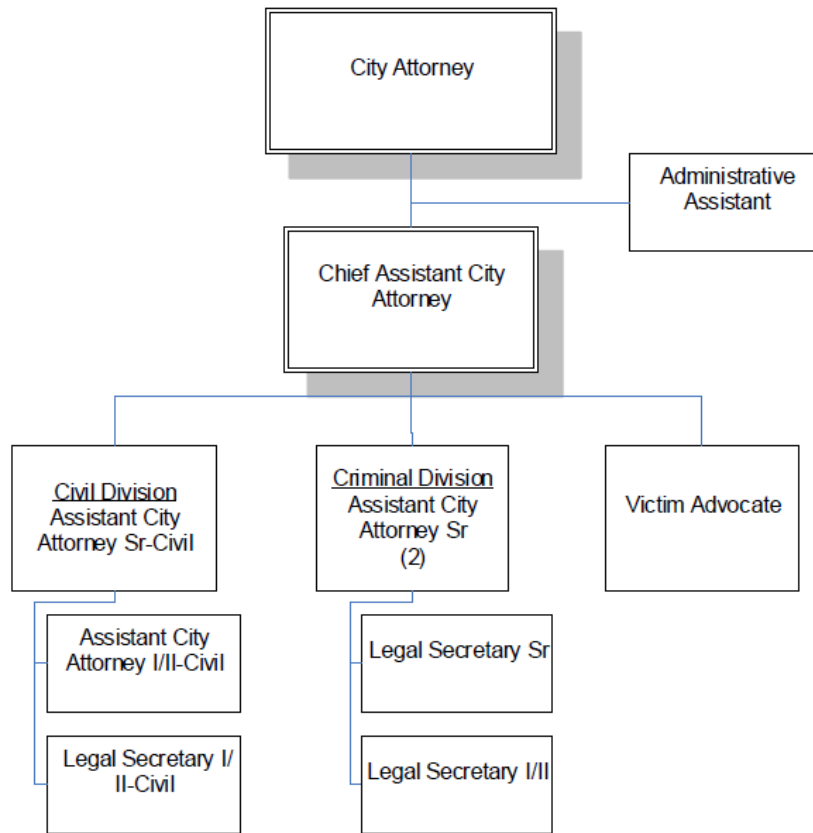
Criminal Division

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

Victim Advocate

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

**DEPARTMENT ORGANIZATIONAL CHART
3/28/17**



Changes Reflected in the FY18 Budget

FY18 Note:
The Administrative Assistant position is not included in the FY18 salaries and benefits budget, but is included in the FY18 services and supplies budget as the position is currently filled through temp agency services.



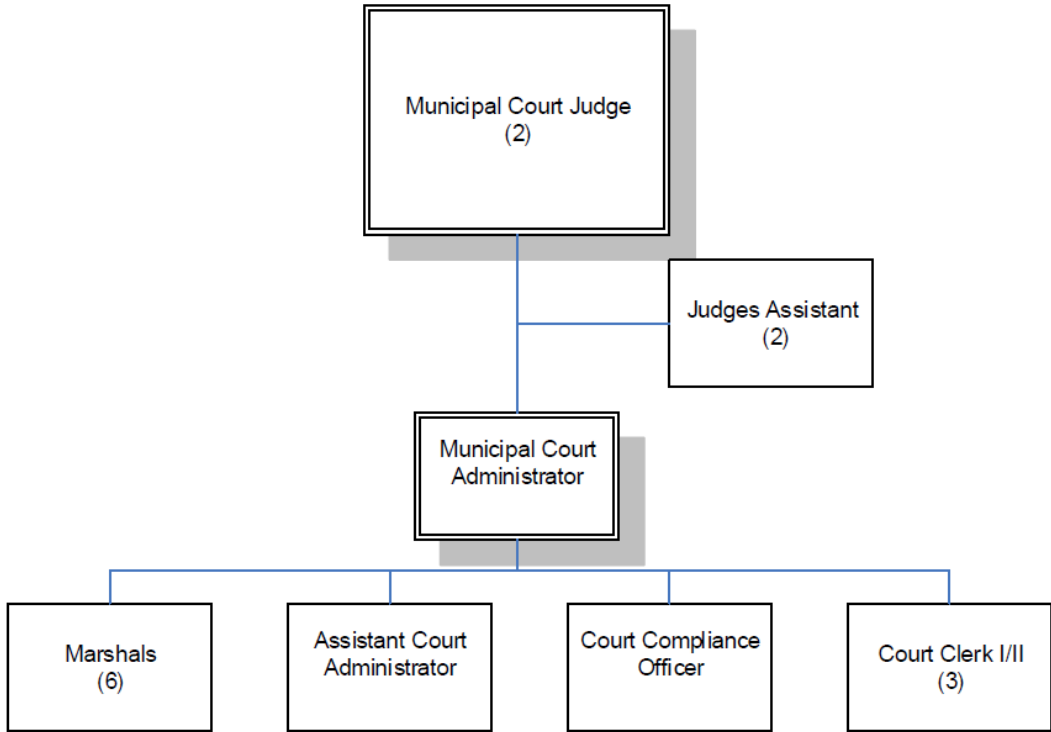
Municipal Court

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

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

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

DEPARTMENT ORGANIZATIONAL CHART 3/28/17



Changes Reflected in the FY18 Budget

FY18 Note:
One Court Clerk I/II position is unfunded for FY18

Financial Services

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

The Financial Services Department provides the following key services:

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

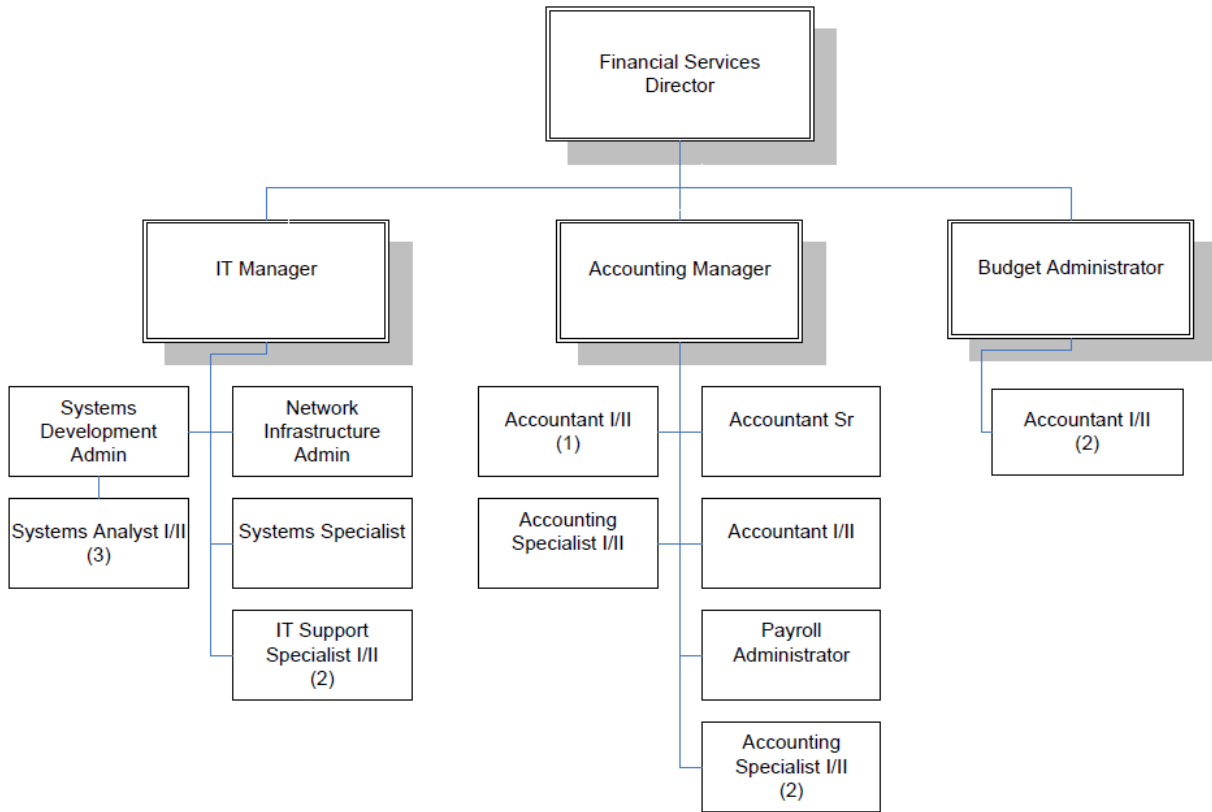
Accounting: Process, measure, and report on the City's financial transactions while maintaining quality internal controls over the City's financial assets and systems; provides services relating to payroll, accounts receivable and payable, general ledger maintenance, debt and investment management, fixed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

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

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

DEPARTMENT ORGANIZATIONAL CHART

3/28/17



Changes Reflected in the FY18 Budget

FY18 Note:

One of the three Systems Analyst I/II positions will be re-classed to Sr. Systems Analyst

Police Department



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

Office of the Chief: The Office of the Chief consists of the Chief of Police, the Project Development Sergeant and an Administrative Assistant. This office is responsible for the following:

- Oversee the overall operations of the police department
- Maintain professional employee conduct by performing quality internal affairs investigations
- Provide fiscal stability and integrity
- Provide an effective response to all emergency, disaster, and terrorism events
- Maintain, manage, and coordinate the overall operation and function of the police facility
- Maintain the well-being and development of employees
- Deliver sound and consistent management practices
- Coordinate department teams responsible for developing innovated ideas to enhance internal and external customer service
- Establish a leadership role for building a strong community partnership
- Provide for the Emergency Management function within the Department
- Maintain the well-being and development of employees and delivers sound and consistent management practices
- Research and develop department General Orders that ensure service delivery that complies with the highest ethical and legal standards
- Coordinate with the City to provide the department's appropriate statistical data concerning all police services for the annual report

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

- Receive and dispatch emergency and non-emergency police, fire and medical calls for service
- Perform all radio and telecommunications dispatch functions for police and fire departments

- Maintain all official department records with an organized filing, microfilming and imaging systems
- Correlate and perform data entry of all police reports, citations and investigations
- Provides official record copies to courts, prosecutors, law enforcement agencies and citizens as necessary
- Provide technical support for the department's computer systems, process Department statistics, compile and audit Uniform Crime Reports (UCR)
- Process a variety of work permits and business license applications including but not limited to alcoholic beverage and gaming
- Perform data entry of all arrest warrants into the Sparks Police Records Management System (RMS), NCIC, and NCJIS
- Provide Terminal Agency Coordinator function to validate all department warrants, missing/unidentified person records and stolen articles listed in National Crime Information Center (NCIC) and Nevada Criminal Justice Information Services (NCJIS)
- Provide police assistant function to facilitate citizen reports and referrals
- Provide Information Technology support for all computer systems within the Department including but not limited to servers, mobile data computers, personal computers, Computer Aided Dispatch and Records management Systems

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

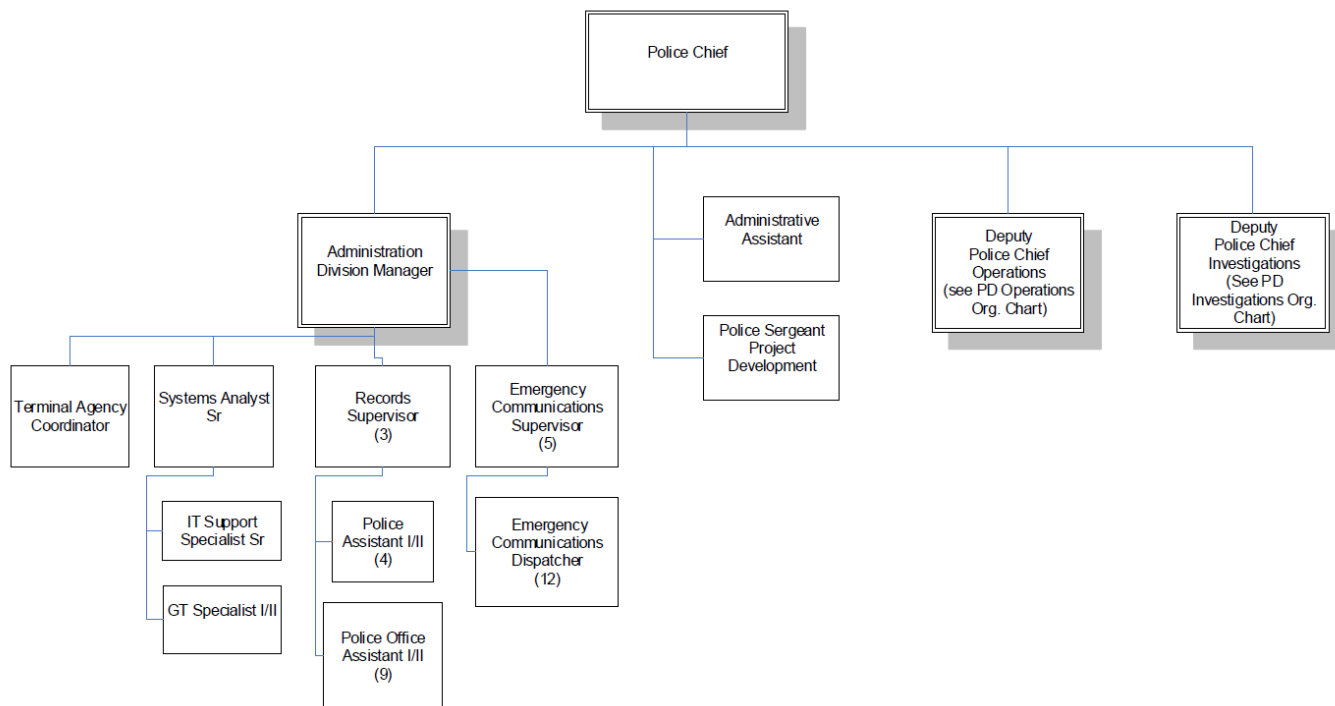
- Deliver uniformed police response to emergency and non-emergency calls for service
- Perform service delivery through a Community Policing Philosophy and pro-active problem solving strategies including the ComStat model
- Provide specialized support activities to the department and community through special units such as SWAT, Regional Gang Unit, Consolidated Bomb Squad, K-9 Unit and Mounted Unit
- Coordinate and perform risk assessment of all special events in the City
- Provide safe streets and highways through enforcement of traffic laws and investigation of traffic accidents
- Coordinate mandatory and specialized annual police officer in-service training courses that meet the Nevada Commission on Peace Officers Standards and Training requirements
- Assists Human Resources in the physical abilities phase of the police officer testing process
- Conducts thorough police applicant background investigations in a timely manner
- Continues partnership with regional law enforcement agencies in coordinating and training newly hired officers in the Northern Nevada Law Enforcement Academy
- Conducts Community Outreach efforts including Neighborhood Watch, School Programs, Citizen's Academy, Media Liaison and Social Media
- Coordinates Citizen 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 is responsible for the following tasks:

- Conduct criminal investigations, prepare cases for prosecution, and prepare weekly crime analysis reports
- Conduct investigations for outside agencies as requested
- Conducts internal investigations bases on complaints originating internally or externally
- Conduct police applicant and licensing background investigations
- Supervises the Regional Crime Suppression Unit (RCSU)
- Supervises the Regional Repeat Offender Program (ROP) to minimize the effects of career criminals
- Participate in the Drug Enforcement Administration (DEA) Task Force
- Participate in the Interdiction task Force through the HIDTA Initiative
- Participate in the Fugitive Investigative Strike Team through the HIDTA Initiative
- Participate in the Regional Street Enforcement Team (SET) enforcing street level drug crimes, vice, and juvenile alcohol crimes
- Supervises the Regional Sex Offender Notification Unit (RSONU)
- Provide appropriate supervisory levels that are consistent with commonly accepted span of control in unity of command standards
- Oversee and manage the Property and Evidence Unit
- Deputy Chief Manages Overall Department Budget
- Oversees Facility Maintenance and CIP projects for the Police Department

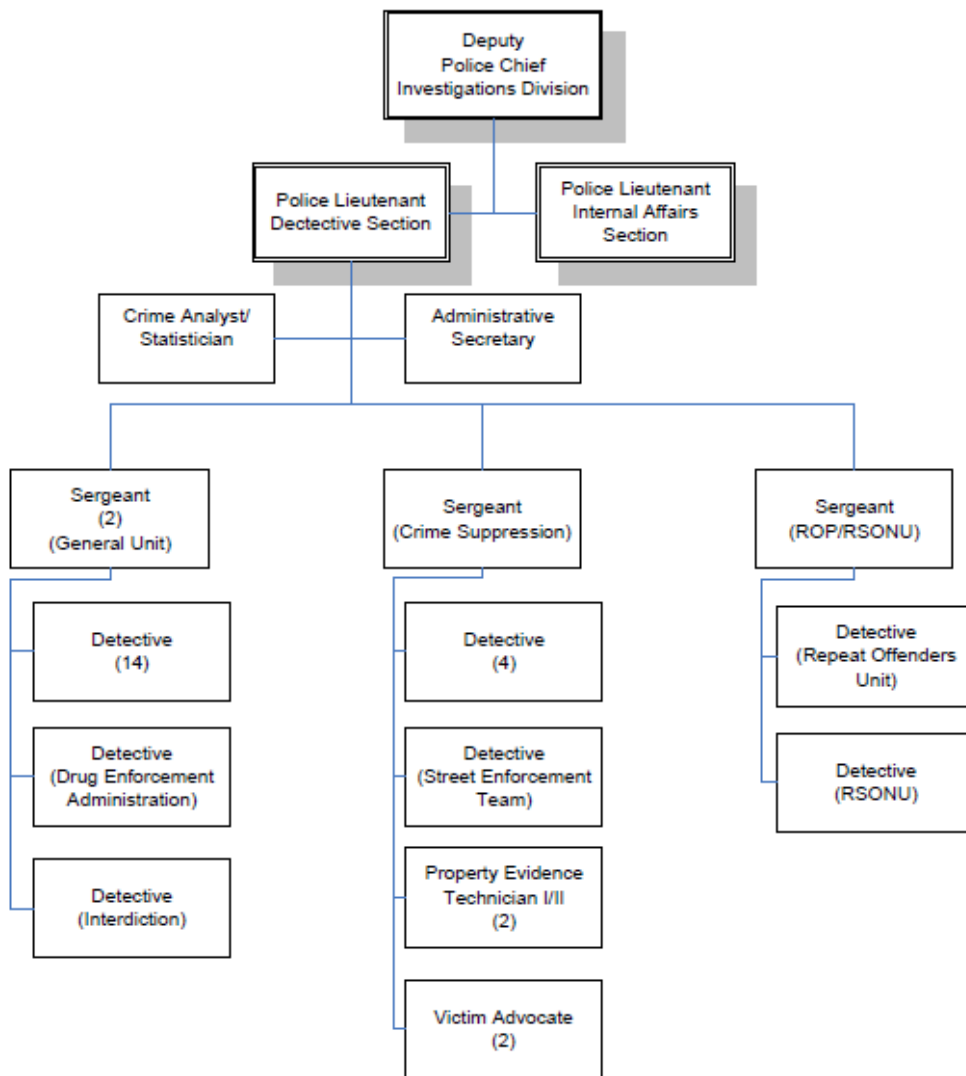
DEPARTMENT ORGANIZATIONAL CHART

3/28/17



DEPARTMENT ORGANIZATIONAL CHART

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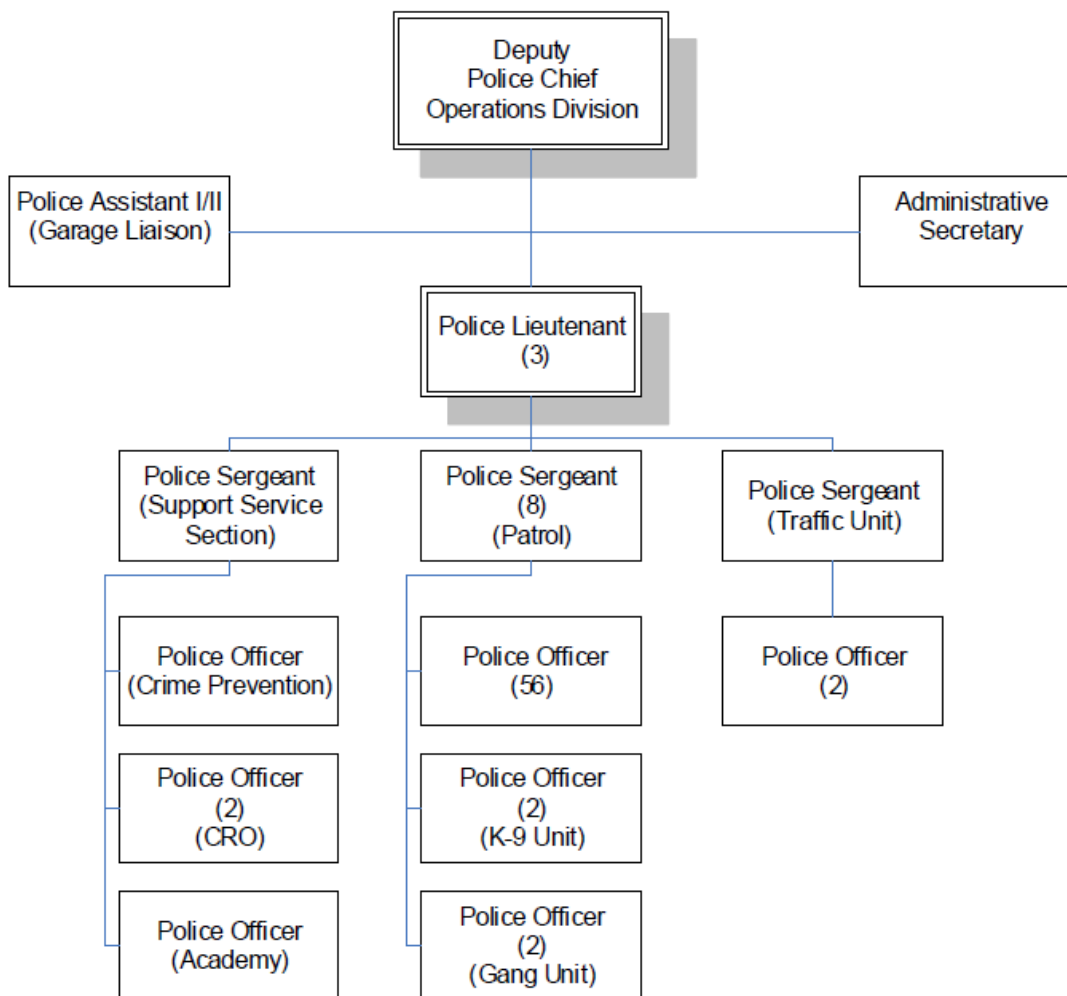


Changes Reflected in the FY18 Budget

FY18 Note:

One of the two Property evidence Technician I/II positions will be re-classified to Property Evidence Technician Supervisor

DEPARTMENT ORGANIZATIONAL CHART
3/28/17



Changes Reflected in the FY18 Budget

FY18 Note:

Police Sergeant (Traffic Unit) position will be re-classed to Lieutenant.

Fire Department



The mission of the Fire Department is to provide the highest level of fire prevention, fire suppression, rescue, emergency medical care, and related services to the citizens, businesses, and visitors to the City of Sparks. The department does this through continuous improvement, professional development, and dedication to the community. The Fire Department is made up of four divisions: Administration, Prevention, Operations, and Training/Safety.

Fire Administration: The goal of the Administration Division is to plan, administer, and coordinate the resources necessary to ensure the cost effective and efficient delivery of Fire Department services, through the following:

- Maintaining a professional workforce and a quality work environment
- Developing and implementing budget management procedures
- Establishing, coordinating, and assigning employees to work-related committees and teams
- Developing department operating procedures
- Analyzing and anticipating risks in the City and developing service delivery models to address these risks
- Procuring operating supplies, equipment, and apparatus
- Collecting and analyzing fire department data
- Maintaining the department's records and record management system

Fire Prevention Bureau: The goal of the Prevention Bureau is to save lives and protect property through fire safety education, inspections, investigations, and engineering efforts. To do this, the Bureau focuses on the following activities:

- Conducting fire and life safety inspections of new and existing businesses
- Providing public fire safety education programs
- Investigating the causes and origins of fires
- Providing fire prevention engineering

Fire Operations

The goal of the Operations Division is to provide 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 and regional jurisdictions. In addition to emergency responses, the Operations Division is also involved in a number of other non-emergency support functions.

Emergency Services

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

Non-Emergency Support Services

- Personnel management and development
- Equipment testing and maintenance
- Maps and pre-incident planning
- Project management

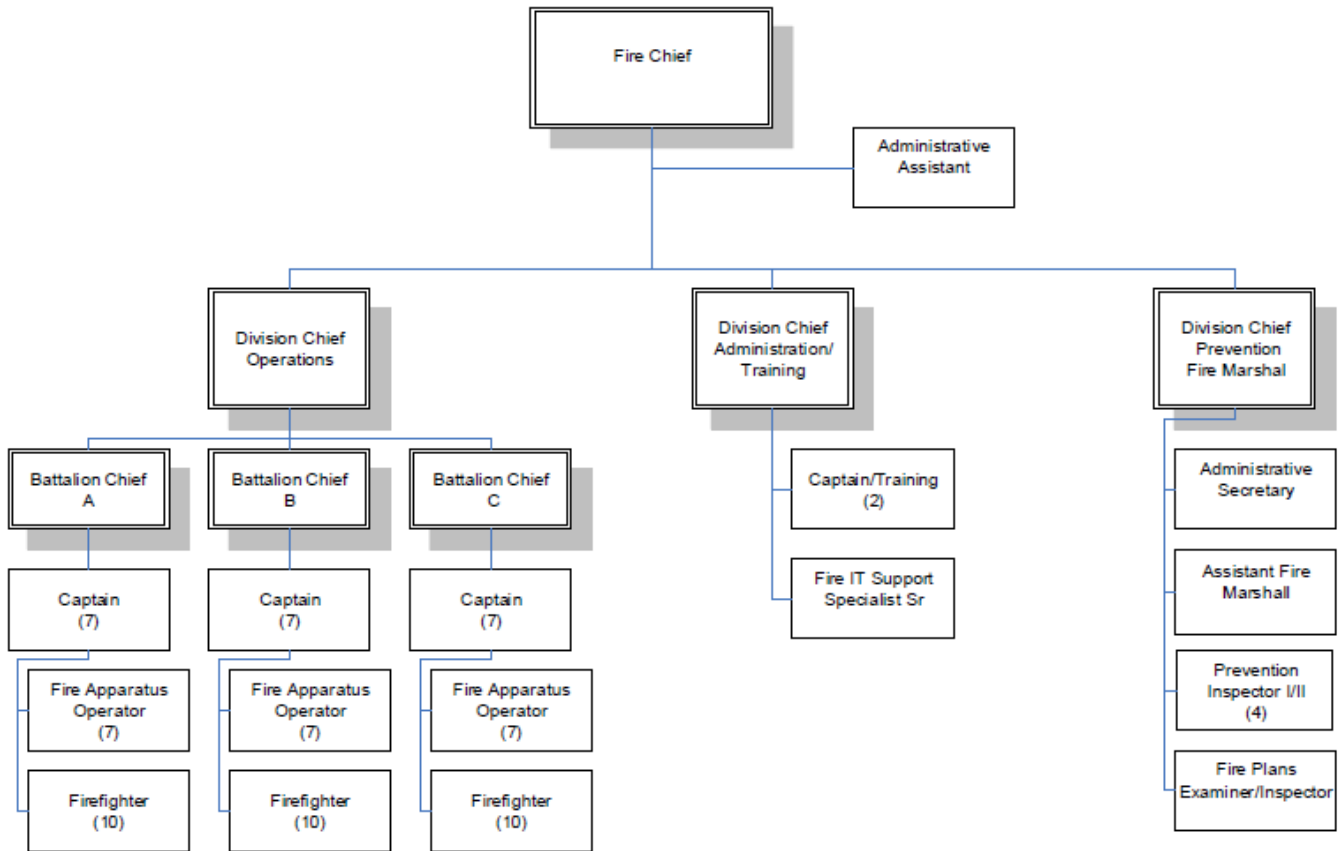
Fire Training and Safety

The goal of the Training Division is to plan, coordinate, and deliver 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
- Ensuring compliance with applicable standards and laws
- Ensuring the safety of personnel operating at emergency incidents

DEPARTMENT ORGANIZATIONAL CHART

3/28/17



Community Services



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

Administration

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

Building & Safety Division

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

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

Capital Projects Division

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

Maintenance & Operations Services Division

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

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

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

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

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

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

Planning & Community Enhancement Division

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

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

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

Truckee Meadows Water Reclamation Facility

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

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

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

Plant Maintenance - Perform routine preventative maintenance and facility predictive maintenance program; evaluates facility and process equipment, buildings and grounds for serviceability and state of repair; repair, overhaul and install plant equipment

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

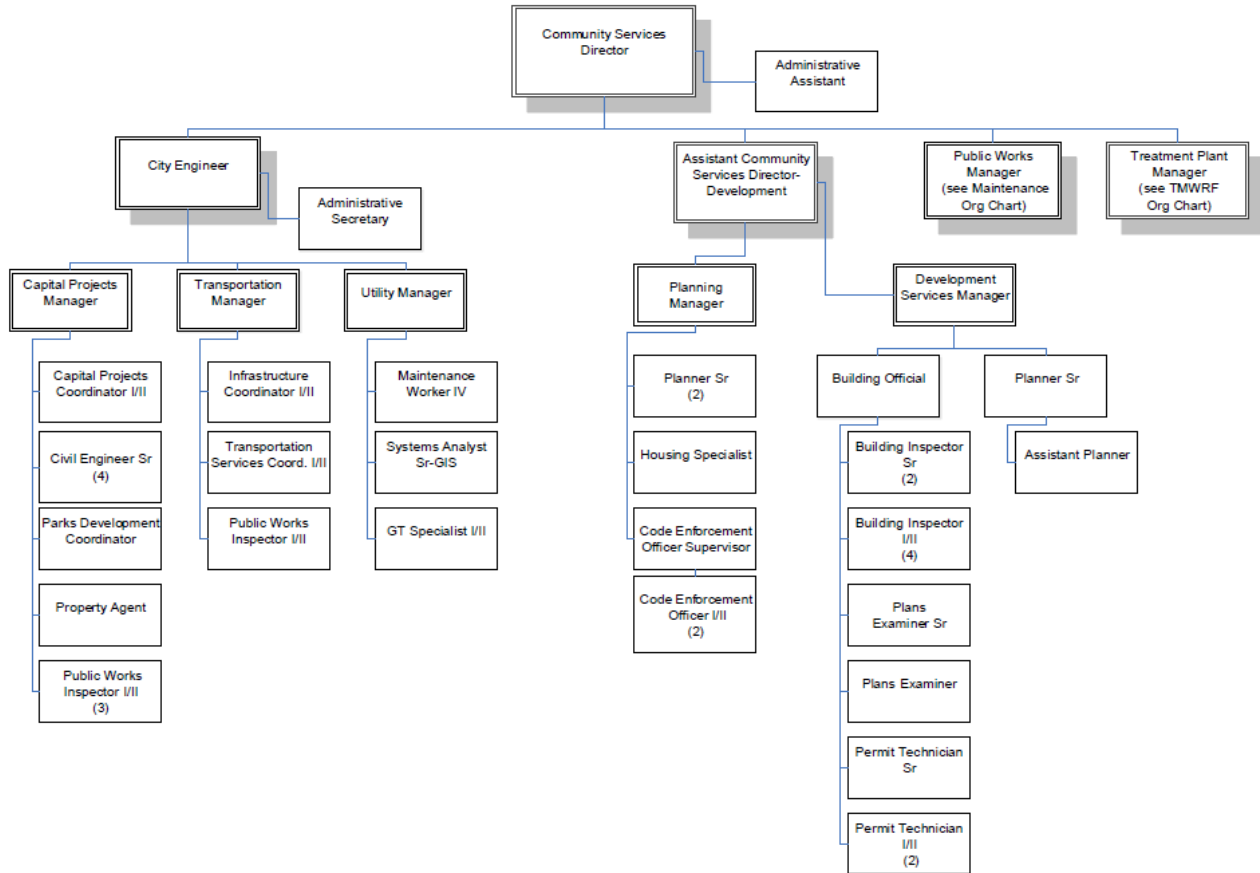
Environmental Control - Inspect and monitor the Sparks industrial commercial community to maintain compliance with federal, state and local pre-treatment and storm water programs, including hazardous spill response

Utility Engineering and Support Services Division

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

DEPARTMENT ORGANIZATIONAL CHART (Administration)

3/28/17



Changes Reflected in the FY18 Budget

FY18 New Needs

- Permit Technician Supervisor
- Deputy Building Official

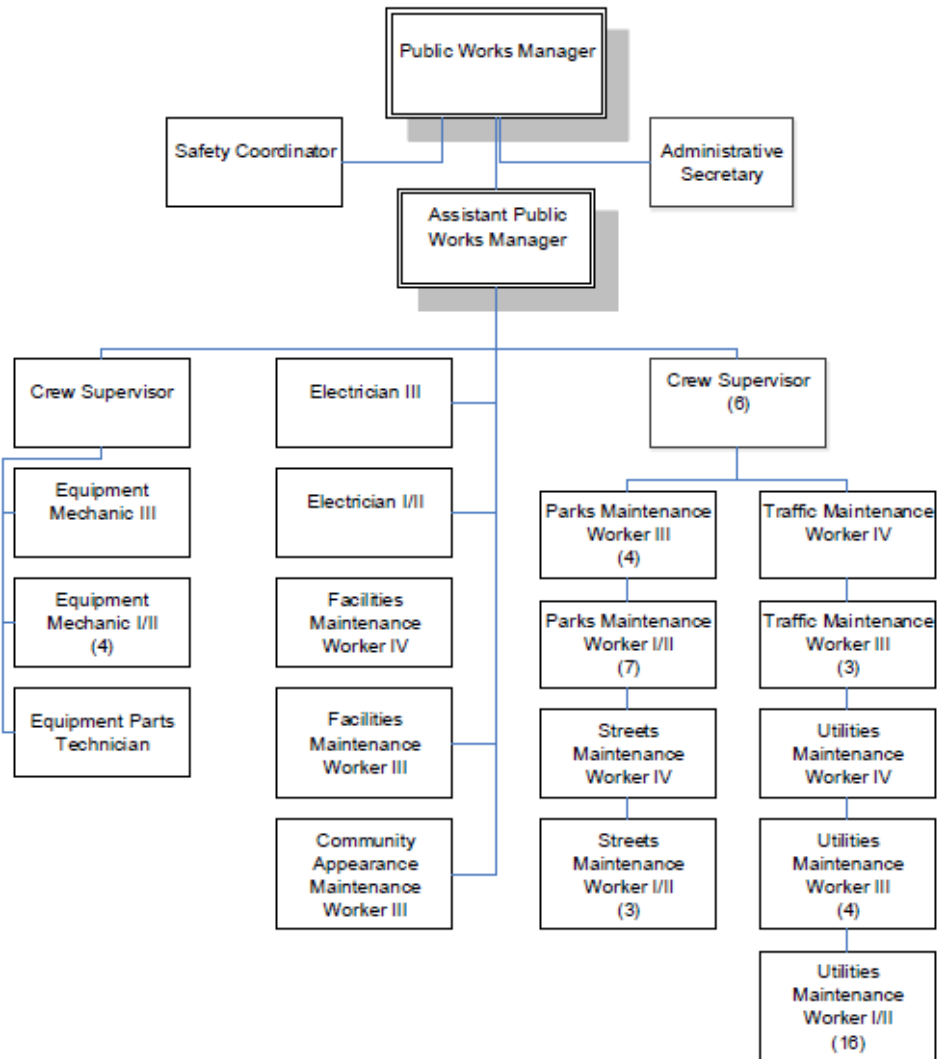
One Planner Sr. position in org chart above is unfunded in FY18 Budget

Property Agent position has been eliminated effective FY18



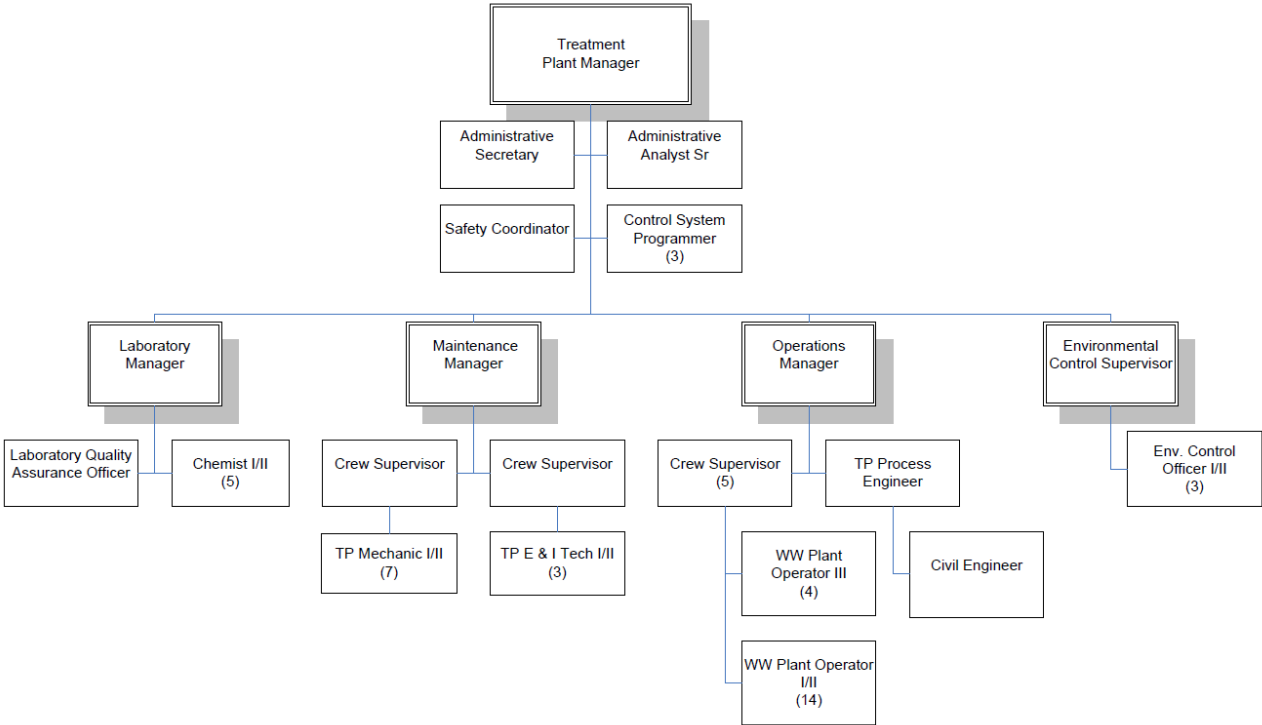
DEPARTMENT ORGANIZATIONAL CHART (Maintenance)

3/28/17



DEPARTMENT ORGANIZATIONAL CHART (TMWRF)

3/28/17



Changes reflected in the FY18 Budget

FY18 New Needs

- Inventory Control Specialist
- Treatment plant Mechanic (3)
- Treatment Plant E&I Tech



Parks & Recreation

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

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

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

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

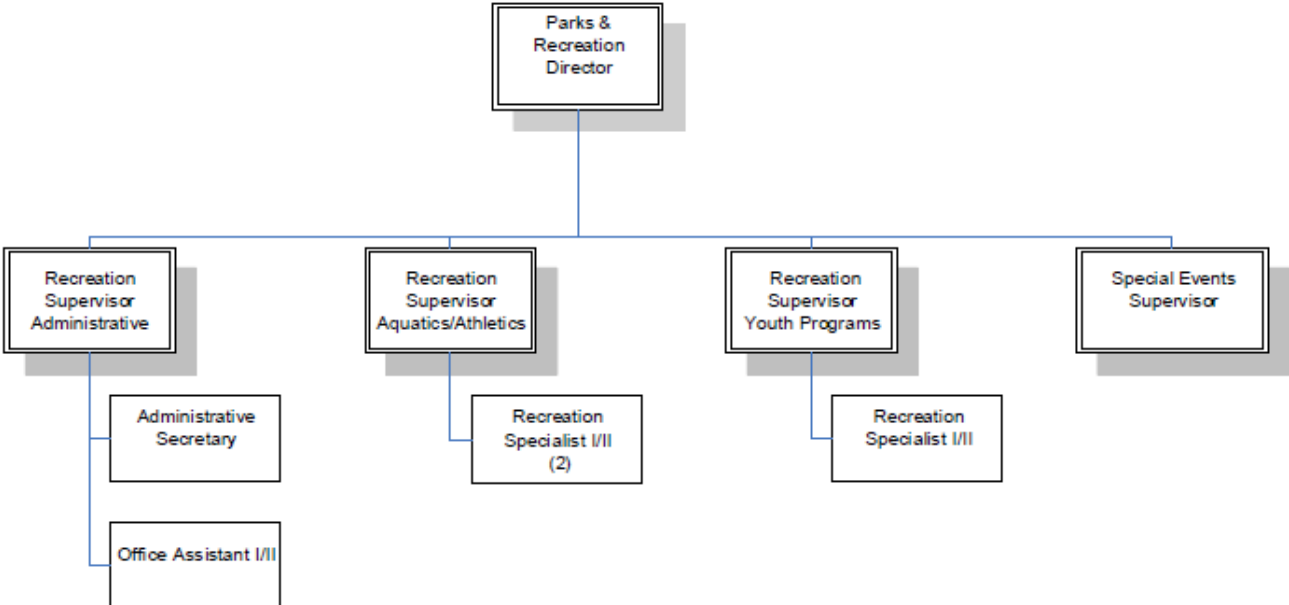
Facility Management: Operate recreational facilities (daily usage and rentals) including Alf Sorensen Community Center, Larry D. Johnson Community Center, Recreation Center, Sports Complex at Golden Eagle Regional Park, Shadow Mountain Sports Complex, Sparks Marina Park, Deer Park pool (seasonal), three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

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

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

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

DEPARTMENT ORGANIZATIONAL CHART
3/28/17



Appendix A: FY18-FY22 Capital Improvement Plan



CITY OF SPARKS

Five Year Capital Improvement Plan 2017/18 - 2021/22

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CITY OF SPARKS

Five Year Capital Improvement Plan 2017/18 - 2021/22

Proj. #	Project Description	Total Budget 2017-2018
ROAD FUND (1401): Transportation Systems Street Projects		
PAVEMENT MANAGEMENT PROGRAM		
Planned Capital Improvements		
18-0500	Street Improvements - Corrective & Rehab (see "2018 Rehab" map)	\$ 1,250,000
18-0501	Sidewalk Rehabilitation	\$ 100,000
18-0502	Alley, Parking Lot and Pathway - Rehab	\$ 200,000
Annual Recurring Capital Projects & Maintenance/Materials		
18-0503	Street & Alley Surfaces - Preventative (see "2018 Prev" map)	\$ 500,000
18-0590	Annual Pavement Management Program Support:	\$ 100,000
18-0591	Annual Street Surface Maintenance and Materials	\$ 276,497
TRAFFIC PROGRAM		
18-0690	Traffic Safety	\$ -
18-0691	Electrical System Upgrades	\$ -
18-0692	MUTCD Sign Compliance Requirements	\$ -
18-0693	Traffic Signs and Paint	\$ 124,877
TOTAL ROAD FUND PROJECTS		\$ 2,551,374
CAPITAL PROJECTS FUND (1404): City Facilities Projects		
CITY FACILITIES		
Planned Capital Improvements		
18-1000	City Hall Carpet Replacement Community Services Wing	\$ 55,000
18-1001	Police Dept. - Fire Alarm to Garage & 50 amp Service Upgrade	\$ 45,000
18-1002	Police Dept. - Basement Carpet Replacement	\$ 35,000
18-1003	Police Dept.- Evidence Building Bird Netting Project	\$ 10,000
18-1004	City Hall Legislative Bldg Restroom Renovation and ADA Upgrades	\$ 225,000
Annual Recurring Capital Projects & Maintenance/Materials		
080730	IT Sustainability Plan (City's Wildly Important Goal WIG) - HARDWARE	\$ 238,820
080731	IT Sustainability Plan (City's Wildly Important Goal WIG) - SOFTWARE	\$ 216,000
18-1090	Annual Citywide Facilities Improvements	\$ 100,000
18-1091	City Lighting Energy Retrofits	\$ 25,000
18-1092	Annual Maintenance Contract for Photovoltaic Systems	\$ 20,000
18-1093	City Facilities ADA Mitigation Improvements	\$ 25,000
18-1094	Annual City Wide Elevator Retrofit & Upgrades	\$ 285,000
18-1095	Annual Citywide Door Replacement Project	\$ 20,000
TOTAL CAPITAL PROJECTS-CITY FACILITIES		\$ 1,299,820

CITY OF SPARKS

Five Year Capital Improvement Plan 2017/18 - 2021/22

Proj. #	Project Description	Total Budget 2017-2018
CAPITAL FACILITIES FUND (1405): Capital Facilities Projects		
CAPITAL FACILITIES PROJECTS		
Planned Capital Improvements		
18-1500	Fire Station #1 - Apparatus Bay Door Replacement	\$ 90,000
18-1501	Museum Annex Roof Replacement Project	\$ 85,000
18-1502	Museum Exterior Paint	\$ 75,000
18-1503	Fire Station #1 - Paging System Upgrade	\$ 25,000
TOTAL CAPITAL FACILITIES PROJECTS		\$ 275,000
PARKS & RECREATION PROJECTS (1402): Capital Improvements		
PARKS & RECREATION PROJECTS		
Planned Capital Improvements		
18-1600	Larry D. Johnson Security Camera Project	\$ 35,000
Annual Recurring Capital Projects & Maintenance/Supplies		
18-1690	Bike Path Rehabilitation	\$ 100,000
18-1691	Annual Sports Court Rehabilitation Project	\$ 22,500
18-1692	Nursery Re-Stock	\$ 5,000
18-1693	Sports Fields Grass Turf Replacement	\$ 17,500
18-1694	Marina Park Landscape, Path Modifications, and Upgrades	\$ 25,000
18-1696	Annual Park Facilities Improvements	\$ 45,000
TOTAL PARKS AND RECREATION CAPITAL PROJECTS		\$ 250,000
GOLDEN EAGLE REGIONAL PARK PROJECTS		
Planned Capital Improvements		
18-1700	Little League Parking Lot	\$ 150,000
18-1701	GERP - Multiuse Field Concrete	\$ 45,000
18-1702	Synthetic Turf Replacement - Field 7, 8	\$ 1,556,450
Annual Recurring Capital Projects & Maintenance/Supplies		
18-1790	Annual GERP Site & Facilities Improvements	\$ 25,000
18-1791	Annual Turf Maintenance Contract	\$ 30,000
TOTAL GOLDEN EAGLE REGIONAL PARK PROJECTS		\$ 1,806,450
TOTAL PARKS AND RECREATION CAPITAL PROJECTS & GERP PROJECTS		\$ 2,056,450

CITY OF SPARKS

Five Year Capital Improvement Plan 2017/18 - 2021/22

Proj. #	Project Description	Total Budget 2017-2018
PARK CONSTRUCTION TAX DIST #1 (1406): Park District #1 Capital Projects		
PARK DISTRICT #1 PROJECTS		
18-1890	Annual Park District 1 Improvements	\$ 100,000
18-1891	Burgess Park Shelter Replacement	\$ 65,000
18-1892	Aimone Park Shelter Replacement	\$ 65,000
TOTAL PARK CONSTRUCTION TAX DIST #1 PROJECTS		\$ 230,000
PARK CONSTRUCTION TAX DIST #2 (1407): Park District #2 Capital Projects		
PARK DISTRICT #2 PROJECTS		
18-1990	Annual Park District #2 Improvements	\$ 225,000
TOTAL PARK CONSTRUCTION TAX DIST #2 PROJECTS		\$ 225,000
PARK CONSTRUCTION TAX DIST #3 (1408): Park District #3 Capital Projects		
PARK DISTRICT #3 PROJECTS		
Planned Capital Improvements		
18-2091	Truth Drive (Foothill #4)	\$ 500,000
Annual Recurring Capital Projects & Maintenance/Supplies		
18-2090	Annual Park District #3 Improvements	\$ 25,000
TOTAL PARK CONSTRUCTION TAX DIST #3 PROJECTS		\$ 525,000
VICTORIAN SQUARE ROOM TAX (1415): Victorian Square Room Tax Projects		
VICTORIAN SQUARE ROOM TAX PROJECTS		
Planned Capital Improvements		
18-2100	Victorian Square Infrastructure Improvement Project Phase 2	\$ 350,000
18-2101	Victorian Square Cinema Re-opening Contribution	\$1,000,000
Annual Recurring Capital Projects & Maintenance/Supplies		
18-2190	Victorian Square Development Contribution	\$ 50,000
TOTAL VICTORIAN SQUARE ROOM TAX PROJECTS		\$ 1,400,000
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) (1203): Capital Projects		
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECTS		
18-2290	Pedestrian and Street Improvements	\$ 420,000
TOTAL CDBG PROJECTS		\$ 420,000

CITY OF SPARKS

Five Year Capital Improvement Plan 2017/18 - 2021/22

Proj. #	Project Description	Total Budget 2017-2018
MUNICIPAL COURT ADMINISTRATIVE ASSESSMENT FUND (1208):		
MUNICIPAL COURT ADMIN ASSESSMENT PROJECTS		
Planned Capital Improvements		
18-2300	Employee Parking Lot Rehab	\$ 60,000
Annual Recurring Capital Projects & Maintenance/Supplies		
18-2390	Annual Municipal Court Facility Improvements	\$ 10,000
TOTAL MUNICIPAL COURT PROJECTS		\$ 70,000
STREET CUT FUND (1224):		
STREET CUT PROJECTS		
18-2490	Street Cut Repair Contract	\$ 250,000
TOTAL STREET CUT PROJECTS		\$ 250,000
SPARKS UTILITIES (1600's): Sanitary sewer, storm drain, and effluent projects		
SEWER PROJECTS		
EXPANSION / REHABILITATION OF SEWER INFRASTRUCTURE SYSTEMS		
18-6580	TMWRF Clarifier Basin Concrete and Steel Rehab	\$ 156,850
18-6581	TMWRF Nitrification Tower Rehab & Improvements	\$ 141,165
18-6582	TMWRF RSP Switch Gear in VFD Room 2400V & LVDC 1A	\$ 376,440
18-6583	TMWRF Top Deck Lighting Rehab	\$ 313,700
18-6584	TMWRF TWAS System Evaluation & Rehab	\$ 94,110
18-6585	TMWRF Heat Loop System Improvements	\$ 94,110
18-6586	TMWRF Digester Cover #2 Coating/Repair & Seals Digester 2 & 5	\$ 533,290
18-6587	TMWRF Activated Sludge Flow Improvements	\$ 1,010,114
18-6588	TMWRF Motor Control Centers Rehab	\$ 31,370
18-6589	TMWRF Aeration/Post-Air/Spent Backwash Tanks Rehab	\$ 15,685
18-6590	TMWRF Grit Removal System Evaluation	\$ 15,685
18-6591	TMWRF 120V Lighting Panels Evaluation	\$ 15,685
18-6592	TMWRF Plant Wide Water Systems 3 & 3 Piping Upgrade/Replacement	\$ 156,850
18-6593	TMWRF Gallery HVAC Evaluation & Rehab	\$ 31,370
18-6594	El Rancho Sanitary Sewer Reliever Project	\$ 1,477,810
18-6595	Annual Sewer System Rehab	\$ 400,000
18-6596	Annual Sewer System Street Improvement Coordination	\$ 200,000
SEWER OPERATIONAL EFFICIENCY PROJECTS		
18-6599	Annual Contingency for Emergencies	\$ 100,000
FUND 1630 & 1631 Subtotal		\$ 5,164,234

CITY OF SPARKS

Five Year Capital Improvement Plan 2017/18 - 2021/22

Proj. #	Project Description	Total Budget 2017-2018
STORM DRAIN PROJECTS		
EXPANSION / REHABILITATION OF STORM DRAINS INFRASTRUCTURE SYSTEMS		
18-6601	Horseman's Park Drainage Improvements	\$ 400,000
18-6602	East Prater Way Storm Drain Project - Design	\$ 200,000
18-6690	Annual Storm Drain Street Improvement Coordination	\$ 350,000
18-6691	Annual Storm Drain System Dam, Ditch, Flood & Drainage Structures	\$ 200,000
18-6692	* Annual Curb, Gutter, and Sidewalk Projects	\$ 500,000
STORM DRAINS OPERATIONAL EFFICIENCY PROJECTS		
18-6693	FEMA CRS/CAV	\$ 50,000
18-6695	Storm Drain Outreach Maintenance Program	\$ 15,000
18-6696	Annual Contingency for Emergencies	\$ 100,000
FUND 1640 & 1641 Subtotal		\$ 1,815,000
EFFLUENT REUSE PROJECTS		
EFFLUENT REUSE OPERATIONAL EFFICIENCY PROJECTS		
18-6790	Regional Effluent Planning and Demonstration Projects	\$ 75,000
18-6791	Effluent Metered Site Upgrades	\$ 25,000
18-6792	Annual Contingency for Emergencies	\$ 50,000
FUND 1650 & 1651 Subtotal		\$ 150,000
TOTAL SEWER IMPROVEMENT FUNDS		\$ 7,129,234
RIVER FLOOD PROJECTS		
TOTAL RIVER FLOOD PROJECTS		\$ -
TOTAL SEWER IMPROVEMENT FUNDS & RIVERFLOOD PROJECTS		\$ 7,129,234
MOTOR VEHICLE FUND (1702):		
CITY VEHICLE AND EQUIPMENT REPLACEMENTS		
18-7500	Vehicle & Equipment Replacement Plan - current year	\$ 1,246,637
18-7501	Maintenance Garage Welding Room Electrical Upgrades	\$ 85,000
100902	Fire Apparatus Replacement Plan - 1702	\$ 613,541
100903	Fire Capital Equipment Replacement Plan - 1702	\$ 140,766
TOTAL MOTOR VEHICLE RELATED PROJECTS		\$ 2,085,944

City of Sparks

Five Year Capital Improvement Plan 2017/18 - 2021/22

Project #	Project Description	FY18	FY19	FY20	FY21	FY22
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ROAD FUND (1401): Transportation Systems, Road Improvements & related road maintenance projects

Capital Resources						
Funding Available from Prior Year	881,421	447,481	263,503	432,296	316,631	
Fuel Tax Revenues	2,512,464	2,562,713	2,613,968	2,666,247	2,719,572	
TMWA MUA Revenue	695,250	709,155	723,338	737,805	752,561	
Electric and Gas Franchise Fees	914,313	932,599	951,251	970,276	989,682	
Miscellaneous. Revenue/Expenses	10,000	25,000	25,000	25,000	25,000	
Less Road Maintenance Personnel	(2,014,593)	(2,075,031)	(2,137,282)	(2,201,400)	(2,267,442)	
Total Available For Road Projects	2,998,855	2,601,918	2,439,778	2,630,224	2,536,004	

PAVEMENT MANAGEMENT PROGRAM						
Planned Capital Improvements						
Street Improvement - Corrective / Rehabilitation						
18-0500	Street Improvements - Corrective & Rehab (see "2018 Rehab" map)	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
18-0501	Sidewalk Rehabilitation	100,000	100,000	100,000	100,000	100,000
18-0502	Alley, Parking Lot and Pathway - Rehab	200,000	200,000	200,000	200,000	200,000
Annual Recurring Capital Projects and Maintenance / Materials						
18-0503	Street & Alley Surfaces - Preventative (see "2018 Prev" map)	500,000	300,000	250,000	250,000	250,000
18-0590	Annual Pavement Management Program Support: Design/Geotechnical Support	100,000	75,000	75,000	75,000	75,000
	RTC- 2011-12 / 2015-16 Fuel TAX Supported Roadway Projects and NDOT Enhancement Supported Projects					
	Real Property / Right of Way Services					
18-0591	Annual Street Surface Maintenance and Materials for: Crack Seal and Road Surfacing	276,497	284,792	293,336	302,136	311,200
	Sub-total	2,426,497	2,209,792	1,875,000	2,177,136	2,186,200

TRAFFIC PROGRAM						
Planned Capital Improvements						
Annual Recurring Capital Projects and Maintenance/Supplies						
18-0693	Traffic Signs and Paint	124,877	128,623	132,482	136,456	140,550
	Line Laser for Traffic Paint and Signs					
	Traffic Paint Materials					
	Street Signs					
	Traffic Safety	0	0	0	0	0
	Safe Route To School Plan Updates					
	Citywide Signal Coordination/Capacity Improvements					
	Traffic Calming Enhancements					
	Electrical System Upgrades	0	0	0	0	0
	Traffic Signal Detection Upgrades					
	Traffic Signal Conflict Monitor Replacement Projects					
	Traffic Computer Maintenance and Upgrades					
	Traffic Signal LED Replacement Program					
	Contracting Services - Street Sign & Traffic Signal Electrical					
	MUTCD Sign Compliance Requirements Program	0	0	0	0	0
	Sub-total	124,877	128,623	132,482	136,456	140,550

TOTAL ROAD FUND PROJECTS	2,551,374	2,338,415	2,007,482	2,313,592	2,326,750	
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City of Sparks

Five Year Capital Improvement Plan 2017/18 - 2021/22

Project #	Project Description	FY18	FY19	FY20	FY21	FY22
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CAPITAL PROJECTS FUND (1404): Acquisition and construction of fixed assets and rehabilitation of capital facilities.

<i>Capital Resources</i>						
Funding Available from Prior Year	512,203	137,703	206,203	548,203	923,188	
General Fund Transfer for Public Works Projects	462,000	1,650,000	1,699,500	1,750,485	1,803,000	
Unspent Bond Proceeds Dedicated to Debt Service	0	0	0	0	0	
Miscellaneous Revenue/Expenses	8,500	8,500	8,500	8,500	8,500	
Total Available For Capital Projects	982,703	1,796,203	1,914,203	2,307,188	2,734,687	

CITY FACILITIES

<i>Planned Capital Improvements</i>						
18-1000	City Hall Carpet Replacement Community Services Wing	55,000				
18-1001	Police Dept. - Fire Alarm to Garage & 50 amp Service Upgrade	45,000				
18-1002	Police Dept. - Basement Carpet Replacement	35,000				
18-1003	Police Dept.- Evidence Building Bird Netting Project	10,000				
18-1004	City Hall Legislative Bldg Restroom Renovation and ADA Upgrades	225,000				
	Police Dept. - HVAC System Boiler/Chiller Replacement Project		915,000			
	City Hall Legislative Bldg Dais Bullet Resistant Upgrades		175,000			
	City Hall Legislative Bldg Chair Replacement		150,000			
	City Hall Carpet Replacement IT/Finance Wing		60,000			
	Alf Sorensen Boiler Replacement Project			600,000		
	City Hall Exterior Paint, Trim, and Skylight Upgrades			250,000		
	Maintenance Yard Building Exterior Painting Project			150,000		
	Fire Station #1 - 3rd Floor Carpet Replacement			40,000		
	Police Dept.- Basement Painting Project			17,000		
	Fire Station #4 - Carpet Replacement			25,000		
	Police Dept.- Dispatch Expansion Project				300,000	
	Police Dept.- Records Area Remodel				100,000	
	Maintenance Garage Electrical Upgrade Project				300,000	
	Maintenance Yard West Vehicle Storage Building Enclosure				400,000	
	Maintenance Admin - Window Replacement					40,000
	Police Dept.- Parking Lot Paving Project Unimproved Area					250,000
	Sub-total	370,000	1,300,000	1,082,000	1,100,000	290,000

Annual Recurring Capital Projects and Maintenance/Supplies

18-1090	Annual Citywide Facility Improvements	100,000	100,000	100,000	100,000	100,000
18-1091	City Lighting Energy Retrofits	25,000	25,000	25,000	25,000	25,000
18-1092	Annual Maintenance Contract for Photovoltaic Systems	20,000	20,000	14,000	14,000	14,000
18-1093	City Facilities ADA Mitigation Improvements	25,000	25,000	25,000	25,000	25,000
18-1094	Annual City Wide Elevator Retrofit & Upgrades	285,000	100,000	100,000	100,000	100,000
18-1095	Annual Citywide Door Replacement Project	20,000	20,000	20,000	20,000	20,000
	Sub-total	475,000	290,000	284,000	284,000	284,000

TOTAL CAPITAL PROJECTS	845,000	1,590,000	1,366,000	1,384,000	574,000	
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City of Sparks

Five Year Capital Improvement Plan 2017/18 - 2021/22

Project #	Project Description	FY18	FY19	FY20	FY21	FY22
Capital Resources - IT Sustainability Plan #1 - Hardware						
	Funding Available from Prior Year	98,041	151,329	45,349	90,847	1
	General Fund transfer	292,108	650,661	272,238	363,384	52,865
	Total Available For Capital Projects	390,149	801,990	317,587	454,231	52,866

Annual Recurring Capital Projects and Maintenance/Supplies						
080730	IT Sustainability Plan (City's Wildly Important Goal WIG) - HARDWARE	238,820	756,641	226,740	454,230	52,865
	Sub-total	238,820	756,641	226,740	454,230	52,865

TOTAL CAPITAL PROJECTS - IT Sustainability Plan #1	238,820	756,641	226,740	454,230	52,865
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Capital Resources - IT Sustainability Plan #2 - Software						
	Funding Available from Prior Year	216,458	458	96,458	53,458	41,458
	General Fund transfer	0	805,000	437,000	253,000	164,000
	Total Available For Capital Projects	216,458	805,458	533,458	306,458	205,458

Annual Recurring Capital Projects and Maintenance/Supplies						
080731	IT Sustainability Plan (City's Wildly Important Goal WIG) - SOFTWARE	216,000	709,000	480,000	265,000	205,000
	Sub-total	216,000	709,000	480,000	265,000	205,000

TOTAL CAPITAL PROJECTS - IT Sustainability Plan #2	216,000	709,000	480,000	265,000	205,000
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TOTAL CAPITAL PROJECTS FUND 1404	1,299,820	3,055,641	2,072,740	2,103,230	831,865
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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	74,451	3,199	90,913	63,206	139,626
	Ad Valorem Taxes designated for Capital Projects per NRS 354.59815 & 354.598155	198,283	202,249	206,294	210,420	214,628
	Miscellaneous Revenue/Expenses	5,465	5,465	1,000	1,000	1,000
	Total Available For Capital Projects	278,199	210,913	298,206	274,626	355,254

CAPITAL FACILITIES PROJECTS

Planned Capital Improvements

18-1500	Fire Station #1 - Apparatus Bay Door Replacement	90,000				
18-1501	Museum Annex Roof Replacement Project	85,000				
18-1502	Museum Exterior Paint	75,000				
18-1503	Fire Station #1 - Paging System Upgrade	25,000				
	Fire Station #4 - Paging System Upgrade		20,000			
	Citywide Re-Keying/Security Improvements		100,000	100,000		
	Fire Station #2 - Dorm Room Remodel and Carpet Replacement			110,000		
	Fire Station #5 - Apparatus Bay Door Replacement			25,000		
	Fire Station #2 - Restroom Remodel				70,000	
	Maintenance Yard Bull Pen Ventilation Improvement Project				50,000	
	Fire Station #3 - Remodel Shower Stalls				15,000	
	Fire Station #1 - Ceiling Fans for Apparatus Bays					55,000
	Sub-total	275,000	120,000	235,000	135,000	55,000

TOTAL CAPITAL PROJECTS - CAPITAL FACILITIES	275,000	120,000	235,000	135,000	55,000
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City of Sparks

Five Year Capital Improvement Plan 2017/18 - 2021/22

Project #	Project Description	FY18	FY19	FY20	FY21	FY22
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PARKS & RECREATION PROJECTS (1402): Park Improvement Projects, including Sparks Marina.

Capital Resources

Funding Available from Prior Year	(173,865)	65,317	(310,023)	(264,905)	(474,354)
Electric and Gas Franchise Fees	914,314	932,600	951,252	970,277	989,683
Miscellaneous Revenue/Expenses	5,500	5,610	5,722	5,837	5,953
Less Park and Recreation Personnel	(430,632)	(443,550)	(456,857)	(470,563)	(484,680)
Total Available For Capital Projects	315,317	559,977	190,095	240,646	36,603

PARKS & RECREATION PROJECTS

Planned Capital Improvements

18-1600	Larry D. Johnson Security Camera Project	35,000				
	Marina Wall Rehab - South		165,000			
	Train Depot Refurbishment		100,000			
	Alf Sorensen Lobby/Pre-School/Shower HVAC Modifications		390,000			
	Marina Wall Rehab - North			100,000		
	Richards Way Gym Floor Repair/Replacement			60,000		
	Recreation Gym - Heater Replacement			80,000		
	Marina - All Abilities Playground				350,000	
	Marina Amphitheater Project				150,000	
	Burgess Park Restroom					350,000
	Rock Park Additional Parking					300,000
	Recreation Gym Interior Paint					25,000
	Shadow Mountain Barn Replacement Project					95,000
	Sub-total	35,000	655,000	240,000	500,000	770,000

Annual Recurring Capital Projects and Maintenance/Supplies

18-1690	Bike Path Rehabilitation	100,000	100,000	100,000	100,000	100,000
18-1691	Annual Sports Court Rehabilitation Project	22,500	22,500	22,500	22,500	22,500
18-1692	Nursery Re-Stock	5,000	5,000	5,000	5,000	5,000
18-1693	Sports Fields Grass Turf Replacement	17,500	17,500	17,500	17,500	17,500
18-1694	Marina Park Landscape, Path Modifications, and Upgrades	25,000	25,000	25,000	25,000	25,000
18-1695	Annual Park Facilities Improvements	45,000	45,000	45,000	45,000	45,000
	Sub-total	215,000	215,000	215,000	215,000	215,000

TOTAL CAPITAL PROJECTS PARKS AND RECREATIC	250,000	870,000	455,000	715,000	985,000
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Golden Eagle Regional Park

Funding Available from Prior Year	990,267	339,054	(729,259)	(1,027,978)	(1,636,715)
Electric and Gas Franchise Fees	914,314	932,600	951,252	970,277	989,683
GERP Facility Rentals, Sponsorship, Advertising, and Lighting Revenue	108,000	108,000	108,000	108,000	108,000
GERP Concession Franchise Fee & Park Fees	149,996	149,996	149,996	149,996	149,996
Miscellaneous Revenue	7,500	505	505	505	505
Less Golden Eagle Regional Park Operations	(24,573)	(25,311)	(26,070)	(26,852)	(27,658)
Total Available For Capital Projects	2,145,504	1,504,844	454,425	173,948	(416,189)

GOLDEN EAGLE REGIONAL PARK PROJECTS

Planned Capital Improvements

18-1700	Little League Parking Lot	150,000				
18-1701	GERP - Multiuse Field Concrete	45,000				
18-1702	Synthetic Turf Replacement - Field 7, 8	1,556,450				
	Synthetic Turf Replacement - Field 9, 11, 12, 15		2,179,103			
	Synthetic Turf Replacement - Field 10, 13, 14			1,427,403		
	Synthetic Turf Replacement - Field 1, 4, 5, 6				1,755,663	
	Synthetic Turf Replacement - Field 2, 3					503,358

City of Sparks

Five Year Capital Improvement Plan 2017/18 - 2021/22

Project #	Project Description	FY18	FY19	FY20	FY21	FY22
Annual Recurring Capital Projects and Maintenance/Supplies						
18-1790	Annual GERP Site & Facilities Improvements	25,000	25,000	25,000	25,000	25,000
18-1791	Annual Turf Maintenance Contract	30,000	30,000	30,000	30,000	30,000
Sub-total		1,806,450	2,234,103	1,482,403	1,810,663	558,358

TOTAL CAPITAL PROJECTS - GERP	1,806,450	2,234,103	1,482,403	1,810,663	558,358
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TOTAL PARKS AND REC PROJECTS FUND 1402	2,056,450	3,104,103	1,937,403	2,525,663	1,543,358
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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	583,474	655,204	681,969	682,969	683,969	
Budgeted Residential Park Construction Tax	300,000	75,000	50,000	50,000	50,000	
Miscellaneous Revenue/Expenses	1,730	1,765	1,000	1,000	1,000	
Total Available For Neighborhood Parks	885,204	731,969	732,969	733,969	734,969	

PARK DISTRICT #1 PROJECTS						
Park District #1 Park Improvement Projects						
18-1890	Annual Park District 1 Improvements	100,000	50,000	50,000	50,000	50,000
18-1891	Burgess Park Shelter Replacement	65,000				
18-1892	Aimone Park Shelter Replacement	65,000				
Sub-total		230,000	50,000	50,000	50,000	50,000

TOTAL CAPITAL PROJECTS - PARK DISTRICT #1	230,000	50,000	50,000	50,000	50,000
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PARK CONSTRUCTION TAX DIST #2 (1407): Construction of new park facilities located in Park District #2.

Capital Resources						
Funding Available from Prior Year	542,745	475,745	408,905	338,750	268,595	
Budgeted Residential Park Construction Tax	150,000	150,000	150,000	150,000	150,000	
Miscellaneous Revenue/Expenses	8,000	8,160	4,845	4,845	4,845	
Total Available For Neighborhood Parks	700,745	633,905	563,750	493,595	423,440	

PARK DISTRICT #2 PROJECTS						
Park District #2 Park Improvement Projects						
18-1990	Annual Park District 2 Improvements	225,000	225,000	225,000	225,000	225,000
Sub-total		225,000	225,000	225,000	225,000	225,000

TOTAL CAPITAL PROJECTS - PARK DISTRICT #2	225,000	225,000	225,000	225,000	225,000
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PARK CONSTRUCTION TAX DIST #3 (1408): Construction of new park facilities located in Park District #3.

Capital Resources						
Funding Available from Prior Year	1,124,923	914,923	840,223	930,223	1,020,223	
Budgeted Residential Park Construction Tax	300,000	300,000	300,000	300,000	300,000	
Miscellaneous Revenue/Expenses	15,000	15,300	15,000	15,000	15,000	
Total Available For Neighborhood Parks	1,439,923	1,230,223	1,155,223	1,245,223	1,335,223	

City of Sparks

Five Year Capital Improvement Plan 2017/18 - 2021/22

Project #	Project Description	FY18	FY19	FY20	FY21	FY22
PARK DISTRICT #3 PROJECTS						
<i>Planned Capital Improvements</i>						
18-2091	Truth Drive (Foothill #4)	500,000				
	Black Hills Drive (Foothill #3)		365,000			
<i>Annual Recurring Capital Projects and Maintenance/Supplies</i>						
18-2090	Annual Park District 3 Improvements	25,000	25,000	225,000	225,000	225,000
Sub-total		525,000	390,000	225,000	225,000	225,000
TOTAL CAPITAL PROJECTS - PARK DISTRICT #3		525,000	390,000	225,000	225,000	225,000

VICTORIAN SQUARE ROOM TAX (1415): Capital projects and land acquisitions in the Victorian Square.

Capital Resources						
Funding Available from Prior Year		3,943,883	3,505,383	3,896,883	4,458,383	5,119,883
Anticipated Victorian Square Room Tax Revenues		925,000	975,000	1,025,000	1,075,000	1,125,000
Miscellaneous Revenue/Expenses		36,500	36,500	36,500	36,500	36,500
Total Available For Room Tax Projects		4,905,383	4,516,883	4,958,383	5,569,883	6,281,383

VICTORIAN SQUARE ROOM TAX PROJECTS						
<i>Planned Capital Improvements</i>						
18-2100	Victorian Square Infrastructure Improvement Project Section 2	350,000				
	Victorian Square Infrastructure Improvement Project Section 3		470,000			
	Victorian Square Infrastructure Improvement Project Section 4			350,000		
	Victorian Square Infrastructure Improvement Project Section 5				300,000	
	Victorian Square Infrastructure Improvement Project Section 6 and					350,000
18-2101	Victorian Square Cinema Re-opening Contribution	1,000,000	100,000	100,000	100,000	100,000
Sub-total		1,350,000	570,000	450,000	400,000	450,000
<i>Annual Recurring Capital Projects and Maintenance/Supplies</i>						
18-2190	Victorian Square Development Contribution	50,000	50,000	50,000	50,000	50,000
Sub-total		50,000	50,000	50,000	50,000	50,000
TOTAL VICTORIAN SQUARE ROOM TAX PROJECTS		1,400,000	620,000	500,000	450,000	500,000

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) (1203): Projects that; benefit low and moderate income people; help to prevent or eliminate slum and blight; or meet an urgent need such as a natural disaster.

Capital Resources						
Funding Available from Prior Year		0	0	0	0	0
Grant Award		420,000	420,000	420,000	420,000	420,000
Total Available For CDBG Projects		420,000	420,000	420,000	420,000	420,000

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECTS						
<i>Planned Capital Improvements</i>						
18-2290	Pedestrian and Street Improvements - Current Five Year Plan is Bound by D Street North to Oddie Blvd and from Rock Blvd East to 12th Street (see "2018 CDBG Pedestrian & Street Improvement" Map)	420,000	420,000	420,000	420,000	420,000
Sub-total		420,000	420,000	420,000	420,000	420,000
TOTAL CDBG CAPITAL PROJECTS		420,000	420,000	420,000	420,000	420,000

City of Sparks

Five Year Capital Improvement Plan 2017/18 - 2021/22

Project #	Project Description	FY18	FY19	FY20	FY21	FY22
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MUNICIPAL COURT ADMINISTRATIVE ASSESSMENT FUND (1208): Projects that enhance or support municipal court facilities and operations.

Capital Resources

Funding Available from Prior Year	18,262	3,262	13,262	33,262	68,262
Admin Assessment Fees per NRS 176.0611	55,000	55,000	55,000	55,000	55,000
Total Available For Muni Court Projects	73,262	58,262	68,262	88,262	123,262

MUNICIPAL COURT ADMIN ASSESSMENT PROJECTS

Planned Capital Improvements

18-2300 Employee Parking Lot Rehab	60,000				
Muni-Court Carpet Replacement		25,000			
Muni-Court Fence Installation (West Side of Building)			15,000		
Sub-total	60,000	25,000	15,000	0	0

Annual Recurring Capital Projects and Maintenance/Supplies

18-2390 Annual Municipal Court Facility Improvements	10,000	20,000	20,000	20,000	20,000
Sub-total	10,000	20,000	20,000	20,000	20,000
TOTAL MUNI COURT CAPITAL PROJECTS	70,000	45,000	35,000	20,000	20,000

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

Capital Resources

Funding Available from Prior Year	258,825	198,490	141,313	87,337	35,630
Street Cut Permits	250,000	255,000	260,100	265,302	270,608
Miscellaneous Revenue/Expenses	1,080	1,080	1,080	100	100
Less Street Cut personnel and operational costs	(61,415)	(63,257)	(65,155)	(67,110)	(69,123)
Total Available For Street Cut Projects	448,490	391,313	337,337	285,630	237,214

STREET CUT PROJECTS

Annual Recurring Capital Projects and Maintenance/Supplies

18-2490 Street Cut Repair Contract	250,000	250,000	250,000	250,000	250,000
Sub-total	250,000	250,000	250,000	250,000	250,000
TOTAL STREET CUT PROJECTS	250,000	250,000	250,000	250,000	250,000

SPARKS UTILITIES (1600's): Sanitary sewer, storm drain, and effluent projects

Capital Resources

Capital Funding Available from Prior Year	5,707,036	4,725,747	248,503	(3,666,329)	(5,893,089)
Connection Fees	3,431,452	3,500,081	3,570,083	3,641,484	3,714,314
Sun Valley TMWRF capital contributions	932,495	875,459	896,435	937,292	917,489
Miscellaneous Revenue	242,936	150,000	150,000	150,000	150,000
System Reinvestment Transfer from Operating	5,365,000	4,000,000	4,000,000	4,000,000	4,000,000
Operational Efficiency Projects paid for out of Operating Funds	1,152,195	415,000	415,000	340,000	240,000
Sparks share of TMWRF staff capital (capital budget in fund 5605)	(848,230)	(400,000)	(400,000)	(400,000)	(400,000)
Debt Service	(4,127,903)	(4,528,989)	(4,320,230)	(4,133,304)	(3,914,905)
Total Resources Available for Utilities Projects	11,854,981	8,737,298	4,559,791	869,143	(1,186,191)

City of Sparks

Five Year Capital Improvement Plan 2017/18 - 2021/22

Project # Project Description	FY18	FY19	FY20	FY21	FY22
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SEWER PROJECTS

EXPANSION / REHABILITATION OF SEWER INFRASTRUCTURE SYSTEMS

18-6580	TMWRF Clarifier Basin Concrete and Steel Rehab	156,850	156,850	156,850	156,850	156,850
15-6590B	TMWRF Nitrification Tower Rehab & Improvements	141,165	1,192,060	1,192,060	1,192,060	1,192,060
18-6582	TMWRF RSP Switch Gear in VFD Room 2400V & LVDC 1A	376,440				
18-6583	TMWRF Top Deck Lighting Rehab	313,700				
18-6584	TMWRF TWAS System Evaluation & Rehab	94,110		313,700		
18-6585	TMWRF Heat Loop System Improvements	94,110	1,097,950			
18-6586	TMWRF Digester Cover #2 Coating/Repair & Seals Digester 2 & 5	533,290				
15-6590A	TMWRF Activated Sludge Flow Improvements	1,010,114				
18-6588	TMWRF Motor Control Centers Rehab	31,370	109,795	109,795	109,795	
18-6589	TMWRF Aeration/Post-Air/Spent Backwash Tanks Rehab	15,685	109,795	109,795	109,795	109,795
18-6590	TMWRF Grit Removal System Evaluation	15,685				
18-6591	TMWRF 120V Lighting Panels Evaluation	15,685				
14-6600Y	TMWRF Plant Wide Water Systems 3 & 3 Piping Upgrade/Replacement	156,850				
18-6593	TMWRF Gallery HVAC Evaluation & Rehab	31,370				470,550
	TMWRF Projects - Future FY19-FY22			894,045	1,454,627	918,514
18-6594	El Rancho Sanitary Sewer Reliever Project	1,477,810				
	Stanford Way Upsize and Replacement Sanitary Sewer Project		977,345			
	Sanitary Sewer Upgrade Projects - Tyler & 18th			871,640		
	Sanitary Sewer Upgrade Projects - Quail, Boise, and Greenbrae Dr			888,235		
	Sanitary Sewer Upgrade Projects - Prater Wy and McCarran Blvd				1,974,105	
	Sanitary Sewer Upgrade Projects - Springland, Lida, & Montezuma					1,027,780
18-6595	Annual Sewer System Rehab	400,000	400,000	400,000	400,000	400,000
18-6596	Annual Sewer System Street Improvement Coordination	200,000	50,000	50,000	50,000	50,000
	*Annual Road Ahead					
	*RTC Road Ahead					
	Sub-total	5,064,234	4,093,795	4,986,120	5,447,232	4,325,549

SEWER OPERATIONAL EFFICIENCY PROJECTS

18-6597	Annual Contingency for Emergencies	100,000	100,000	100,000	100,000	
	Sub-total	100,000	100,000	100,000	100,000	0
	TOTAL SANITARY SEWER PROJECTS	5,164,234	4,193,795	5,086,120	5,547,232	4,325,549

STORM DRAIN PROJECTS

EXPANSION / REHABILITATION OF STORM DRAINS INFRASTRUCTURE SYSTEMS

18-6601	Horseman's Park Drainage Improvements	400,000				
18-6602	East Prater Way Storm Drain Project - Design	200,000				
	East Prater Way Storm Drain Project - Construction		2,305,000			
	Rockwood Dr and Glen Meadow Dr SD Improvements - Design		200,000			
	Rockwood Dr and Glen Meadow Dr SD Improvements - Construction			1,850,000		
18-6690	Annual Storm Drain Street Improvement Coordination	350,000	275,000	275,000	275,000	275,000
	*Annual Road Ahead Projects					
	*RTC Road Ahead Projects					
18-6691	Annual Storm Drain System Dam, Ditch, Flood & Drainage Structures	200,000	200,000	200,000	200,000	200,000
	*Annual SD System & Ditch Rehab					
	*Annual Dam/Flood Structure/Citywide Flood Rehab Construction					
18-6692	Annual Curb, Gutter, and Sidewalk Projects	500,000	500,000	500,000	500,000	500,000
	Sub-total	1,650,000	3,480,000	2,825,000	975,000	975,000

City of Sparks

Five Year Capital Improvement Plan 2017/18 - 2021/22

Project # Project Description	FY18	FY19	FY20	FY21	FY22
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STORM DRAINS OPERATIONAL EFFICIENCY PROJECTS

18-6693 FEMA CRS/CAV	50,000	50,000	50,000	50,000	50,000
18-6695 Storm Drain Outreach Maintenance Program	15,000	15,000	15,000	15,000	15,000
18-6696 Annual Contingency for Emergencies	100,000	100,000	100,000	100,000	100,000
Sub-total	165,000	165,000	165,000	165,000	165,000
TOTAL STORM DRAINS PROJECTS	1,815,000	3,645,000	2,990,000	1,140,000	1,140,000

EFFLUENT REUSE PROJECTS

EXPANSION / REHABILITATION OF EFFLUENT REUSE INFRASTRUCTURE SYSTEMS

Reuse Pump Station Electrical and Building Construction		500,000			
Sub-total	0	500,000	0	0	0

EFFLUENT REUSE OPERATIONAL EFFICIENCY PROJECTS

18-6792 Regional Effluent Planning and Demonstration Projects	75,000	75,000	75,000		
18-6790 Effluent Metered Site Upgrades	25,000	25,000	25,000	25,000	25,000
18-6791 Annual Contingency for Emergencies	50,000	50,000	50,000	50,000	50,000
Sub-total	150,000	150,000	150,000	75,000	75,000
TOTAL EFFLUENT REUSE PROJECTS	150,000	650,000	150,000	75,000	75,000

TOTAL SEWER UTILITIES PROJECTS	7,129,234	8,488,795	8,226,120	6,762,232	5,540,549
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Capital Resources - RIVER FLOOD

Funding Available from Prior Year	3,239,479	4,316,572	5,282,227	6,255,349	7,240,187
River Flood User Fees	3,070,150	3,026,112	3,037,329	3,048,545	3,048,545
River Flood Connection Fees	105,543	35,543	35,543	35,543	35,543
Miscellaneous Revenue	2,000	2,000	2,000	2,000	2,000
Debt Service	(2,100,600)	(2,098,000)	(2,101,750)	(2,101,250)	(2,101,500)
Total Available For RIVER FLOOD Capital Projects	4,316,572	5,282,227	6,255,349	7,240,187	8,224,775

RIVER FLOOD PROJECTS

Planned Capital Improvements

Sub-total	0	0	0	0	0

TOTAL CAPITAL PROJECTS - RIVER FLOOD	0	0	0	0	0
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TOTAL SEWER UTILITIES PROJECTS FUNDS 1630-1651	7,129,234	8,488,795	8,226,120	6,762,232	5,540,549
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City of Sparks

Five Year Capital Improvement Plan 2017/18 - 2021/22

Project #	Project Description	FY18	FY19	FY20	FY21	FY22
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MOTOR VEHICLE FUND (1702): Vehicle replacement and capital improvements to the vehicle maintenance facility.

Capital Resources

Funding Available from Prior Year	1,965,395	814,333	1,127,789	1,469,528	1,840,965
Vehicle Rent and Replacement Cost Contributions from other Funds	2,893,228	3,037,889	3,189,784	3,349,273	3,516,737
Fuel Reimbursement from other Funds	550,831	575,000	575,000	575,000	575,000
Miscellaneous Revenue	91,000	107,000	107,000	107,000	107,000
Less transfer to General Fund	(1,000,000)	0	0	0	0
Less Motor Vehicle Fund personnel and services & supplies	(2,354,484)	(2,472,208)	(2,595,819)	(2,725,610)	(2,861,890)
Total Available For Vehicle Replacement and Capital Projects	2,145,970	2,062,015	2,403,754	2,775,191	3,177,812

CITY VEHICLE AND EQUIPMENT REPLACEMENTS

18-7500 Vehicle & Equipment Replacement Plan - current year	1,246,637	934,226	934,226	934,226	934,226
18-7501 Maintenance Garage Welding Room Electrical Upgrades	85,000				
	1,331,637	934,226	934,226	934,226	934,226
TOTAL MOTOR VEHICLE RELATED PROJECTS	1,331,637	934,226	934,226	934,226	934,226

Capital Resources - Fire Apparatus Replacement Plan

Funding Available from Prior Year	373,026	458,712	1,281,938	1,041,952	1,843,085
Vehicle Cost Recovery from General Fund for Fire apparatus	739,993	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
Total Available For Fire Apparatus & Capital Equip Replacement	1,213,019	1,298,705	2,115,991	1,852,249	2,653,382

100902 Fire Apparatus Replacement Plan - 1702	613,541	0	1,052,932	0	2,110,651
100903 Fire Capital Equipment Replacement Plan - 1702	140,766	16,767	21,107	9,164	45,384
Sub-total	754,307	16,767	1,074,040	9,164	2,156,035

TOTAL Fire Apparatus & Capital Equip Replacement Plan	754,307	16,767	1,074,040	9,164	2,156,035
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TOTAL VEHICLE & FIRE APPARATUS AND CAPITAL EQUIPMENT REPLACEMENT FUND 1702	2,085,944	950,993	2,008,266	943,390	3,090,261
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TMWRF FY2018 Five-Year Capital Improvement Program Summary
Replacement and Rehabilitation of TMWRF Infrastructure Systems

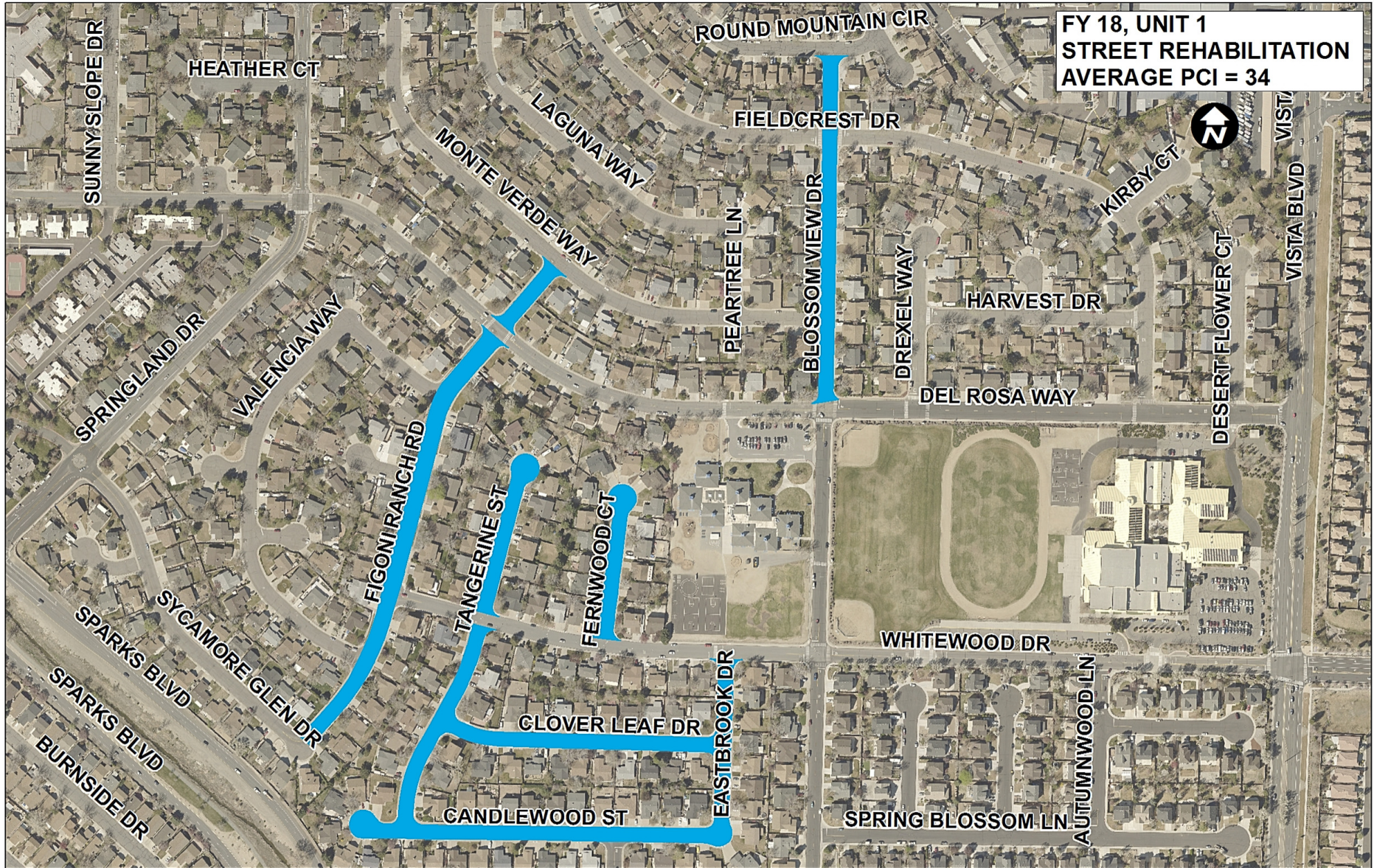
Date Approved by TMWRF Joint Coordination Committee: TBD

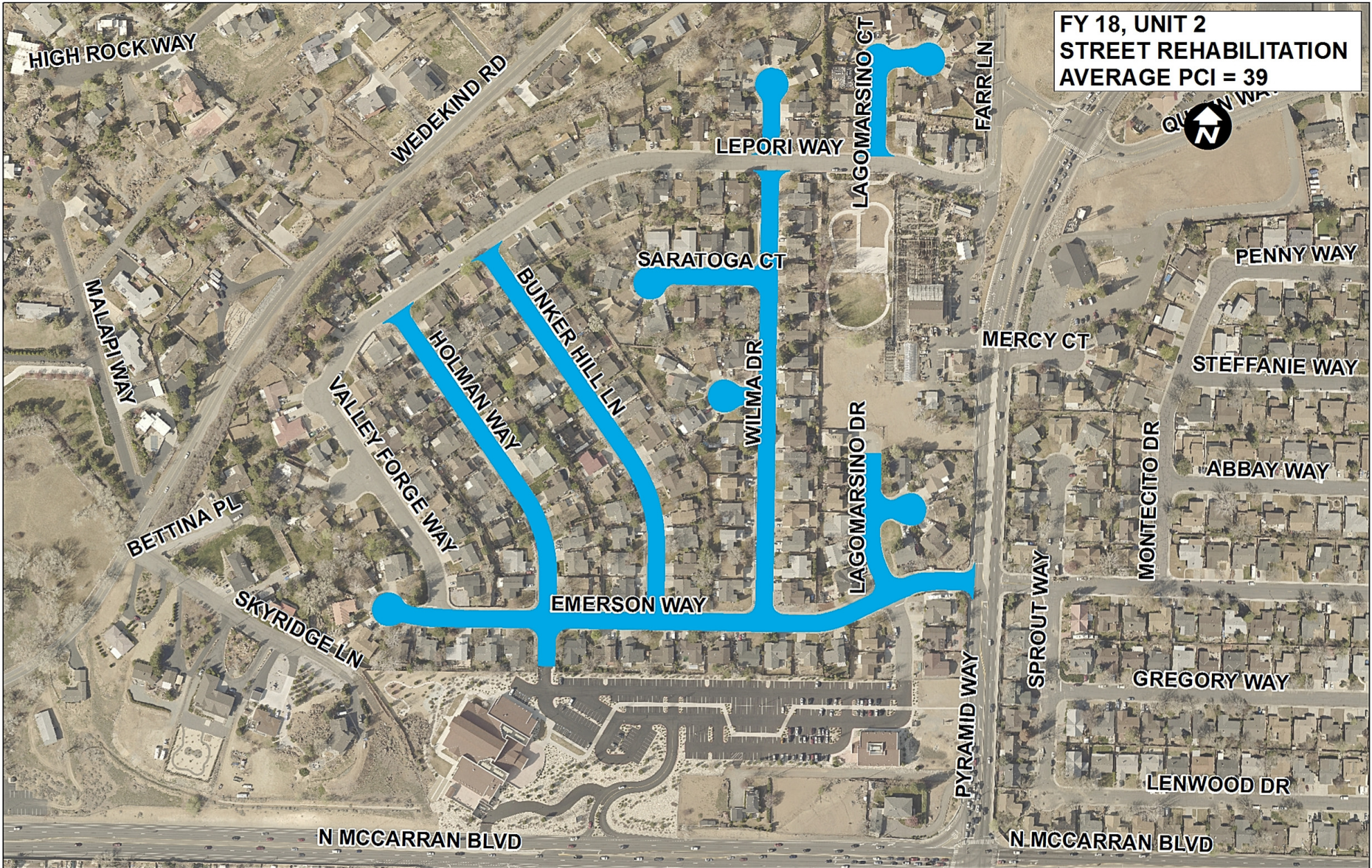
Process: Description of Activity	FY18	FY19	FY20	FY21	FY22	5 YR Total
Clarifier Basin Concrete and Steel Rehabilitation (One per year):	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000
Nitrification Tower Rehabilitation & Improvements: Structural Evaluation, Design & Construction: Includes media replacement, wall rehab, distribution arms rehab, grates, ventilation, individual instrumentation	\$450,000	\$3,800,000	\$3,800,000	\$3,800,000	\$3,800,000	\$15,650,000
RSP Switch Gear in VFD Room 2400V & LVDC 1A	\$1,200,000					\$1,200,000
Top Deck Lighting Rehabilitation	\$1,000,000					\$1,000,000
TWAS System Evaluation & Rehabilitation	\$300,000		\$1,000,000			\$1,300,000
Heat Loop System Improvements	\$300,000	\$3,500,000				\$3,800,000
Digester Cover #2 Coating/Repair & Puff Coat & Seals Digester 2&5	\$1,700,000					\$1,700,000
Activated Sludge Flow Improvements: RAS/WAS Flow Splitting, Controls and Pump Improvements (System 2)	\$3,220,000					\$3,220,000
Motor Control Centers (MCC) Rehabilitation	\$100,000	\$350,000	\$350,000	\$350,000		\$1,150,000
Aeration / Post-Air / Spent Backwash Tanks Rehabilitation	\$50,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,450,000
Grit Removal System Evaluation	\$50,000					\$50,000
120V Lighting Panels Evaluation	\$50,000					\$50,000
Plant Wide - Water Systems 2 & 3 Piping Upgrades Replacements	\$500,000					\$500,000
Gallery HVAC Evaluation & Rehabilitation	\$100,000				\$1,500,000	\$1,600,000
Digester Cover #4 Repair - Interior Coating & Insulation			\$1,350,000			\$1,350,000
Activated Sludge Flow Improvements: Primary Hydraulic Controls			\$1,500,000	\$1,277,000		\$2,777,000
Third Centrifuge & Cake Pump				\$2,000,000		\$2,000,000
Gravity Thickener Evaluation				\$360,000		\$360,000
Plant Wide - HVAC Rehabilitation				\$500,000	\$500,000	\$1,000,000
Media Storage Facility				\$500,000		\$500,000
Gas Conditioning Bio-tower 2					\$1,000,000	\$1,000,000
Filter Building By-Pass to Facilitate Valve Replacement					\$500,000	\$500,000
Blower Building Air Intake					\$250,000	\$250,000
AC Paving Ph 1 - Admin to Dewatering					\$328,000	\$328,000
Structural Concrete Evaluation Phase 2 (nitrification influent/effluent wet wells)					\$250,000	\$250,000
Internal drainage infrastructure - evaluation / rehab					\$100,000	\$100,000
Total (not including previous FY CIPs)	\$9,520,000	\$8,500,000	\$8,850,000	\$9,637,000	\$9,078,000	\$45,585,000
FY17 Approved =	\$10,415,000	\$8,840,000	\$8,287,000	\$8,930,000		
Reno Portion (68.63%)	\$6,533,576	\$5,833,550	\$6,073,755	\$6,613,873	\$6,230,231	\$31,284,986
Sparks Portion (31.37%)	\$2,986,424	\$2,666,450	\$2,776,245	\$3,023,127	\$2,847,769	\$14,300,015

Estimated Previously Approved Funds to be Spent before 7/1/2017 = \$5,743,000

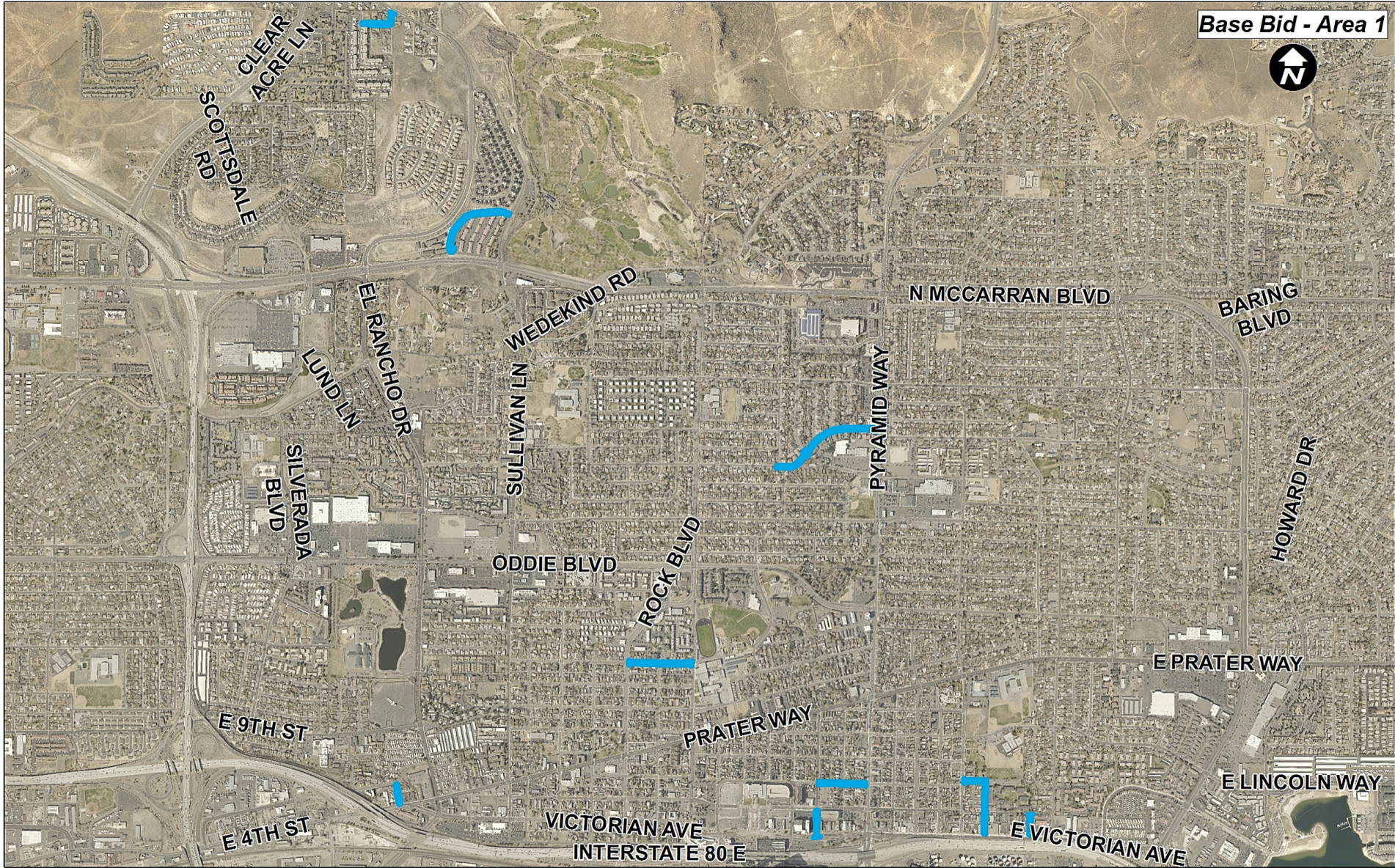
Estimated Encumbered Funds to Carryover on 7/1/2017 = \$5,723,000

Estimated Non-Encumbered Funds to Carryover on 7/1/2017 = \$5,133,000

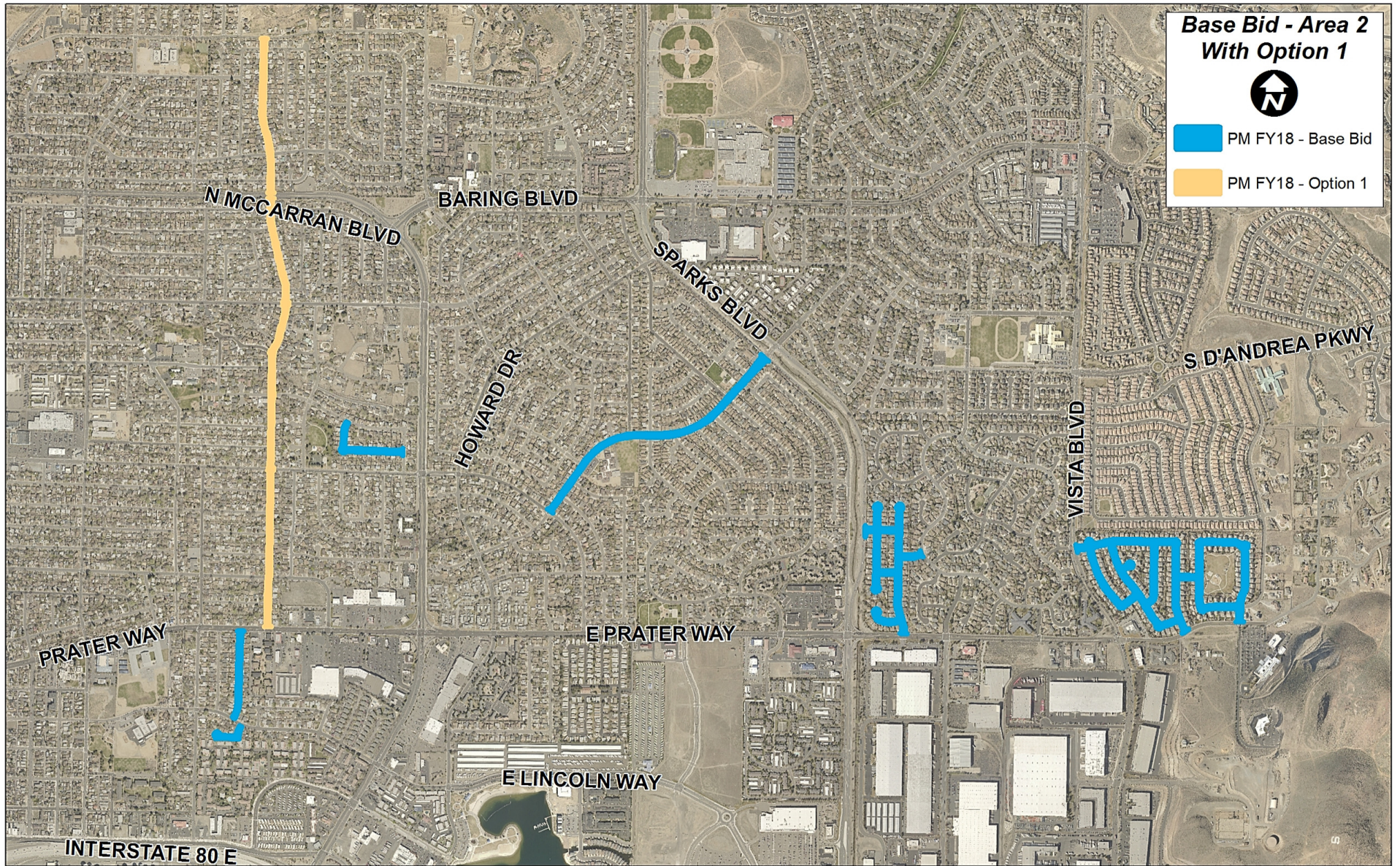




2018 Preventative Unit 1



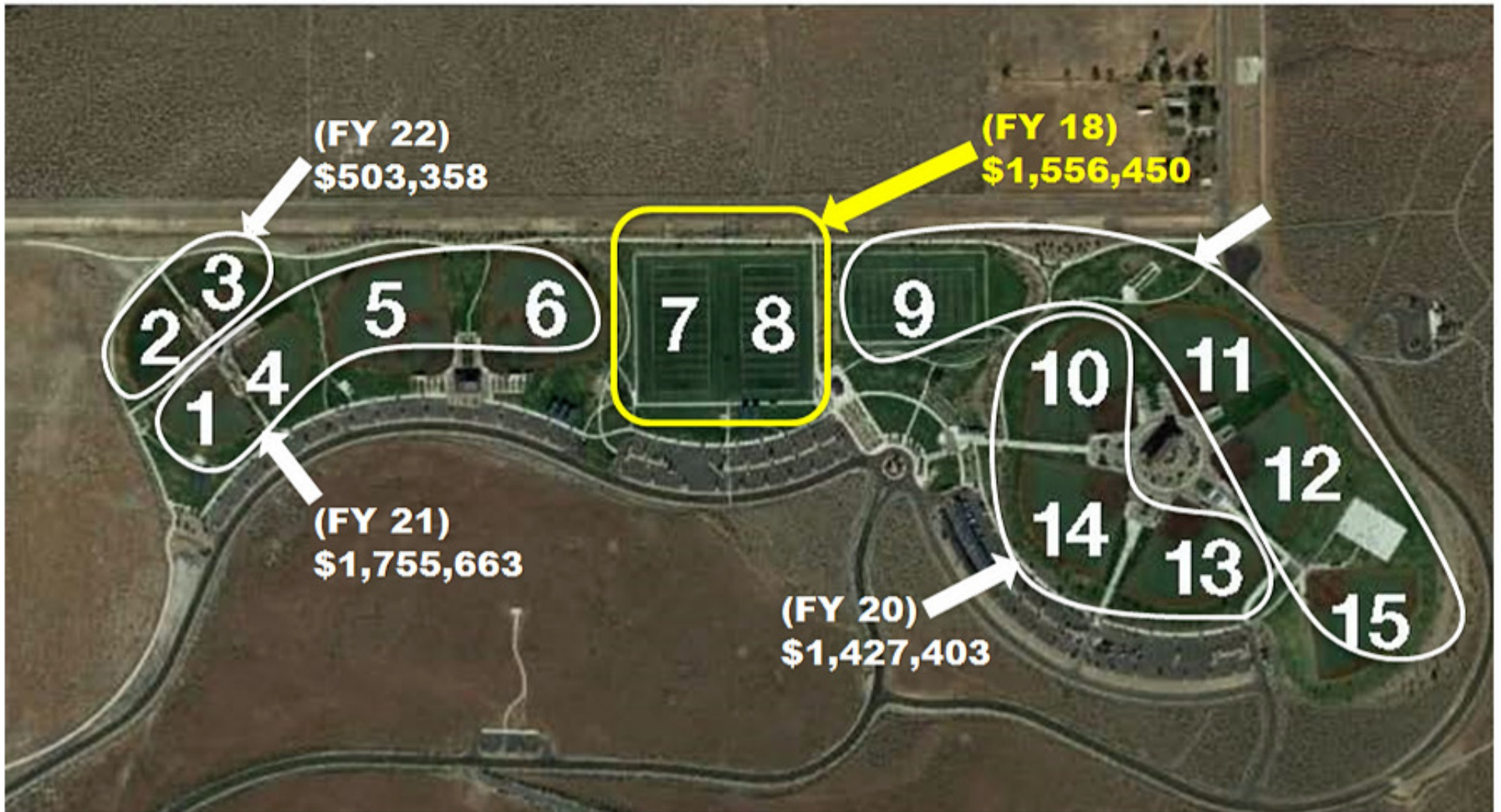
2018 Preventative Unit 2

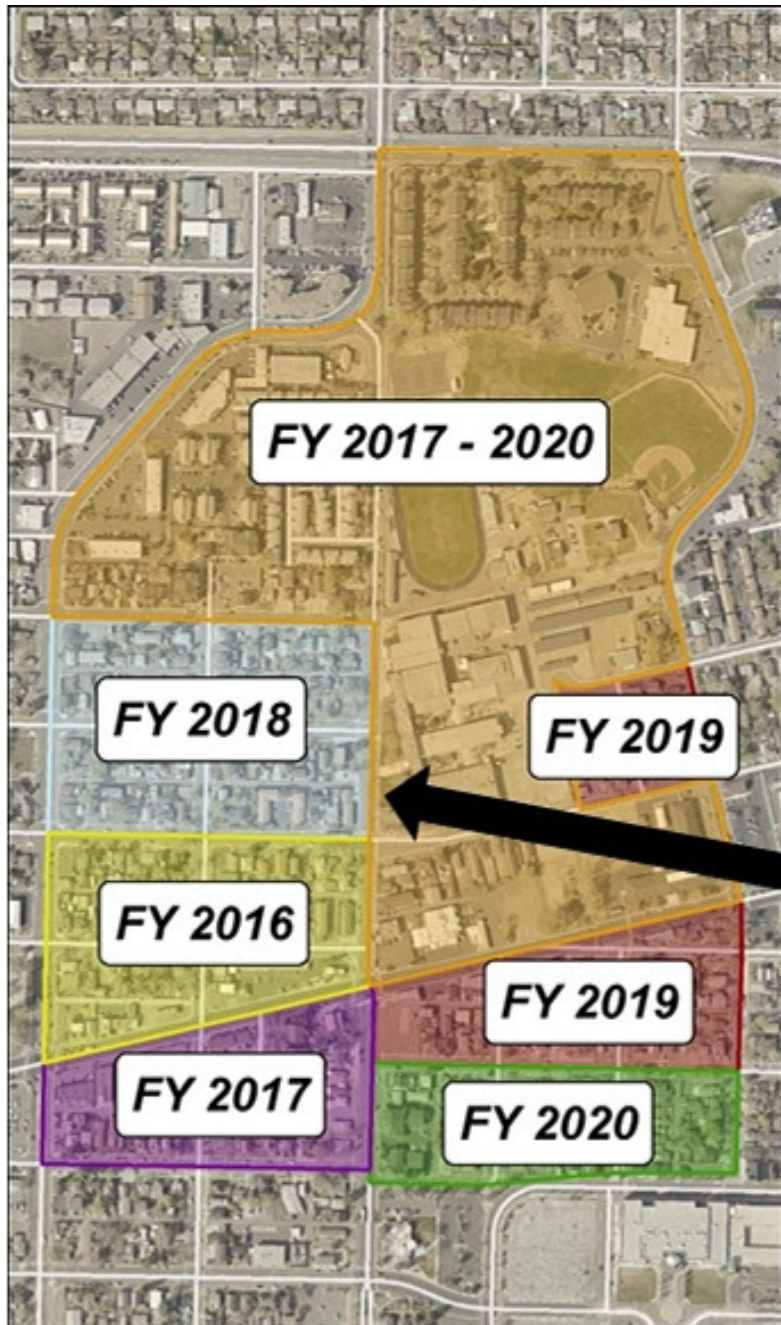




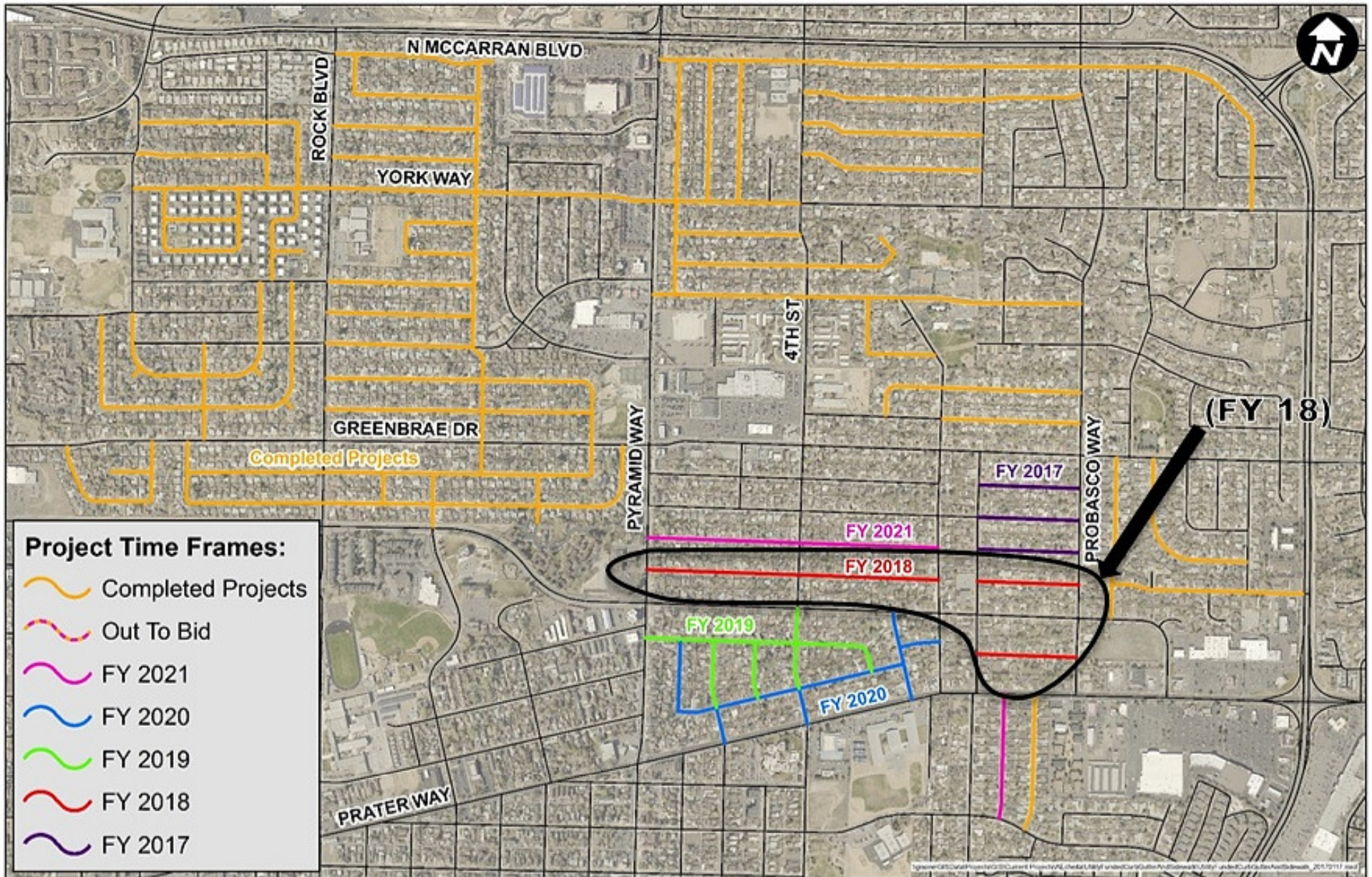


GERP - Synthetic Turf
Replacement Field 7 & 8





Utility Funded Curb, Gutter & Sidewalk - 2018



FY18 Equipment Replacement Plan

Priority	Dept.	Division	Vehicle #	Current Mileage	Current Condition	Veh YR	Expected Life Miles	Purchase Price	Replacement Cost	Replacement Class Code	Replacement Vehicle Type	Replace With
one	PD	Patrol	217G	149844		2008	5 years/ 125000	\$34,531.25	\$67,000.00	9	?	Tahoe AWD
one	PD	Patrol	234L	131647		2008	5 years/ 125,000	\$25,952.25	\$67,000.00	9	?	Tahoe AWD
	PD	Patrol	2400	129663		2011	5 years/ 125,000	\$33,065.00	\$67,000.00	9	SUV 4WD	Tahoe AWD
	PD	Dect	218B	105943		2004	12 years/ 125,000	\$14,499.00	\$34,000.00	6	p/u 1500 4WD	Chevy crewcab short bed 4wd
	PD	Dect	251B	74622		2001	12 years/ 125,000	\$21,828.00	\$34,000.00	6	p/u 1500 4WD	Chevy crewcab short bed 4wd
	PD	Dect	275A	96294		2007	12 years/ 125,000	\$16,883.00	\$26,000.00	6	Charger/ Impala	Impala
	PD	Dect	276A	98507		2007	12 years/ 125,000	\$16,883.00	\$26,000.00	6	Charger/ Impala	Impala
	PD	Dect	288B	95191		2006	12 years/ 125,000	\$14,278.00	\$31,000.00	6	SUV 2WD	Durango AWD
	Community Services	Parks Maintenance	425B	91856	fair	1994	20 years/ 125,000	\$16,357.79	\$39,000.00	18	1T p/u	1 ton p/u utility bed?
	Community Services	Parks Maintenance	608B	3107hrs	fair	1986	20 years	\$10,329.00	\$18,000.00	33	air compressor trailer	air compressor trailer
	Community Services	Parks Maintenance	765A	n/a	poor	1986	30 year	?	\$4,500.00	45	5000lbs trailer	5000lbs trailer
	Community Services	Parks Maintenance	769A	n/a	poor	1988	30 year	?	\$4,500.00	45	flatbed trailer	flatbed trailer
	Community Services	Parks Maintenance	806E	1433hrs	poor	2006	7 years/ 7500	\$11,359.00	\$23,000.00	43	Toro SM ride trim mower	Toro SM ride trim mower
	Community Services	Parks Maintenance	824C	3445hrs	poor	2000	15 years/ 7500	\$55,424.50	\$78,000.00	44	fairway mower	fairway mower
	Community Services	Parks Maintenance		n/a	poor		30 year		\$9,500.00		tandem axle tilt deck trailer	tandem axle tilt deck trailer
	Community Services	Drains O&M	526B	73276	FAIR	1998	20 years/ 125,000	\$27,503.51	\$41,000.00	21	4500 chassis	small dump
	Community Services	Drains O&M	538A	45678	FAIR	1999	20 years/ 125,000	\$31,188.47	\$41,000.00	21	4500 chassis	small dump
	Community Services	Drains O&M	726C	50279	POOR	2007	10 years/ 125000	\$183,507.00	\$232,636.70	40	SWEEPER	SWEEPER
	Community Services	Effluent	737C	62094	fair	1999	15 years/ ?hrs	\$145,195.28	\$400,000.00	39	vac truck	vac truck
	Community Services	Street Maintenance	719C	N/A	POOR	1995	20 years/ 7500hrs	\$2,201.10	\$3,500.00	33	STANDING WACKER COMPACTOR	STANDING WACKER COMPACTOR
Total FY18 replacement cost									\$1,246,636.70			

FIRE APPARATUS REPLACEMENT PLAN - dates reflect order/pay dates not in serv dates, 5% annual inflationary factor					
	FY18	FY19	FY20	FY21	FY22
FUNDING FOR PLAN:					
*Utilizing expiring lease pymnt amts then fund annually for \$700,000 per J Cronk	\$ 700,000.00	\$ 700,000.00	\$ 700,000.00	\$ 700,000.00	\$ 700,000.00
*Additional funding including sale of old apparatus (net of fees)					
*Vehicle #3201 cost recovery to be discontinued as part of this program - 11.5 yrs remain @fy15	\$ 10,297.00	\$ 10,297.00	\$ 10,297.00	\$ 10,297.00	\$ 10,297.00
*Vehicle #343385 cost recovery to be discontinued as part of this program - 4.8 yrs remain @fy15	\$ 29,696.00	\$ 29,696.00	\$ 23,756.80		
TOTAL RESOURCE SUBTOTAL:	\$ 739,993.00	\$ 739,993.00	\$ 734,053.80	\$ 710,297.00	\$ 710,297.00
REPLACEMENT OF CURRENT LEASED APPARATUS - orig purchase price in Col E - replacement cost with inflation in 5 yr plan.					
PUMPER #5	\$ 525,000.00	\$ (613,541.25)	savings yr		
AERIAL UNIT #1 - LADDER	\$ 825,000.00		\$ (1,052,932.29)	savings yr	
AERIAL UNIT #2 - PLATFORM	\$ 1,500,000.00				\$ (2,110,650.63)
planned purchase subtotal:	\$ (613,541.25)	\$ -	\$ (1,052,932.29)	\$ -	\$ (2,110,650.63)
(FY17 end bal was \$261,704)					
plan running balance	\$ 388,155.75	\$ 1,128,148.75	\$ 809,270.26	\$ 1,519,567.26	\$ 119,213.63

CITY OF SPARKS

Five Year Capital Improvement Plan 2017/18 - 2021/22 - Project Descriptions

Project. #	Project Title	Project Description
18-0500	Street Improvements - Corrective & Rehab	Current and future annual roadway maintenance projects within the right of way, including curb and gutter replacement, pavement patching, slurry seal, accessibility issues, micro-surfacing and crack filling. These projects, which are prioritized by the Pavement Management Program, are broken into six segments and use resources primarily from fuel taxes, and electric and gas franchise fees. A map of the selected streets that will be reconstructed in Fiscal Year 2014-2015 is included in this book.
18-0501	Sidewalk Rehab	
18-0502	Alley, Parking Lot and Pathway Rehab	
18-0503	Street & Alley Surfaces - Preventative	
18-0590	Annual Pavement Management Program Support	<p>This funding now combines these three previously independent projects that directly support the pavement management program into one funding source:</p> <ol style="list-style-type: none"> 1. Design/Geotechnical Support. 2. RTC Fuel Tax supported Roadway Project & NDOT Enhancement Supported Projects 3. Real Property/Right of Way Services <p>These three functional areas typically overlap in the work flow process for the City's Street Improvement Projects or with combined RTC & NDOT projects. Funding will be continued for use in consultant support of Design/Geotechnical analysis of the roadway project along with support for Real Property/ROW issues. Additionally these funds are established to support the City's contributions necessary with RTC and/or NDOT enhancements projects within the City of Sparks.</p>
18-0591	Annual Street Surface Maintenance & Materials	<p>This funding now combines two previously independent maintenance materials projects that directly support the pavement management program maintenance program:</p> <ol style="list-style-type: none"> 1. Crack Seal Materials 2. Road Surfacing Materials <p>These funds are intended to be used as a part of the street preventative program and support the annual crack sealing and deep patching performed by City of Sparks crews prior to the contracted slurry seal program</p>
18-0693	Traffic Signs and Paint	<p>This funding now combines two previously independent maintenance materials projects that directly support the flow of traffic with the striping and signage of City streets:</p> <ol style="list-style-type: none"> 1. Traffic Paint Materials 2. Street Signs <p>These funds are intended to be used as a part of the street maintenance program restriping roadways and new striping based on traffic patterns, along with installing new or replacement of roadway signage.</p>

CITY OF SPARKS

Five Year Capital Improvement Plan 2017/18 - 2021/22 - Project Descriptions

Project. #	Project Title	Project Description
	Traffic Safety	<p>This funding now combines three previously independent projects into one source of funding for traffic safety improvements:</p> <ol style="list-style-type: none"> 1. Safe Routes to Schools 2. Citywide Signal Coordination/Capacity Improvements 3. Traffic Calming Enhancements <p>These funds are intended to be used as a part of studies, reviews, and/or infrastructure and equipment that improve overall traffic safety in the City of Sparks. The City regularly works with WCSD on improvements for safe routes to schools, doing traffic counts and controller upgrades for signals, and studies in areas of growth that may require traffic calming improvements</p>
	Electrical Systems Upgrade	<p>This funding now combines five previously independent projects into one source of funding for traffic signal electrical upgrades:</p> <ol style="list-style-type: none"> 1. Traffic Signal Detection Upgrades 2. Traffic Signal Conflict Monitor Replacement Projects 3. Traffic Signal Computer Maintenance and Upgrades 4. Traffic Signal LED Replacement Program 5. Contracting Services-Traffic Signal Electrical <p>These funds are intended to be used as a part of installation, replacement, and/or upgrade of electrical system components of the traffic signal systems.</p>
	MUTCD Sign Compliance Requirements Review Program	<p>The Federal Highway Administration (FHWA) established 23 CFR Part 655 of the Federal Register on January 22, 2008. This document establishes national traffic sign retro reflectivity standards and implementation time frames. Signage that fall below the standard must be replaced based on an on-going sign assessment and sign management program. These new standards will be included in the 2009 Manual on Uniform Traffic Control Devices (MUTCD). Staff has four years to implement the standard. This program will replace substandard signage beginning in the fifth year.</p>
18-1000	Capital Projects - City Facilities - Annual Carpet Replacement - City Hall Community Services Wing	Existing carpet has a limited life and when carpet begins to deteriorate and fray replacement is required over time. The carpet in the basement of City Hall will need replacement in Fiscal Year 2017-2018.
18-1001	Capital Projects - City Facilities - Police Dept. Fire Alarm to Garage & 30 amp Service Upgrade Project	The existing garage outbuilding at the police department is not connected to the main building with a fire alarm system also a 30 amp service is required for vehicles outside the garage. This project will provide both.
18-1002	Capital Projects - City Facilities - Police Dept. Basement Carpet Replacement Project	Existing carpet has a limited life and when carpet begins to deteriorate and fray replacement is required over time. The carpet in the Police Dept. Basement will need replacement in Fiscal Year 2017-2018.

CITY OF SPARKS

Five Year Capital Improvement Plan 2017/18 - 2021/22 - Project Descriptions

Project. #	Project Title	Project Description
18-1003	Capital Projects - City Facilities - Police Department Evidence Building Bird Netting Project	The Police Department Evidence Building Bird Netting Project will install bird netting and spikes throughout the facility to help eradicate birds from this facility. The birds are creating a continual maintenance issue, as well as possible contamination of evidence. Maintenance Issue.
18-1004	Capital Projects - City Facilities - City Hall Legislative Bldg. Restroom Renovation & ADA Upgrade Project	The existing restrooms in the City Hall Legislative Building are outdated, the floor is warped, and lacks ADA accessibility. This project will renovate both restrooms and make them ADA accessible.
	Capital Projects - City Facilities - Police Department HVAC System Boiler/Chiller Replacement Project	The Boiler and Chiller at the police department is aging and maintenance costs have started to increase. The facility HVAC system has reached the end of its useful life.
	Capital Projects - City Facilities - City Hall Legislative Bldg. Dais Bullet Resistant Upgrades Project	This project will upgrade the front fascia of the City Council dais in the legislative building to include bullet resistance to improve safety for the council members.
	Capital Projects - City Facilities - City Hall Legislative Bldg. Chair Replacement Project	This project will replace the existing stadium seating in the Legislative Building with new chairs. The existing chairs are reaching the end of their useful life.
	Capital Projects - City Facilities - City Hall Carpet Replacement IT/Finance Wing Project	Existing carpet has a limited life and when carpet begins to deteriorate and fray replacement is required over time. The carpet in the IT/Finance wing at City Hall will need replacement in Fiscal Year 2018-2019
	Capital Facilities - Facilities - Alf Sorensen Boiler Refurbishment Project	The Alf Sorensen Boiler Refurbishment Project is intended to refurbish the existing boiler. The current boiler is approx. 20 years old, but overall in good shape. The refurbishment will upgrade the firebox and systems within and is more cost efficient than a full replacement. Mechanical/Electrical.
	Capital Projects - City Facilities - City Hall Exterior Paint, Trim & Skylight Upgrade Project	The City Hall Roof Trim Replacement Project is for the removal of the existing metal roof trim and replacement with a new metal roof trim along with repainting the building and replacing the existing skylights. All of these items are showing wear and in need of replacement and/or repair.
	Capital Projects - City Facilities - Maintenance Yard Building Exterior Painting Project	The maintenance building is in need of exterior paint. This project includes the preparation and painting of the maintenance yard main building.
	Capital Projects - City Facilities - Carpet Replacement - Fire Department Station 1 Project	Existing carpet has a limited life and when carpet begins to deteriorate and fray replacement is required over time. The carpeting at Fire Station 1 is planned for Fiscal Year 2019-2020.
	Capital Projects - City Facilities - Police Department Basement Painting Project	This project is for the preparation and painting of the basement.

CITY OF SPARKS

Five Year Capital Improvement Plan 2017/18 - 2021/22 - Project Descriptions

Project. #	Project Title	Project Description
	Capital Projects - City Facilities - Carpet Replacement - Fire Department Station 4 Project	Existing carpet has a limited life and when carpet begins to deteriorate and fray replacement is required over time. The life expectancy is longer at Fire Station 4 with replacement planned in Fiscal Year 2019-2020.
	Capital Projects - City Facilities - Police Department Dispatch Expansion Project	This project will design and construct the expansion of the existing Dispatch area into the adjacent conference room on the 2nd floor.
	Capital Projects - City Facilities - Police Department Records Area Remodel	This project will construct four new offices in the existing records area on the 1st Floor at the Police Department. These offices will be for the sergeants and lieutenants.
	Capital Projects - City Facilities - Maintenance Garage Building Electrical Upgrade Project	The maintenance garage is in need of an electrical upgrade because the current system is outdated and showing its age. This project will upgrade the current system.
	Capital Projects - City Facilities - Maintenance Yard West Vehicle Storage Building Enclosure Project	The maintenance yard is in need of additional enclosed storage space for maintenance equipment. This project will enclose the existing building that is located on the east end of the U shaped storage building area.
	Capital Projects - City Facilities - Maintenance Admin Window Replacement Project	The maintenance yard administration building windows are the old style metal frame windows. They have lost their seal, condensate, and are inefficient. The windows will be replaced with a much improved energy efficient window.
	Capital Projects - City Facilities - Police Department Parking Lot Paving Project Unimproved Area	This project will construct additional asphalt cement parking area at the Police Department in the existing dirt unimproved area within the security fence.
18-1090	Capital Projects - City Facilities - Annual Citywide Facilities Improvements	Funding will be specifically for projects at the City's various public facilities and based upon the following criteria: 1. Structural Integrity/Life Safety; 2. Mechanical/Electrical Operation; 3. Accessibility Issues/Grant Match Project; 4. Workability/Use of Space Critical to Operational Effectiveness-Remodel; 5. Comfort/Upgrade-Remodel. The projects will be developed by the Public Works Engineering and Facilities Maintenance staff prior to the beginning of each fiscal year based on known facilities issues.
18-1091	Capital Projects - City Facilities - Energy Conservation Projects - City Lighting Energy Retrofits	This project is for the retrofitting of existing interior and exterior inefficient maintenance prone lighting throughout the City. Staff will work with the various departments and maintenance to standardize applications, thus reducing required inventory and training required of differing lighting systems.

CITY OF SPARKS

Five Year Capital Improvement Plan 2017/18 - 2021/22 - Project Descriptions

Project. #	Project Title	Project Description
18-1092	Capital Projects - City Facilities - Annual Maintenance Contract for Photovoltaic Systems	With close to 600 kW of photovoltaic systems installed throughout the City it is important to ensure they are running efficiently and effectively. If and when a system powers off unexpectedly it can cost the City thousands of dollars in savings, every month the system is down. An annual maintenance contract prevents downtime and improves efficiency while saving the City money by keeping the photovoltaic systems running year round. The City currently does not have the staffing to maintain the systems in house.
18-1093	Capital Projects - City Facilities - ADA Mitigation Improvements	Funding will allow modification responses to the advisory committee's recommendations on Americans With Disability Act (ADA) issues related to City facilities, right-of-ways, and public access.
18-1094	Capital Projects - City Facilities - Annual City Wide Elevator Retrofit & Upgrades	This project is for the retrofit and code upgrades of elevators throughout the City. This is intended to bring the various aged elevators throughout the City up to current codes. Staff will work with the State Elevator Inspectors to insure all necessary compliance requirements are met.
18-1095	Capital Projects - City Facilities - Annual City Wide Door Replacement Project	The existing doors at many locations throughout the City are deteriorating and not working correctly. This is an annual fund that maintenance will use to start replacing several doors a year to improve safety and efficiency of each facility. Maintenance personnel will also replace the door lock system with the updated key system as each door is replaced.
080730	Capital Projects - City Facilities - IT Sustainability Plan (City's Wildly Important Goal - WIG) - HARDWARE	The IT Sustainability WIG helps ensure City IT equipment, staff and systems are maintained and updated on a planned schedule so that City staff can provide the most efficient services to the citizens. The IT Sustainability WIG will allow IT staff to use the right technology to help all city departments innovate processes and procedures into the future.
080731	Capital Projects - City Facilities - IT Sustainability Plan (City's Wildly Important Goal - WIG) - SOFTWARE	The IT Sustainability Plan – Software WIG helps ensure that Major Systems Software have planned replacement cycles so that City staff can provide the most efficient services to the citizens. This plan will allow IT Staff to prepare in advance and plan for these major systems to be replaced or have major upgrades on a scheduled basis allowing all city departments to innovate processes and procedures into the future.
18-1500	Capital Facilities - Facilities - Fire Station #1 - Apparatus Bay Door Replacement Project	The existing garage doors at Fire Station #1 are aging and requiring more and more maintenance to the point that continuing to pay for maintenance out weighs the cost of replacement. This will insure the safe and efficient operation of the Fire Station #1 garage doors.

CITY OF SPARKS

Five Year Capital Improvement Plan 2017/18 - 2021/22 - Project Descriptions

Project. #	Project Title	Project Description
18-1501	Capital Facilities - Facilities - Museum Annex Roof Replacement Project	The existing roof on the museum annex is very old and has been patched many times with leaks still occurring during each storm. The roof is past it's useful life and is in need of replacement.
18-1502	Capital Facilities - Facilities - Museum Exterior Paint Project	It has been many years since the exterior of the building has been painted. It is fading, cracking, and peeling and is in need of new paint to ensure the integrity of the exterior building is preserved. This project will repaint the exterior of the building.
18-1503	Capital Facilities - Facilities - Fire Station #1 - Paging System Upgrade	The current paging system is very difficult hear at times and is aging. It is in need of replacement. This project will upgrade the existing paging system to ensure emergency calls are relayed to the fire fighting staff clearly.
	Capital Facilities - Facilities - Fire Station #4 - Paging System Upgrade	The current paging system is very difficult hear at times and is aging. It is in need of replacement. This project will upgrade the existing paging system to ensure emergency calls are relayed to the fire fighting staff clearly.
	Capital Facilities - Facilities - Citywide Re-Keying/Security Improvements	This project will be phased over several years re-keying and providing security upgrades to all City Buildings. The first phase of the project would begin at City Hall. FY15/16 - FY19/20
	Capital Facilities - Facilities - Fire Station #2 - Dorm Room Remodel and Tile Replacement	Fire Station #2 is an aging building that needs to be updated and remodeled to allow for better use of the space. This project will be providing a remodel to the dorm rooms and will replace the existing flooring with tile.
	Capital Facilities - Facilities - Fire Station #5 - Apparatus Bay Door Replacement Project	The existing garage doors at Fire Station #5 are aging and requiring more and more maintenance to the point that continuing to pay for maintenance out weighs the cost of replacement. This will insure the safe and efficient operation of the Fire Station #5 garage doors.
	Capital Facilities - Facilities - Fire Station #2 - Restroom Remodel	This project includes upgrading the existing restroom to include ADA accessibility and to update finish and fixtures within the restroom.
	Capital Facilities - Facilities - Maintenance Yard Bull Pen Ventilation Improvement Project	This project will upgrade the existing ventilation system. The existing system does not provide proper ventilation of the facility.
	Capital Facilities - Facilities - Fire Station #3 - Shower Stall Remodel	This project includes upgrading the existing showers to include ADA accessibility and to update finish and fixtures within the restroom.
	Capital Facilities - Facilities - Fire Station #1 - Ceiling Fans for Apparatus Bays	Ceiling fans will be installed in the apparatus bay to improve ventilation and reduce energy consumption of the HVAC System.

CITY OF SPARKS

Five Year Capital Improvement Plan 2017/18 - 2021/22 - Project Descriptions

Project. #	Project Title	Project Description
18-1600	Parks and Recreation - Larry D Johnson Security Camera Project	For improved safety of the facility and to deter vandalism this project will install security cameras throughout the exterior and interior of the building.
	Parks and Recreation - Marina Wall Rehab South	The rockery wall on the south side of the marina is deteriorating and needs to be replaced. This project will replace the existing rockery wall with preformed concrete blocks with an architectural face.
	Parks and Recreation - Alf Sorensen Lobby /Pre-School/Shower HVAC Modifications	The existing HVAC system that serves the Lobby and Pre-School area is incorrectly designed because of past remodels that have occurred within the building. The shower area is also inadequately exhausted which creates a humid environment. Both of these items will be corrected with this project.
	Parks and Recreation - Train Depot Refurbishment Project	The train depot building on Victorian Avenue adjacent to the train is in need of refurbishment to allow for use of the building by City staff. This project will improve the HVAC system, replace windows and doors as need, improve the electrical system, and provide paint to the interior and exterior as needed.
	Parks and Recreation - Marina - All Abilities Playground Project	This project will install a new all abilities playground in place of the existing playground at the Sparks Marina.
	Parks and Recreation - Marina Wall Rehab North	The rockery wall on the north side of the marina is deteriorating and needs to be rehabed. This project will improve the existing rockery wall.
	Parks and Recreation - Richards Way Gym Floor Repair/Replacement	The existing gym floor is coming to the end of it's life cycle and is in need of repair and/or replacement.
	Parks and Recreation - Burgess Park Restroom Project	The existing restroom at Burgess Park is deteriorating and coming to the end of its useful life. Maintenance has increased, the building is not up to current ADA standards, and the building is inefficient. This project will replace the existing the existing building with a new building that will be more efficient and provide ADA access.
	Parks and Recreation - Rock Park Additional Parking	Since the white water park was constructed at Rock park there has been a deficiency in parking within the park. At times there are cars lining the streets outside of the park which can be a safety hazard. This project will expand the size of the existing parking area within the park.

CITY OF SPARKS

Five Year Capital Improvement Plan 2017/18 - 2021/22 - Project Descriptions

Project. #	Project Title	Project Description
	Parks and Recreation - Recreation Gym - Heater Replacement Project	The existing heaters in the recreation gym are aging and requiring more and more maintenance. This project will replace the existing heaters.
	Parks and Recreation - Marina Amphitheater Project	This project is for the construction of an amphitheater at the Sparks Marina. Staff will work with City Manager, Senior Staff, and promoters to determine best location and type of improvements to construct.
	Parks and Recreation - Recreation Gym - Interior Paint Project	The interior of the recreation gym has not been repainted in years and is in need of new paint. This project will repaint the entire interior of the building.
	Parks and Recreation - Shadow Mountain Barn Replacement Project	This project is the removal of the existing wooden barn structure at Shadow Mountain and replacement with a smaller vandal secure structure for maintenance. The existing structure has become hazardous and impossible to secure. The structure is broken into and vandalized on a regular basis. The existing roof structure and siding would need to be completely removed and replaced and would require major structural improvements. A new smaller metal or CMU structure would provide a more secure structure used for maintenance activities.
18-1690	Parks and Recreation - Bike Path Rehabilitation Project	The City can be proactive with the rehabilitation to bike paths addressing improvements as well as potential safety hazards. Rehabilitation will include using more durable concrete path surfacing.
18-1691	Parks and Recreation - Annual Sports Court Rehabilitation Project	This project is for the rehabilitation of various Sports Courts throughout the City. Prior to the beginning of each fiscal year staff will review the various facilities and schedule resurfacing/rehabilitation of the most critical facilities. The Sports Courts include tennis, basketball, handball, bocce ball, horse shoe, etc.
18-1692	Parks and Recreation - Nursery Restock	Nursery Restocking will be an annual Parks project allowing for the purchase and installation of plants, shrubs, flowers, and trees throughout the City's parks and parkways.
18-1693	Parks and Recreation - Sports Fields Grass Turf Replacement	This project will be an Annually funded project to purchase and install grass turf throughout the City's parks and fields used for athletic.
18-1694	Parks and Recreation - Marina Park Landscape, Path Modifications, and Upgrades Project	This multiple fiscal year project continues the refinement of the Marina Park by addressing landscape enhancement or corrections, path modifications and other upgrades for the citizens of Sparks. The first issue to address is repairing the Dog Park. At one point expanding the restroom and administration building will need to be looked at.

CITY OF SPARKS

Five Year Capital Improvement Plan 2017/18 - 2021/22 - Project Descriptions

Project. #	Project Title	Project Description
18-1695	Parks and Recreation - Annual Park Facility Improvement Project	Funding will be specifically for projects at the City's various park facilities. It will be used for unforeseen issues that arise throughout the year at these facilities and are beyond the City's staff ability to correct. Projects will be developed by the Community Services Engineering & Maintenance and Parks staff as facility issues arise.
18-1700	Parks and Recreation - Golden Eagle Regional Park (GERP) - Little League Parking Lot Project	This project will install a new parking lot for the little league fields at GERP. The total cost of the project is approximately \$450,000. The City has secured a grant for \$300,000 through Washoe County and this additional funding is to close the gap on the total cost of the project.
18-1701	Parks and Recreation - GERP Multi Use Field Concrete Project	Concrete will be installed as a separation between the grass and the synthetic turf to minimize degradation and spillover of dirt and rocks on the synthetic turf fields.
18-1702	Parks and Recreation - Golden Eagle Regional Park (GERP) - Synthetic Turf Replacement	The artificial turf installed originally had an expected life of approximately seven years. With heavy use of the playing fields as well as weather elements it is expected portions will need to be replaced after the warranty period ends.
18-1790	Parks and Recreation - Golden Eagle Regional Park (GERP) - Annual GERP Site & Facilities Improvements	Funding will be specifically for projects at the Golden Eagle Regional Park site and facilities. The projects will be developed by the Community Services Engineering and Facilities Maintenance staff along with Parks & Recreation staff.
18-1791	Parks and Recreation - Golden Eagle Regional Park (GERP) - Annual Turf Maintenance Contract	The turf at Golden Eagle Regional Park is a tremendous asset to the City of Sparks. The turf is aging and it is becoming more and more difficult to consistently maintain the large area of turf. It has become more apparent that a maintenance contract will extend the life of the turf while standardizing the turf maintenance.
18-1890	Park District #1 - Annual Park District #1 Improvements	This appropriation will allow for some flexibility if projects are identified during the year in Park District 1.
18-1891	Park District #1 - Burgess Park Shelter Replacement Project	The existing shelter at Burgess Park is aging and in need of replacement. This project will replace the existing structure with a metal structure.
18-1892	Park District #1 - Aimone Park Shelter Replacement Project	The existing shelter at Aimone Park is aging and in need of replacement. This project will replace the existing structure with a metal structure.
18-1990	Park District #2 - Annual Park District #2 Improvements	This appropriation will allow for some flexibility if projects are identified during the year in Park District 2.

CITY OF SPARKS

Five Year Capital Improvement Plan 2017/18 - 2021/22 - Project Descriptions

Project. #	Project Title	Project Description
18-2091	Park District #3 - Truth Dr (Foothill #4) Park	Silverton Shores will be a new park in the Wingfield Springs area of Sparks located within a current single family home development.
	Park District #3 - Black Hills Dr (Foothill #3) Park	Blackhills Park will be a new park in the Wingfield Springs area of Sparks located within a current single family home developments.
18-2090	Park District #3 - Annual Park District #3 Improvements	This appropriation will allow for some flexibility if projects are identified during the year in Park District 3.
18-2100	Room Tax Projects - Victorian Square Infrastructure Improvement Project Phase 2	This is an infrastructure project that is aimed at upgrading and improving the overall aesthetics and safety of Victorian Square. The project has been broken up into four phases starting from Pyramid Way moving west. The second phase includes the section along Victorian Avenue on the north and south side from 10th Street to 11th Street.
	Room Tax Projects - Victorian Square Infrastructure Improvement Project Phase 3	This is an infrastructure project that is aimed at upgrading and improving the overall aesthetics and safety of Victorian Square. The project has been broken up into seven sections starting from Pyramid Way moving west. The third section includes Victorian Avenue between 11th Street and the Victorian Square Plaza Square.
	Room Tax Projects - Victorian Square Infrastructure Improvement Project Phase 4	This is an infrastructure project that is aimed at upgrading and improving the overall aesthetics and safety of Victorian Square. The project has been broken up into seven sections starting from Pyramid Way moving west. The fourth section includes Victorian Avenue between the Victorian Square corridor and 15th Street.
	Room Tax Projects - Victorian Square Infrastructure Improvement Project Phase 5	This is an infrastructure project that is aimed at upgrading and improving the overall aesthetics and safety of Victorian Square. The project has been broken up into seven sections starting from Pyramid Way moving west. The fifth section includes Avenue of the Oaks between 14th Street and 11th Street and a section of 13th Street within the Victorian Plaza Circle.
	Room Tax Projects - Victorian Square Infrastructure Improvement Project Phase 6 and 7	This is an infrastructure project that is aimed at upgrading and improving the overall aesthetics and safety of Victorian Square. The project has been broken up into seven sections starting from Pyramid Way moving west. The 6th and 7th sections include each side of the Victorian Plaza Square.
18-2101	Victorian Square Cinema Reopening Contribution	Council approved financial incentive agreement between the City of Sparks and Syufy Enterprises to provide up to \$1,500,000 in Lodging Tax proceeds for renovation and re-opening of the Victorian Square cinema property. \$1M FY18 & \$100k FY19-FY23. Approved 2/27/17

CITY OF SPARKS

Five Year Capital Improvement Plan 2017/18 - 2021/22 - Project Descriptions

Project. #	Project Title	Project Description
18-2190	Room Tax Projects - Victorian Square Development Contribution Plan	Funding will let engineering staff personnel costs that support qualified capital projects in Victorian Square be re-captured and hire professional services as required to develop projects.
18-2290	CDBG Projects- Pedestrian and Street Improvements Project	Future enhancement projects that qualify for Community Development Block Grant monies will be re-assessed and submitted for approval as CDBG entitlement funds becomes available.
18-2300	Municipal Court - Employee Parking Lot Rehab Project	This project will rehabilitate the existing employee parking lot on the north side of the Municipal Court Building. The parking lot is in very poor shape and in need of replacement.
	Municipal Court - Carpet Replacement Project	This appropriation will allow for some flexibility if projects are identified during the year at the Municipal Court facility.
	Municipal Court - Fence Installation (West Side of Bldg.) Project	This project will install rod iron fence on the west side of the Municipal Court Building to deter vandalism to the building and improve the aesthetics of the west side of the building.
18-2390	Municipal Court - Annual Municipal Court Facility Improvements	This appropriation will allow for some flexibility if projects are identified during the year at the Municipal Court facility.
18--2490	Street Cut - Street Cut Repair Contract	This project is the City's annual street cut patch program . A bid for a single contractor is done to provide permanent repair of utility cuts in Sparks streets.
18-6580	TMWRF Clarifier Basin Concrete and Steel Rehab	Clarifier Basin Concrete and Steel Rehabilitation (One per year)
18-6581	TMWRF Nitrification Tower Rehab & Improvements	This project includes structural evaluation, Design & Construction: Includes media replacement, wall rehab, distribution arms rehab, grates, ventilation, individual instrumentation.
18-6582	TMWRF RSP Switch Gear in VFD Room 2400V & LVDC 1A	TMWRF RSP Switch Gear in VFD Room 2400V & LVDC 1A
18-6583	TMWRF Top Deck Lighting Rehab	TMWRF Top Deck Lighting Rehab
18-6584	TMWRF TWAS System Evaluation & Rehab	TMWRF TWAS System Evaluation & Rehab
18-6585	TMWRF Heat Loop System Improvements	TMWRF Heat Loop System Improvements

CITY OF SPARKS

Five Year Capital Improvement Plan 2017/18 - 2021/22 - Project Descriptions

Project. #	Project Title	Project Description
18-6586	TMWRF Digester Cover #2 Coating/Repair & Seals Digester 2 & 5	TMWRF Digester Cover #2 - Coating/Repair & Puff Coat & Seals Digester 2 & 5.
18-6587	TMWRF Activated Sludge Flow Improvements	TMWRF Activated Sludge Flow Improvements: RAS/WAS Flow Splitting Controls and Pump Improvements (System 2).
18-6588	TMWRF Motor Control Centers Rehab	TMWRF Motor Control Centers (MCC) Rehab
18-6589	TMWRF Aeration/Post-Air/Spent Backwash Tanks Rehab	TMWRF Aeration/Post-Air/Spent Backwash Tanks Rehabilitation
18-6590	TMWRF Grit Removal System Evaluation	TMWRF Grit Removal System Evaluation
18-6591	TMWRF 120V Lighting Panels Evaluation	TMWRF 120V Lighting Panels Evaluation
18-6592	TMWRF Plant Wide Water Systems 2 & 3 Piping Upgrade/Replacement	TMWRF Plant Wide Water Systems 2 & 3 Piping Upgrade/Replacement
18-6593	TMWRF Gallery HVAC Evaluation & Rehab	TMWRF Gallery HVAC Evaluation & Rehab
	TMWRF Projects - Future FY19-22	Digester Cover #4 repair, activated sludge flow improvements, third centrifuge & cake pump, gravity thickener evaluation, plant wide HVAC rehab, media storage facility, gas conditioning bio tower 2, filter building bypass to facilitate valve replacement, blower building air intake, AC paving Ph 1, Structural concrete evaluation Ph 2, Internal drainage infrastructure evaluation & rehab.
18-6594	Sparks Utilities Projects - Sewer System - El Rancho Sanitary Sewer Project	Rerouting of existing and proposed sanitary sewer flows from the Oddie & Greenbrae corridor redevelopment
18-6595	Sparks Utilities Projects - Sewer System - Sewer System Rehabilitation Project	Appropriations for this project will allow for sewer infrastructure rehabilitation and replacements as needed and/or identified as part of the utility assessment condition program. Coordination with selected Rehab/Recon Road Work Projects as scheduled for future years shall be considered.

CITY OF SPARKS

Five Year Capital Improvement Plan 2017/18 - 2021/22 - Project Descriptions

Project. #	Project Title	Project Description
18-6596	Sparks Utilities Projects - Sewer System - Sewer System Street Improvement Coordination - Annual Road Ahead and RTC Road Ahead	These appropriations are for sewer infrastructure rehabilitations in support of annual RTC Regional Road Projects. This may include removal and replacement /lining/bursting of SS main/laterals, SSMH's, and SSMH Lids.
		<p>These appropriations are for sanitary sewer infrastructure rehabilitations in support of annual Sparks Road Ahead Projects. This may include removal and replacement /lining/bursting of SS main/laterals, SSMH's, and SSMH Lids.</p> <p>Sanitary Sewer facility repair and replacement will be coordinated with roadways slated for preventative, rehabilitation, and replacement efforts by City of Sparks, RTC, and / or NDOT.</p>
18-6597	Sparks Utilities Projects - Sewer System - Emergency/ Contingency Funds- Sewer Projects	<p>These funds will be set aside each year to be available to address emergencies in our sanitary sewer system or contingencies that were not anticipated. The following examples of projects that might be approved for this funding source:</p> <ol style="list-style-type: none"> 1. Projects to correct an SSO or blockage that has occurred or is imminent. 2. Correct a line failure which has occurred or is imminent and poses a significant hazard. 3. Projects identified during/after an emergency operation such as flooding or other natural disaster. 4. Projects where grant money becomes available to cover part of the overall cost. 5. Projects that have the opportunity to enter into a cost sharing agreement with another agency. 6. Significant operational savings can be achieved immediately if the project/materials is completed or bought now. 7. An unplanned road/utility project is started where we want to completed work on under-ground utilities. 8. New projects of higher priority as deemed by the City Manager or City Council. 9. Water rights blocks become available at a favorable price. <p>Projects/Materials identified to use this funding will require approval by the Public Works Director and/or the City Council as necessary.</p>
18-6601	Sparks Utilities Projects - Storm Drain System - Horseman's Park Drainage Improvements Project	Improvements to Bergin Way and Glendale Boulevard drainage system to alleviate localized flooding. Approximately 3200 linear feet of new piping.
18-6602	Sparks Utilities Projects - Storm Drain System - East Prater Way SD Project - Design	Replacement of drainage inlet structure at Alamo Driveway area adjacent to Greg Street

CITY OF SPARKS

Five Year Capital Improvement Plan 2017/18 - 2021/22 - Project Descriptions

Project. #	Project Title	Project Description
	Sparks Utilities Projects - Storm Drain System - East Prater Way SD Project - Construction	Storm Drainage improvements to 19th Street in the area of J Street to Brunetti Way
	Sparks Utilities Projects - Storm Drain System - Rockwood Dr and Glen Meadow Dr SD Project - Design	Storm Drainage improvements to existing ditch piping adjacent to Pyramid Way south of Greenbrae Drive
	Sparks Utilities Projects - Storm Drain System - Rockwood Dr and Glen Meadow Dr SD Project - Construction	Storm Drainage improvements to Rock Boulevard between Greg Street and Glendale Avenue.
18-6690		These appropriations are for sewer infrastructure rehabilitations in support of annual RTC Regional Road Projects. This may include removal and replacement /lining/bursting of SS main/laterals, SSMH's, and SSMH Lids.
		These appropriations are for sanitary sewer infrastructure rehabilitations in support of annual Sparks Road Ahead Projects. This may include removal and replacement /lining/bursting of SS main/laterals, SSMH's, and SSMH Lids.
		Storm Drain facility repair and replacement will be coordinated with roadways slated for preventative, rehabilitation, and replacement efforts by City of Sparks, RTC, and / or NDOT.
18-6691	Sparks Utilities Projects - Storm Drain System - Annual System Dam, Ditch, Flood & Drainage Structures - Annual SD System & Ditch Rehab and Annual Dam/Flood Structure/Citywide Flood Rehab Construction	Appropriations for this project will allow for storm drain, ditch, and channel infrastructure rehabilitation and replacements as needed and/or identified as part of the utility assessment condition program. Coordination with selected Rehab/Recon Road Work Projects as scheduled for future years shall be considered.
		Potential projects include open ditch piping improvements, North Truckee Ditch drainage improvements, Stanford Way storm drain rerouting, and other improvements as needed.
		These funds will be set aside each year to be available to address new construction or repairs beyond the typical maintenance for the City's dams, flood structures, or possible city wide flood protection construction or rehabilitation projects. Projects/Materials identified to use this funding will require approval by the Public Works Director and/or the City Council as necessary.
18-6692	Sparks Utilities Projects - Storm Drain System - Annual Curb, Gutter, Sidewalk Projects	Annual funding used to replace aged curb, gutter and drainage inlets throughout the City. Locations are based on priorities of pavement management team to coincide with planned roadway preventative maintenance/rehabilitations projects.

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Five Year Capital Improvement Plan 2017/18 - 2021/22 - Project Descriptions

Project. #	Project Title	Project Description
18-6693	Sparks Utilities Projects - Storm Drain System - FEMA CRS/CAV Flood Mitigation Project	This project is required to develop mitigation plans in response to the requirements of the City's FEMA CRS/CAV and maintain the City's rating with FEMA. This funding will also be used for issues that arise through FEMA FIRM mapping and actions to correct inconsistencies.
18-6695	Sparks Utilities Projects - Storm Drain System - Storm Drain Outreach Maintenance Program	Funding to provide outreach materials to affect and improve stormwater quality. Could include items such as fliers, hiring of temporary help for maintenance of dog-poop bag stations and informational signage.
18-6696	Sparks Utilities Projects - Storm Drain System - Emergency/Contingency Funds- Storm Drains Projects	<p>These funds will be set aside each year to be available to address emergencies in our storm drain system or contingencies that were not anticipated. The following examples of projects that might be approved for this funding source:</p> <ol style="list-style-type: none"> 1. Projects to correct a blockage that has occurred or is imminent. 2. Correct a line failure which has occurred or is imminent and poses a significant hazard. 3. Projects identified during/after an emergency operation such as flooding or other natural disaster. 4. Projects where grant money becomes available to cover part of the overall cost. 5. Projects that have the opportunity to enter into a cost sharing agreement with another agency. 6. Significant operational savings can be achieved immediately if the project/materials is completed or bought now. 7. An unplanned road/utility project is started where we want to completed work on under-ground utilities. 8. New projects of higher priority as deemed by the City Manager or City Council. <p>Projects/Materials identified to use this funding will require approval by the Public Works Director and/or the City Council as necessary.</p>
	Sparks Utilities Projects - Effluent System - Reuse Pump Station Electrical and Building Construction	Design and construction of electrical and building upgrades to the main reclaimed effluent reuse pump station located at TMWRF
18-6792	Sparks Utilities Projects - Effluent Projects- Regional Effluent Planning and Demonstration Projects	Support and cost sharing for planning, design, and demonstration projects related to effluent quality and disposal opportunities
18-6790	Sparks Utilities Projects - Effluent Projects- Metered Site Upgrades Projects	This project is an infrastructure upgrade to customer sites which cannot accommodate shutoff of system for nonpayment, breaks in the mains, etc., and will be phased over several years.

CITY OF SPARKS

Five Year Capital Improvement Plan 2017/18 - 2021/22 - Project Descriptions

Project. #	Project Title	Project Description
18-6791	Sparks Utilities Projects - Effluent Projects - Emergency/Contingency Funds- Effluent Projects	<p>These funds will be set aside each year to be available to address emergencies in our effluent system or contingencies that were not anticipated. The following examples of projects that might be approved for this funding source:</p> <ol style="list-style-type: none"> 1. Emergency repairs to restore service to customers during irrigation season. 2. Correct a line failure which has occurred or is imminent and poses a significant hazard. 3. Projects identified during/after an emergency operation such as flooding or other natural disaster. 4. Projects where grant money becomes available to cover part of the overall cost. 5. Projects that have the opportunity to enter into a cost sharing agreement with another agency. 6. Significant operational savings can be achieved immediately if the project/materials is completed or bought now. 7. An unplanned road/utility project is started where we want to completed work on under-ground utilities. 8. New projects of higher priority as deemed by the City Manager or City Council. 9. Water rights blocks become available at a favorable rate. <p>Projects/Materials identified to use this funding will require approval by the Public Works Director and/or the City Council as necessary.</p>
18-7500	Municipal Yard - City Vehicle & Equipment Replacement - Replacement Plan	Each year, the Fleet Management Group approves a list of vehicles needing replacement based on many factors such as age of the vehicle, mileage and maintenance history. A spreadsheet contained in this CIP document provides a complete listing of these vehicles. Funding is through depreciation, maintenance and repair rates charged to departments/programs that use Equipment Services.
18-7501	Municipal Yard - City Vehicle & Equipment Replacement - Maintenance Garage Welding Room Electrical Upgrade Project	This project will upgrade the existing electrical system in the welding room of the maintenance garage to current electrical standards.
100902	Municipal Yard - City Vehicle & Equipment Replacement -FIRE APPARATUS REPLACEMENT PLAN	The Fleet Manager, Fire Captain and Finance Department have implemented a plan to replace existing Fire Apparatus based on a proposed schedule that includes an outline of the funding sources for these replacements. The full spreadsheet is available upon request and a 5 year snapshot of the plan is included on the the FY17 Vehicle Replacement List tab.
100903	Municipal Yard - City Vehicle & Equipment Replacement -FIRE CAPITAL EQUIPMENT REPLACEMENT PLAN	The Fleet Manager, Fire Captain and Finance Department have implemented a plan to replace existing Fire Capital Equipment based on a proposed schedule that includes an outline of the funding for this equipment. The full spreadsheet is available upon request.

City of Sparks Redevelopment Agency
Five Year Capital Improvement Plan 2017/18 - 2021/22

Project #	Project Description	FY18	FY19	FY20	FY21	FY22
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REDEVELOPMENT AREA I (3401): Projects in the downtown area funded by property taxes.

Redevelopment Area I Projects						
<i>Planned Capital Improvements</i>						
18-8500	Downtown Garage Improvements	750,000	0	0	0	0
	Sub-total	750,000	0	0	0	0
TOTAL REDEVELOPMENT AREA 1 PROJECTS		750,000	0	0	0	0

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

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

CITY OF SPARKS REDEVELOPMENT AGENCY

Five Year Capital Improvement Plan 2017/18 - 2021/22 - Project Descriptions

Proj. #	Project Title	Project Description
18-8500	Redevelopment Area 1 - Downtown Garage Improvement Project	Both downtown garages are aging and in need of upgrades. This project includes, but is not limited to improved lighting, new paint, elevator and stair upgrades, cleaning, and new parking space paint.
	Redevelopment Area 2 -No Projects Slated	Until resources are once again available no projects are planned.

Appendix B: New Needs





FY18

NEW

NEEDS

FY18 New Needs - Top General and Parks & Rec Fund Priorities

prioritized at Senior Staff 1/10/17

Total Prioritized:	\$779,891
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General & Parks and Rec Fund

Funding Priority	Department	Core Service	New Need	FY18	FY19	FY20
1	Muni Court	City Svc #10 - Sparks Muni Court	Court Clerk	70,376	77,202	81,294
2	Police	City Svc #04 - SPD Detectives	Administrative Secretary	83,627	90,099	93,450
3	Fire	City Svc #02 - SFD Emergency Svcs	2 Fire Captains for Training	315,826	292,715	301,234
4	Parks & Rec	Cost Recovery #1 - P&R Youthwatch	Small Wonders - Two 3/4 time permanent positions with benefits (offset by elimination of part-time temporary employee costs)	60,173	63,182	66,341
5	Financial Services	City Administration	Payroll Technician	81,965	88,222	91,479
6	Police	City Svc #06 - SPD Records	Police Assistant	71,570	74,774	78,603
7	Mgmt Services	City Administration	Human Resources Analyst	96,354	102,618	108,958
Total General & Parks & Rec Fund				779,891	788,812	821,359

Note: The above 7 items are not included in the FY18 City Manager's Budget Recommendations. They were initially prioritized by the City Manager and Senior Staff as top priorities for FY18, however sufficient resources were not available and their inclusion in the budget would have resulted in General Fund ending fund balance of less than 6%.

FY18 New Needs - Summary of All Submissions

With on-going costs projected through FY20

City
Manager
Recommendation



Page	Dept Priority	Core Service	New Need	FY18	FY19	FY20
General & Parks and Rec Funds						
Community Services Department						
193	1	City Svc #21 - CSD Community Appearance	Office Specialist (new permanent full-time position to replace temporary part-time one)	69,386	72,913	73,995
194	2	City Administration	Overhaul of City's Development Code (Title 17) and Infrastructure Design Manual - Professional Services	25,000	25,000	
195		City Administration	Asset Manager (20% General fund; 12.5% Road Fund; 25% Sewer Fund, 25% Storm Drain; 10% Effluent; 2.5% Motor Vehicle Fund; 2.5% Redevelopment Area 1; 2.5% Redevelopment Area 2)	30,416	32,296	32,363
196		City Administration	Asset management Implementation Professional Services (20% General fund; 12.5% Road Fund; 25% Sewer Fund, 25% Storm Drain; 10% Effluent; 2.5% Motor Vehicle Fund; 2.5% Redevelopment Area 1; 2.5% Redevelopment Area 2)	73,000		
Community Services General Fund Total				197,802	130,209	106,358
Municipal court						
197	1	City Svc #10 - Sparks Muni Court	Court Clerk	70,376	77,202	81,294
Municipal Court General Fund Total				70,376	77,202	81,294

FY18 New Needs - Summary of All Submissions

With on-going costs projected through FY20

City
Manager
Recommendation
✓

Page	Dept Priority	Core Service	New Need	FY18	FY19	FY20
Police Department						
198	1	City Svc #04 - SPD Detectives	Administrative Secretary	83,627	90,099	93,450
198	1	City Svc #01 - SPD Patrol	Administrative Secretary	83,627	90,099	93,450
202	2	City Svc #04 - SPD Detectives	Detective - General Assignment	157,840	121,184	125,540
202	2	City Svc #04 - SPD Detectives	Detective - General Assignment	157,840	121,184	125,540
203	3	City Svc #06 - SPD Records	Police Assistant	71,570	74,774	78,603
203	3	City Svc #06 - SPD Records	Police Assistant	71,570	74,774	78,603
204	4	City Svc #06 - SPD Records	Police Office Assistant	68,704	72,059	75,762
205	5	City Svc #01 - SPD Patrol	Police Officer	110,498	105,674	109,645
205	5	City Svc #01 - SPD Patrol	Police Officer	110,498	105,674	109,645
205	5	City Svc #01 - SPD Patrol	Police Officer	110,498	105,674	109,645
205	5	City Svc #01 - SPD Patrol	Police Officer	110,498	105,674	109,645
205	5	City Svc #01 - SPD Patrol	Police Officer	110,498	105,674	109,645
205	5	City Svc #01 - SPD Patrol	Police Officer	110,498	105,674	109,645
206	6	City Svc #01 - SPD Patrol	Police Officer - Motor/Traffic	117,289	109,365	113,335
206	6	City Svc #01 - SPD Patrol	Police Officer - Motor/Traffic	117,289	109,365	113,335
Police Department General Fund Total				1,592,344	1,496,947	1,555,488
Management Services Department						
207		City Administration	Human Resources Analyst	96,354	102,618	108,958
208		City Administration	Compensation Committee (training & consulting)	25,000	2,500	2,500
209		City Administration	Risk Remediation Program	20,000	20,000	20,000
Management Services Department General Fund Total				141,354	125,118	131,458

FY18 New Needs - Summary of All Submissions

With on-going costs projected through FY20

City
Manager
Recommendation
✓

Page	Dept Priority	Core Service	New Need	FY18	FY19	FY20
Financial Services Department						
210	1	City Administration	Payroll Technician	81,965	88,222	91,479
Financial Services Department General Fund Total				81,965	88,222	91,479
Fire Department						
211	1	City Svc #15 - SFD Essential Training	Fire Captain for Training (offset by reassignment of one 80 hour Captain to a 112 Captain)	151,316	139,369	143,463
211	1	City Svc #15 - SFD Essential Training	Fire Captain for Training	164,510	153,346	157,771
212	2	City Svc #02 - SFD Emergency Svcs	Fire Fighter (need 9 to meet NFPA strip mall staffing guidelines - New Need form coming)	135,369	123,952	129,280
212	2	City Svc #02 - SFD Emergency Svcs	Fire Fighter (need 9 to meet NFPA strip mall staffing guidelines - New Need form coming)	135,369	123,952	129,280
212	2	City Svc #02 - SFD Emergency Svcs	Fire Fighter (need 9 to meet NFPA strip mall staffing guidelines - New Need form coming)	135,369	123,952	129,280
212	2	City Svc #02 - SFD Emergency Svcs	Fire Fighter (need 9 to meet NFPA strip mall staffing guidelines - New Need form coming)	135,369	123,952	129,280
212	2	City Svc #02 - SFD Emergency Svcs	Fire Fighter (need 9 to meet NFPA strip mall staffing guidelines - New Need form coming)	135,369	123,952	129,280
212	2	City Svc #02 - SFD Emergency Svcs	Fire Fighter (need 9 to meet NFPA strip mall staffing guidelines - New Need form coming)	135,369	123,952	129,280
212	2	City Svc #02 - SFD Emergency Svcs	Fire Fighter (need 9 to meet NFPA strip mall staffing guidelines - New Need form coming)	135,369	123,952	129,280
212	2	City Svc #02 - SFD Emergency Svcs	Fire Fighter (need 9 to meet NFPA strip mall staffing guidelines - New Need form coming)	135,369	123,952	129,280
Fire Department General Fund Total				1,534,146	1,408,283	1,464,754

FY18 New Needs - Summary of All Submissions

With on-going costs projected through FY20

Page	Dept Priority	Core Service	New Need	FY18	FY19	FY20
Parks & Recreation Fund						
214	1	Cost Recovery #1 - P&R Youthwatch	Small Wonders - Two 3/4 time permanent positions with benefits (offset by elimination of part-time temporary employee costs)	60,173	63,182	66,341
215	2	Cost Recovery #1 - P&R Youthwatch	Youth Watch - Six 3/4 time permanent positions with benefits (offset by elimination of part-time temporary employee costs)	192,993	202,643	212,775
216	3	City Svc #24 - P&R Alf Sorensen Community Center & Aquatics	Adult Sports/Facility Management Recreation Specialist (offset by elimination of part-time temporary employee costs)	48,928	51,651	54,530
217	4	City Administration	Youth Watch - Recreation Specialist (offset by elimination of part-time temporary employee costs)	54,694	57,705	60,887
218	5	Cost Recovery #3 - P&R Special Events (internally produced)	Special Events - Recreation Specialist (offset by elimination of part-time temporary employee costs)	69,431	73,179	77,134
Parks & Rec Fund Total				426,219	448,360	471,667
Total General & Parks & Rec Fund				4,044,206	3,774,341	3,902,498

**City
Manager
Recommendation**
✓

FY18 New Needs - Summary of All Submissions

With on-going costs projected through FY20

City
Manager
Recommendation

Page	Dept Priority	Core Service	New Need	FY18	FY19	FY20	✓
Other Funds							
Road Fund							
195	1	N/A ¹	Asset Manager (20% General fund; 12.5% Road Fund; 25% Sewer Fund, 25% Storm Drain; 10% Effluent; 2.5% Motor Vehicle Fund; 2.5% Redevelopment Area 1; 2.5% Redevelopment Area 2)	19,010	20,185	20,227	
196	3	N/A ¹	Asset management Implementation Professional Services (20% General fund; 12.5% Road Fund; 25% Sewer Fund, 25% Storm Drain; 10% Effluent; 2.5% Motor Vehicle Fund; 2.5% Redevelopment Area 1; 2.5% Redevelopment Area 2)	45,625			
Road Fund Total				64,635	20,185	20,227	
Motor Vehicle Fund							
195	1	N/A ¹	Asset Manager (20% General fund; 12.5% Road Fund; 25% Sewer Fund, 25% Storm Drain; 10% Effluent; 2.5% Motor Vehicle Fund; 2.5% Redevelopment Area 1; 2.5% Redevelopment Area 2)	3,802	4,037	4,045	
196	3	N/A ¹	Asset management Implementation Professional Services (20% General fund; 12.5% Road Fund; 25% Sewer Fund, 25% Storm Drain; 10% Effluent; 2.5% Motor Vehicle Fund; 2.5% Redevelopment Area 1; 2.5% Redevelopment Area 2)	9,125			
Motor Vehicle Fund Total				12,927	4,037	4,045	

FY18 New Needs - Summary of All Submissions

With on-going costs projected through FY20

Page	Dept Priority	Core Service	New Need	FY18	FY19	FY20	City Manager Recommendation ✓
Sewer Operations & Capital Funds							
195	1	N/A ¹	Asset Manager (20% General fund; 12.5% Road Fund; 25% Sewer Fund, 25% Storm Drain; 10% Effluent; 2.5% Motor Vehicle Fund; 2.5% Redevelopment Area 1; 2.5% Redevelopment Area 2)	38,020	40,370	40,454	
196	3	N/A ¹	Asset management Implementation Professional Services (20% General fund; 12.5% Road Fund; 25% Sewer Fund, 25% Storm Drain; 10% Effluent; 2.5% Motor Vehicle Fund; 2.5% Redevelopment Area 1; 2.5% Redevelopment Area 2)	91,250			
Sewer Fund Total				129,270	40,370	40,454	
Drains Operations & Capital Funds							
219	1	N/A ¹	Weed Abatement Plan - Chemicals	65,000	65,000	65,000	✓
220	2	N/A ¹	Weed Abatement Plan - 15' Mower Deck for skip loader	18,350	2,700	2,700	✓
195	3	N/A ¹	Asset Manager (20% General fund; 12.5% Road Fund; 25% Sewer Fund, 25% Storm Drain; 10% Effluent; 2.5% Motor Vehicle Fund; 2.5% Redevelopment Area 1; 2.5% Redevelopment Area 2)	38,020	40,370	40,454	
196	4	N/A ¹	Asset management Implementation Professional Services (20% General fund; 12.5% Road Fund; 25% Sewer Fund, 25% Storm Drain; 10% Effluent; 2.5% Motor Vehicle Fund; 2.5% Redevelopment Area 1; 2.5% Redevelopment Area 2)	91,250			
Drains Fund Total				212,620	108,070	108,154	

FY18 New Needs - Summary of All Submissions

With on-going costs projected through FY20

Page	Dept Priority	Core Service	New Need	FY18	FY19	FY20	City Manager Recommen- dation ✓
Effluent Operations & Capital Funds							
195	1	N/A ¹	Asset Manager (20% General fund; 12.5% Road Fund; 25% Sewer Fund, 25% Storm Drain; 10% Effluent; 2.5% Motor Vehicle Fund; 2.5% Redevelopment Area 1; 2.5% Redevelopment Area 2)	15,208	16,148	16,182	
196	3	N/A ¹	Asset management Implementation Professional Services (20% General fund; 12.5% Road Fund; 25% Sewer Fund, 25% Storm Drain; 10% Effluent; 2.5% Motor Vehicle Fund; 2.5% Redevelopment Area 1; 2.5% Redevelopment Area 2)	36,500			
Effluent Fund Total				51,708	16,148	16,182	
Development Services Enterprise Fund							
221	1	City Administration	Deputy Building Official	159,641	138,334	144,043	✓
222	2	City Administration	Supervising Permit Technician	110,199	115,433	118,849	✓
Development Services Fund Total				269,840	253,767	262,892	
Redevelopment Area 1							
195	1	N/A ¹	Asset Manager (20% General fund; 12.5% Road Fund; 25% Sewer Fund, 25% Storm Drain; 10% Effluent; 2.5% Motor Vehicle Fund; 2.5% Redevelopment Area 1; 2.5% Redevelopment Area 2)	3,802	4,037	4,045	
196	3	N/A ¹	Asset management Implementation Professional Services (20% General fund; 12.5% Road Fund; 25% Sewer Fund, 25% Storm Drain; 10% Effluent; 2.5% Motor Vehicle Fund; 2.5% Redevelopment Area 1; 2.5% Redevelopment Area 2)	9,125			
Redevelopment Area 1 Fund Total				12,927	4,037	4,045	

FY18 New Needs - Summary of All Submissions

With on-going costs projected through FY20

Page	Dept Priority	Core Service	New Need	FY18	FY19	FY20	City Manager Recommendation ✓
Redevelopment Area 2							
195	1	N/A ¹	Asset Manager (20% General fund; 12.5% Road Fund; 25% Sewer Fund, 25% Storm Drain; 10% Effluent; 2.5% Motor Vehicle Fund; 2.5% Redevelopment Area 1; 2.5% Redevelopment Area 2)	3,802	4,037	4,045	
196	3	N/A ¹	Asset management Implementation Professional Services (20% General fund; 12.5% Road Fund; 25% Sewer Fund, 25% Storm Drain; 10% Effluent; 2.5% Motor Vehicle Fund; 2.5% Redevelopment Area 1; 2.5% Redevelopment Area 2)	9,125			
Redevelopment Area 2 Fund Total				12,927	4,037	4,045	
Truckee Meadows Water Reclamation Facility (TMWRF)							
223	1	N/A ¹	Inventory Control Specialist	89,817	100,934	108,081	✓
224	2	N/A ¹	Treatment Plant E&I Tech	117,992	91,156	96,032	✓
224	2	N/A ¹	Treatment Plant E&I Tech	117,992	91,156	96,032	
225	3	N/A ¹	Treatment Plant Mechanic I	117,992	91,156	96,032	✓
225	3	N/A ¹	Treatment Plant Mechanic I	117,992	91,156	96,032	✓
225	3	N/A ¹	Treatment Plant Mechanic I	117,992	91,156	96,032	✓
TMWRF Fund Total				679,776	556,714	588,241	
Total Other Funds				1,446,628	1,007,363	1,048,285	
Total FY18 New Needs Requests - All Funds				5,490,834	4,781,704	4,950,783	

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

FY18 New Needs - Summary of All Submissions

With on-going costs projected through FY20

**City
Manager
Recommendation**
✓

Page **Dept**
Priority **Core Service** **New Need** **FY18** **FY19** **FY20**

Summary of all FY18 New Needs Requests

	<i>General & Parks and Rec Fund</i>	<i>Other Funds</i>	<i>Total</i>
Full-time positions	38.2	8.8	47.0
Personnel Costs	\$3,901,206	\$1,071,278	\$4,972,484
Other Costs	\$143,000	\$375,350	\$518,350
Total	\$4,044,206	\$1,446,628	\$5,490,834

Summary of FY18 New Needs Recommended by City Manager

	<i>General & Parks and Rec Fund</i>	<i>Other Funds</i>	<i>Total</i>
Full-time positions	0	7	7
Personnel Costs	\$0	\$831,624	\$831,624
Other Costs	\$0	\$83,350	\$83,350
Total	\$0	\$914,974	\$914,974

FY18 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/16

New Need brief description:

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

Department Contact:

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

Check all that apply & fill in cost estimates:

	FY18 costs	FY19 costs	FY20 costs
<input checked="" type="checkbox"/> New Equipment	3,000		

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

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

	FY18 costs	FY19 costs	FY20 costs
<input type="checkbox"/> Professional Service			

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

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

	Position Title	Salary	Benefits	Total FY18	Total FY19	Total FY20
1	Office Specialist (salary mid-range)	48,073	34,394	82,467	88,994	90,076
2	Minus cost contract temp staffing			(16,081)	(16,081)	(16,081)
3				0		
4				0		
Total		48,073	34,394	66,386	72,913	73,995

	FY18 costs	FY19 costs	FY20 costs
<input type="checkbox"/> Other			

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

Description of New Need

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

FY18 New Needs Request Form - email *shemmerling@cityofsparks.us* by 12/14/16

New Need brief description: Professional services for overhaul of City's Development Code (Title 17) and Infrastructure Design Manual

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

Department Contact: John Martini / Armando Ornelas

Agresso Fund & Program Number: 1101-130105 (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

	FY18 costs	FY19 costs	FY20 costs

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

Professional Service

	FY18 costs	FY19 costs	FY20 costs
	25,000	25,000	

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

Cost is to be split over two fiscal years; contract would be let second half of fiscal year 2018.

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

	Position Title	Salary	Benefits	Total FY18	Total FY19	Total FY20
1						
2				0		
3				0		
4				0		
<i>Total</i>		<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>

Other

	FY18 costs	FY19 costs	FY20 costs

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

Description of New Need

Initial impetus was Councilman's request that Title 17 be revised to permit final maps to be approved administratively. After reviewing Title 17 it is apparent that a comprehensive review and revision of Title 17 and the City's Infrastructure Design Manual are warranted.

FY18 New Needs Request Form - email *shemmerling@cityofsparks.us* by 12/14/16

New Need brief description:

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

Department Contact:

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

Check all that apply & fill in cost estimates:

New Equipment

	FY18 costs	FY19 costs	FY20 costs
	3,000		

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

Professional Service

	FY18 costs	FY19 costs	FY20 costs
	0	0	0

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 FY18	Total FY19	Total FY20
1	Asset Manager	102,500	46,578	149,078	161,478	161,815
	Total	102,500	46,578	149,078	161,478	161,815

Other

	FY18 costs	FY19 costs	FY20 costs

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

Description of New Need

The Asset Management new needs requested for FY17 (i.e., Manager position, Accela software module and professional services for implementation) will provide the resources for the City to create and provide initial staffing to manage an Accela and GIS based system to: (a) inventory, categorize and track the City's existing assets; (b) drive the planning for, and management of, the Capital Improvement Plan (CIP); and, (c) permit the City to meet the financial reporting requirements of the federal government's GASB34. These resources are needed to implement Goal 2.4 of the City's adopted Strategic Plan for FY 2017-22 ("Asset Management: Efficiently maintain the city's assets using an asset management inventory system to drive the Capital Improvements Plan").

Percentages from Ericson 12/27/16

Fund	%	\$ amount	No Program provided, so Stacie picked Program
Road Fund	12.5%	19,010	99-1401
Sanitary Sewer	25.0%	38,020	130600
Storm Drain	25.0%	38,020	130620
Effluent	10.0%	15,208	130640
Motor Vehicle	2.5%	3,802	130540
RA1	2.5%	3,802	130265
RA2	2.5%	3,802	130275
General fund	20.0%	30,416	130105
	100.0%	152,078	

FY18 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/16

New Need brief description: **Professional services for Asset Management Implementation**

Requesting Department: **Community Services**

Departmental Priority # ---->

MF-3
(1, 2, 3, etc.)

Department Contact: Jon Ericson

Agresso Fund & Program Number: **Cost to be split across multiple funds - see description section** (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

FY18 costs	FY19 costs	FY20 costs

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

Professional Service

FY18 costs	FY19 costs	FY20 costs
365,000		

Please describe any one-time vs. on-going costs:
One-time implementation Consultant cost for FY18 and Fy19. As needed Consultant support for FY20 Accela professional services with TruePoint Solutions estimated cost for project. This is budgetary only and could certainly be reduced based upon collaboration between the City and TruePoint

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

Position Title	Salary	Benefits	Total FY18	Total FY19	Total FY20
1					
2					
Total	0		0	0	0

Other

FY18 costs	FY19 costs	FY20 costs

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

Description of New Need

The Asset Management new needs requested for FY17 (i.e., Manager position, Accela software module and professional services for implementation) will provide the resources for the City to create and provide initial staffing to manage an Accela and GIS based system to: (a) inventory, categorize and track the City's existing assets; (b) drive the planning for, and management of, the Capital Improvement Plan (CIP); and, (c) permit the City to meet the financial reporting requirements of the federal government's GASB34. These resources are needed to implement Goal 2.4 of the City's adopted Strategic Plan for FY 2017-22 ("Asset Management: Efficiently maintain the city's assets using an asset management inventory system to drive the Capital Improvements Plan").

Percentages from Ericson 12/27/16			
Fund	%	\$ amount	No Program provided, so Stacie picked Program
Road Fund	12.5%	45,625	99-1401
Sanitary Sewer	25.0%	91,250	130600
Storm Drain	25.0%	91,250	130620
Effluent	10.0%	36,500	130640
Motor Vehicle	2.5%	9,125	130540
RA1	2.5%	9,125	130265
RA2	2.5%	9,125	130275
General fund	20.0%	73,000	130105
	100.0%	365,000	

FY18 New Needs Request Form - email *shemmerling@cityofsparks.us* by 12/14/16

New Need brief description:

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

Department Contact:

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

Check all that apply & fill in cost estimates:

New Equipment

FY18 costs	FY19 costs	FY20 costs

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

Professional Service

FY18 costs	FY19 costs	FY20 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 FY18	Total FY19	Total FY20
1	COURT CLERK	38,589	31,787	70,376	77,202	81,294
2				0		
3				0		
4				0		
<i>Total</i>		38,589	31,787	70,376	77,202	81,294

Other

FY18 costs	FY19 costs	FY20 costs

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

Description of New Need

Court Clerk position receives, prepares and processes a wide variety of specialized clerical, technical, and administrative duties in support of court operations and services in areas of records management, data entry, sentence compliance, public service counter and courtroom support.

As the need for new police officers continues to increase, the need for support staff at the court also continues to increase due to workload and judicial compliance issues.

FY18 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/16

New Need brief description:

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

Department Contact:

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

Check all that apply & fill in cost estimates:

	FY18 costs	FY19 costs	FY20 costs
<input checked="" type="checkbox"/> New Equipment	6,000		

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

Technology Expense - YEAR 1 only (computer, monitor, Microsoft licensing, desk and other office needs - \$3,000 estimate x 2)

	FY18 costs	FY19 costs	FY20 costs
<input type="checkbox"/> Professional Service			

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

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

	Position Title	Salary	Benefits	Total FY18	Total FY19	Total FY20
1	Administrative Secretary	46,648	33,979	80,627	90,099	93,450
2	Administrative Secretary	46,648	33,979	80,627	90,099	93,450
3				0		
4				0		
Total		93,296	67,958	161,254	180,198	186,900

	FY18 costs	FY19 costs	FY20 costs
<input type="checkbox"/> Other			

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

Description of New Need

The Police Department is requesting two new Administrative Secretary positions.

Correlation to Strategic Plan:
 1.3.1 Multi-Departmental; Evaluate required staffing levels needed to support public safety activities.

Prior to the recession, the police department employed two Police Office Specialists. One of these positions operated in the Detective Section and one of these positions operated in Support Services. Both performed critical functions to the police department; however, by necessity both positions were eliminated to navigate the recession. The duties for these two positions were spread amongst three Administrative Secretaries within the police department. The work load created for the other three positions was unrealistic at the time and continues to be so. There is not time to perform all the necessary functions so, many times, important tasks are delayed until they become critical, duties are assigned to employees out of their job classification or employees who are of a different job classification fill these roles for a period of time to catch them up or cover time off. Volunteers are also utilized to assist in the workload. We have been very lucky to develop long term volunteers who have developed the institutional knowledge to take on some of these duties; however, volunteers' status can change very quickly depending on their personal living situation. We are asking for two Administrative Secretaries as opposed to Police Office Specialists. This allows us to use three of our current administrative secretaries and the two new positions to cover for each other and assist in each others duties while still functioning in class. I have broken down the two positions separately to better address their specific proposed duties:

New Need brief description:

Police - Administrative Secretary

Requesting Department:

Police Department

Departmental
Priority # ---->

1

Description of New Need, Continued...

Administrative Secretary – Detectives

Prepare morning folder for Sergeants review.

Go through all the cases and put in categories for sergeants to review.

Give supplements to proper detectives or send to DA if needed.

Go through mail and give to correct detective and/or sergeant for review

DA Run Paperwork

Run Criminal History on all Felony and Gross Misdemeanor arrests

Make copies for District Attorney's Office of Probable Cause arrests by patrol

Split Detective arrests to be sent to District Attorney's Office

Prepare DA Submittal form for all cases sent to DA's Office

Jan Evans

Prepare Jan Evans Submittal form for all cases sent to Jan Evans Juvenile Facility

Assign cases

Assign cases in Case Management daily

Make file folders for each case assigned for the detective to have a working copy

Splitting Detective Cases and/or Supplements

Verify sergeant has signed all necessary paperwork

Make copies of cases and/or supplements to the appropriate division or agency, depending on the status of the case and directions of assigned detective or sergeant

Data Entry of Detective Cases

Enter original cases taken by detectives into Tiburon (Tritech)

Enter supplements taken by detectives into Tiburon

Update Case Management as needed

Type Dictated Reports from Detectives

Type reports on correct formats as dictated by detectives

Proofread reports for errors

Process DA RFI (Request Further Information)

Print e-mails from the Deputy District Attorneys requesting follow up info for case

Forward to assigned Detective for follow up or to Patrol Officer who made arrest

Make copies of paperwork requested by Deputy District Attorneys, if available

Subpoenas

Update list of all Subpoenas for detectives and put in correct mailbox for signature

Return subpoenas to correct court once signed by detective

Court Call Offs

Contact detectives when their court date is cancelled or postponed for any reason

Timecards (27)

Review timecards every pay period for accuracy

Prepare Callout log for every pay period

Keep copies of timecards in binder

Assist nonsworn with questions on Novatime

Paperwork from DA's Office

Dispositions

Check filing cabinet for case file

Look up detective working case

Enter disposition information into computer

Evidence Release

Date stamp

Make copies for evidence and detectives

Send originals to Imaging

Look up detective working case

Transcripts

Type transcripts of cases requested by DA's Office for trials

Type all Homicide transcripts

Type all OIS transcripts

New Need brief description:

Police - Administrative Secretary

Requesting Department:

Police Department

Departmental
Priority # ---->

1

Description of New Need, Continued...

GTA Letters

Type letters for insurance companies requesting a copy of the Theft report for Sergeant to sign

Lab Results

Look up case number to see if there is a detective assigned

If no assigned detective, make copy of case for Sergeant

Pay Tow Bills

Order Supplies

Answer Phones

Route calls to proper detectives

Answer routine questions from public

Take messages for detectives and sergeants

Look up information for detectives when out of office in CDS or Tiburon

Let detective know when someone is here to see her/him with or without appointment

Field media calls depending on current situation

Ebook on Major Cases

Scan entire case into specific categories so the Detective can prepare an Ebook for our records, the DA's Office and Reno and Washoe County when necessary

Type Tabs for binders

Print cases for detectives upon request

Send copies of cases to other agencies upon request of detective

Disseminate and stamp copy of case following proper procedures

Mail or fax copies to agency

Update Detective Information Sheets as needed

Administrative Secretary - Support Services

Schedule, Track and Report All Police Department Training (150+ people)

Register Police Department Employees for training

Complete Travel Authorizations for travel and training

Track and record all training

Maintain training records

Respond to Subpoenas Duces Tecum requesting training records

Respond to requests for training documents from City Attorney

Complete mandatory report on police officer training to P.O.S.T.

Complete notices of incomplete training to satisfy P.O.S.T. requirements

Liaison with the Regional Training Center for classrooms, training classes and schedules

Help schedule and track mandatory yearly in-service training for the police department

Assist in creating/maintaining lists of equipment and uniforms assigned to Department employees

Equipment list for every employee issued equipment (100+ people)

Review and Prepare Timecards each pay period (5 people)

Answer phones and e-mails in support services and direct inquiries to appropriate resources

Create and compile background files for potential new hires

Contact Candidates for Interviews and schedule interviews

Transcribe Polygraph reports

Coordinate Background process and ensure candidates are moved efficiently through the process

Schedule and attend meetings; create agendas

Book Rooms and Conference Facilities

Order and Maintain Stationary and Equipment

Perform varied office support work related to sworn police staff (Support Services Sergeant, Community Resource Officers, Crime Prevention Officer)

Type correspondence, reports and forms, confidential and specialized documents from drafts, notes, dictated tapes, proofread and check types documents for accuracy and completeness.

Provide information to other law enforcement agencies.

FY18 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/16

New Need brief description:

Police - Administrative Secretary

Requesting Department:

Police Department

Departmental
Priority # ---->

1

Description of New Need, Continued...

Job Duties Completed Outside of Job Description (Typically by an evidence technician)

Prepare casework for Sergeant Review and assignment to detectives
Process mail for detectives
D.A. Run paperwork
Jan Evans Submittal Paperwork
Assign cases through Case Management software
Typing dictated reports
Transcribing material for cases requested by the D.A.'s office
Compiling casework on domestic battery case, stalking, sexual assault for Victim Advocates

Current Work by Volunteers

Assign cases in case management daily
Make file folders for each case assigned to a detective so the detective has a working copy
Process paperwork from the D.A.'s office including dispositions on resolved cases
File copies of cases awaiting adjudication
Make file folders for each domestic battery case, stalking, sexual assault for Victim Advocates

FY18 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/16

New Need brief description:

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

Department Contact:

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

Check all that apply & fill in cost estimates:

	FY18 costs	FY19 costs	FY20 costs
<input checked="" type="checkbox"/> New Equipment	100,000	15,600	15,600

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

We would need to provide a vehicle for each detective: Initial cost \$40,000 X 2 = \$80,000
 Continuing M&R \$1,800 X 2 = \$3,600 a year Continuing Depreciation \$6,000 a year X 2 = \$12,000
 2 Police Officers. One time uniform/equipment costs \$7,000 Total \$14,000
 (2 new officers would need to be equipped for 2 patrol officer positions to backfill vacancies created by new detective positions)
 Technology Expense - YEAR 1 only (computer, monitor, Microsoft licensing, desk and other office needs - \$3,000 estimate x 2 Detectives)

	FY18 costs	FY19 costs	FY20 costs
<input checked="" type="checkbox"/> Professional Service	1,600	800	800

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

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

<input checked="" type="checkbox"/> Personnel (Need City Manager pre-approval for submission to New Needs)						
	Position Title	Salary	Benefits	Total FY18	Total FY19	Total FY20
1	Detective-General Assignment	59,494	47,546	107,040	112,984	117,340
2	Detective-General Assignment	59,494	47,546	107,040	112,984	117,340
Total		118,988	95,092	214,080	225,968	234,680

	FY18 costs	FY19 costs	FY20 costs
<input type="checkbox"/> Other			

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

Description of New Need

The Police Department is requesting two new general assignment detective positions.

Correlation to Strategic Plan:
 1.3.1 Multi-Departmental; Evaluate required staffing levels needed to support public safety activities.

There are two main reasons for this request.

Case Loads are too high:
 For a property detective to effectively work a case load, he or she needs to carry no more than 25 cases at any one time. Currently the case load is between 30-35 for each detective. This causes large time delays in getting a case complete. Evidence and a victims' property can become much more difficult to locate due to the delay. Detectives are forced to prioritize the high impact cases or less time intensive cases which leaves cases of a lower priority to stay in an "as I have time" status.
 For a child crimes detective, the goal is no more than 13 cases for each detective as a case load. Currently the child crimes detectives are carrying between 22-25 cases each which are lower numbers than usual. This case load causes delays in interviews and the overall investigation. These are cases where children are victims of physical and/or sexual abuse. These are emotionally charged cases where delays are not tolerated well by the involved parties. Often family living arrangements are altered during these investigations which puts more stress on the victims and their families.

Workable cases are not being assigned:
 Monthly, the Police Department tracks how many cases are assigned to detectives to investigate. We also track how many cases could have been assigned as a workable case, but were not assigned due to the work load. In the last six months 143 cases were not assigned. These cases are typically felony cases that have workable leads; however, the detective supervisor determined it would not be an efficient use of time to assign them to a detective because of the amount of time/resources that would be needed to resolve the case and/or the loss to the victim is less than other cases.

FY18 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/16

New Need brief description:

Two Police Assistant Positions

Requesting Department:

Police Department

Departmental
Priority # ---->

3

(1, 2, 3, etc.)

Department Contact:

Brian Miller

Agresso Fund & Program Number:

1101; 090204

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

Check all that apply & fill in cost estimates:

	FY18 costs	FY19 costs	FY20 costs
<input checked="" type="checkbox"/> New Equipment	6,600	0	0

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

2 X \$300 for uniforms and equipment for each police assistant.
Technology Expense - YEAR 1 only (computer, monitor, Microsoft licensing, desk and other office needs - \$3,000 estimate x 2

	FY18 costs	FY19 costs	FY20 costs
<input type="checkbox"/> Professional Service			

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

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

	Position Title	Salary	Benefits	Total FY18	Total FY19	Total FY20
1	Police Assistant I/II	37,156	31,114	68,270	74,774	78,603
2	Police Assistant I/II	37,156	31,114	68,270	74,774	78,603
3				0		
Total		74,312	62,228	136,540	149,548	157,206

	FY18 costs	FY19 costs	FY20 costs
<input type="checkbox"/> Other			

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

Description of New Need

The Police Department is requesting two new Police Assistant positions.

Correlation to Strategic Plan:

1.1.9 Manage Call Volume

1.3.1 Multi-Departmental; Evaluate required staffing levels needed to support public safety activities.

Police Assistants staff the front desk of the police department. They answer telephone calls from the public, take police reports, complete follow up on police reports, run the Senior Phone Patrol program which has 42 members, answer questions and are often the first face people see when they come to the police department. On average the police assistants take about 25% of all the police reports taken at the department. This is a significant total. In October of 2016, 4 Police Assistants took 256 Reports.

During the recession, we lost three Police Assistant positions. This forced us to reduce the hours and days the front desk is open to the public. This is still the case today. If a police assistant is away from work for any reason, the front desk hours need to be reduced more.

Prior to the recession, Police Assistants also worked outside of the building and responded to lower priority calls. They would respond to take reports where no suspect was on scene and also handle parking problems. This freed up police officer time to address other priority calls.

Reacquiring two of the positions would allow us to extend the hours of the front desk and provide some report taking outside of the building to free up police officer time. Currently the front desk closes at 6 p.m. on weekdays, 4 p.m. on Saturdays and it is closed on Sundays. It used to be open everyday and stay open until 9 p.m. on weekdays.

FY18 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/16

New Need brief description:

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

Department Contact:

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

Check all that apply & fill in cost estimates:

	FY18 costs	FY19 costs	FY20 costs
<input checked="" type="checkbox"/> New Equipment	3,000		

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

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

	FY18 costs	FY19 costs	FY20 costs
<input type="checkbox"/> Professional Service			

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

<input checked="" type="checkbox"/> Personnel (Need City Manager pre-approval for submission to New Needs)					
	Salary	Benefits	Total FY18	Total FY19	Total FY20
1 Police Office Assistant	34,922	30,782	65,704	72,059	75,762
2			0		
3			0		
Total	34,922	30,782	65,704	72,059	75,762

	FY18 costs	FY19 costs	FY20 costs
<input type="checkbox"/> Other			

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

Description of New Need

The Police Department is requesting 1 new Police Office Assistant position.

Correlation to Strategic Plan:
1.3.1 Multi-Departmental; Evaluate required staffing levels needed to support public safety activities.

Police Office Assistants work in the Records and the I.D. sections of the police department. Their primary role is to process paperwork generated within the police department and ensure it is disseminated appropriately when it is completed. They also answer phones and answer questions from employees within the building, and they answer phones and questions for customers outside of the building. Currently the work hours for police office assistants are flexed relentlessly to cover the records duties.

The processing of paperwork must be completed in a timely way due to the time constraints faced particularly in arrest situations. This causes non-arrest paperwork to become back logged on a continual basis. This is detrimental to the department because we count on the processing of all reports to generate strategies in Comstat and supply data to our pro-active crime fighting efforts. It also delays citizens getting a copy of their police report for insurance purposes, traffic accidents and many other types of reports. Courts also rely on the timeliness of our paperwork including all citations issued by the police officers.

I randomly took five samples of how many cases or reports the Records Section was behind each week over the past few months. In the five different weeks the Records Section was behind 102 cases, 121 cases, 139 cases, 269 cases and 162 cases. These numbers could easily creep higher; however, overtime is routinely hired to reduce the back log.

FY18 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/16

New Need brief description:

Police Officer Positions - 6

Requesting Department:

Police Department

Departmental
Priority # ---->

5

(1, 2, 3, etc.)

Department Contact:

Brian Miller

Agresso Fund & Program Number:

Police Officers: 1101; 091344

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

Check all that apply & fill in cost estimates:

	FY18 costs	FY19 costs	FY20 costs
<input checked="" type="checkbox"/> New Equipment	60,000	0	0

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

One Time Uniform and Equipment Expenses: \$7,000 per officer, 6 X \$7,000 = \$42,000
Technology Expense - YEAR 1 only (computer, monitor, Microsoft licensing, desk and other office needs - \$3,000 estimate x 6 officers)

	FY18 costs	FY19 costs	FY20 costs
<input checked="" type="checkbox"/> Professional Service	4,800	2,400	2,400

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

First Year: Physicals 6 X \$400 and Psychological Testing 6 X \$400: Total \$4,800
Following Years: Physicals 6 X \$400: Total \$2,400

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

	Position Title	Salary	Benefits	Total FY18	Total FY19	Total FY20
1	Police Officer	54,322	45,376	99,698	105,274	109,245
2	Police Officer	54,322	45,376	99,698	105,274	109,245
3	Police Officer	54,322	45,376	99,698	105,274	109,245
4	Police Officer	54,322	45,376	99,698	105,274	109,245
5	Police Officer	54,322	45,376	99,698	105,274	109,245
6	Police Officer	54,322	45,376	99,698	105,274	109,245
	Total	325,932	272,256	598,188	631,644	655,470

	FY18 costs	FY19 costs	FY20 costs
<input type="checkbox"/> Other			

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

Description of New Need

The Police Department is requesting 6 new Patrol Officer positions.

Correlation to Strategic Plan:

1.1 Community Safety; Continue to improve service levels and/or response times by assessing and addressing risks to the City.

1.1.7 Maintain Appropriate Staffing Levels

1.1.9 Manage Call Volume

Patrol continues to lag behind in staffing. Our overtime usage continues to be high in order to maintain minimum staffing levels in Patrol. The overtime usage in patrol continues to put a high strain on the police officers in the form of fatigue and lack of personal time. This increases the potential for poor decision making at work and less functional relationships at home. This is a risk to the City. It is a challenge to meet current demand with current staffing. Any increase in service demands will be very difficult to meet as our region grows. 6 new patrol positions would help alleviate some of the demands currently on patrol and provide personnel to staff a new beat as our City grows into lesser developed land areas.

Patrol has experienced an increase of 1,169 calls into dispatch for FY 15/16 over FY 14/15, and an increase of 2,214 calls into dispatch for FY 14/15 over FY 13/14. We expect this trend to continue due to the present and future growth in our area.

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

FY18 New Needs Request Form - email *shemmerling@cityofsparks.us* by 12/14/16

New Need brief description:

Police Officer Positions - Motor/Traffic

Requesting Department:

Police Department

Departmental
Priority # ---->

6

(1, 2, 3, etc.)

Department Contact:

Brian Miller

Agresso Fund & Program Number:

Motor/Traffic Officers 1101, 091344

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

Check all that apply & fill in cost estimates:

	FY18 costs	FY19 costs	FY20 costs
<input checked="" type="checkbox"/> New Equipment	26,200	0	0

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

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

	FY18 costs	FY19 costs	FY20 costs
<input checked="" type="checkbox"/> Professional Service	1,600	800	800

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

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

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

	Position Title	Salary	Benefits	Total FY18	Total FY19	Total FY20
1	Police Officer - Motors/Traffic	56,922	46,467	103,389	108,965	112,935
2	Police Officer - Motors/Traffic	56,922	46,467	103,389	108,965	112,935
Total		113,844	92,934	206,778	217,930	225,870

	FY18 costs	FY19 costs	FY20 costs
<input type="checkbox"/> Other			

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

Description of New Need

The Police Department is requesting two additional Motorcycle Officer positions:

Correlation to Strategic Plan:

1.1.1 Multi-Department Initiative; Define, assess and assist top 10 Community Safety Risk to manage identified risk.
 (Traffic is always a top safety concern)

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

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

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

Our motor units are used for traffic enforcement of high accident locations. Our top ten accident locations do not vary much so we tend to use them for enforcement in those locations in addition to school zones. Increasing the number of motor officers allows us to monitor more high accident locations and more school zones. Unlike many other types of situations, we know where the majority of accidents are going to occur. Additional Motor Officers allow us to strategically apply accident reduction efforts at those intersections and enhanced safety in school zones.

FY18 New Needs Request Form - email *shemmerling@cityofsparks.us* by 12/14/16

New Need brief description:

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

Department Contact:

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

Check all that apply & fill in cost estimates:

New Equipment

	FY18 costs	FY19 costs	FY20 costs
	3,000		

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

Professional Service

	FY18 costs	FY19 costs	FY20 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 FY18	Total FY19	Total FY20
1	HR Analyst I/II	59,658	33,696	93,354	102,618	108,958
2				0		
<i>Total</i>		<i>59,658</i>	<i>33,696</i>	<i>93,354</i>	<i>102,618</i>	<i>108,958</i>

Other

	FY18 costs	FY19 costs	FY20 costs

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

Description of New Need

This new needs request is submitted to request the addition of one staff member in the Human Resources department. The human resource function at the City is significant to the long-term vision and mission of the city. As evidence of this, the City of Sparks' human capital is the largest general fund investment the City makes to deliver services to the community, comprising approximately 77.7% of general fund budget expenditures.

On June 30, 2012, excluding Municipal Court, the City had 418 full time employees. On June 30, 2016 the City had 449 full time employees. This is a 7.4% increase. In same time period, recruitments (new positions and promotional) for FY12 was 25 and 64 in FY16. In addition to increased workload due to an increased workforce, the Human Resources Department has experienced an increase in overseeing complex employment laws, such as, the Americans with Disabilities Act and the Affordable Care Act.

As the city faces these challenges, a re-evaluation of staffing levels in the Human Resources Department has been undertaken to determine if the department can meet the new challenges. The Society for Human Resources Management (SHRM) is the recognized industry expert in human resources. When we compare the City of Sparks Human Resources staffing to benchmark data from SHRM, the HR-to-employee ratio is at approximately the 25th percentile of staff per full time equivalent employees (FTE's). Similarly, the HR-expense-to-operating ratio is also just slightly above the 25th percentile as compared with the benchmark.

In order for the City of Sparks Human Resources Department to stay abreast of the needs of the city, the departments and the employees, and to make sound recommendations for future planning, one additional Human Resources Analyst is respectfully requested. This additional position will allow Human Resources to have a dedicated Analyst assigned to recruiting again, as well as to take some of the employee relations workload. Currently the department has 4.5 full time equivalent positions devoted to human resource functions. If approved, the new needs request would increase that to 5.5.

FY18 New Needs Request Form - email *shemmerling@cityofsparks.us* by 12/14/16

New Need brief description:

Requesting Department: Departmental Priority # ---->

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

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

Check all that apply & fill in cost estimates:

New Equipment

FY18 costs	FY19 costs	FY20 costs
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Professional Service

FY18 costs	FY19 costs	FY20 costs
25,000	2,500	2,500

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

For FY18 \$15,000 for 2 day training for committee members and \$10,000 for additional consulting the committee may need to ensure understanding of the system. Ongoing costs will be requested in the professional service budget of HR as an ongoing fiscal year cost.

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

	Position Title	Salary	Benefits	Total FY18	Total FY19	Total FY20
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
<i>Total</i>		0	0	0	0	0

Other

FY18 costs	FY19 costs	FY20 costs
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Description of New Need

For FY18, a request is being made of \$25,000 for the establishment of a compensation committee. This committee would be responsible for reviewing any reclassification request due to either changes in the market place or job duties. After FY18, the committee would be responsible for reclassification requests and ongoing regular scheduled systematic review of classifications.

FY18 New Needs Request Form - email *shemmerling@cityofsparks.us* by 12/14/16

New Need brief description:

Requesting Department: Departmental Priority # ---->

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

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

Check all that apply & fill in cost estimates:

New Equipment

FY18 costs	FY19 costs	FY20 costs

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

Professional Service

FY18 costs	FY19 costs	FY20 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 FY18	Total FY19	Total FY20
1				0		
2				0		
3				0		
4				0		
<i>Total</i>		0	0	0	0	0

Other

FY18 costs	FY19 costs	FY20 costs
20,000	20,000	20,000

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

As-needed which may include furniture, consumables, repairs and other non-capital purchases.

Description of New Need

The intention for the funds (if approved) would be for the ad-hoc remediation of physical hazards in the workplace or in public areas under the City's responsibility. Spend would be for the immediate remediation of the hazard and not for any connected capital improvement that might provide for a long-term cure of the underlying issue. Funds would not be used for any capitalized equipment and will most likely consist of materials or labor used to cure an immediate safety hazard, as they may be identified.

FY18 New Needs Request Form - email *shemmerling@cityofsparks.us* by 12/14/16

New Need brief description:

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

Department Contact:

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

Check all that apply & fill in cost estimates:

New Equipment

	FY18 costs	FY19 costs	FY20 costs
	3,000		

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

Professional Service

	FY18 costs	FY19 costs	FY20 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 FY18	Total FY19	Total FY20
1	Payroll Technician	45,341	33,624	78,965	88,222	91,479
2				0		
Total		45,341	33,624	78,965	88,222	91,479

Other

	FY18 costs	FY19 costs	FY20 costs

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

Description of New Need

Summary:
 Additional work and complexity of payroll dictates the need for an additional technician that is dedicated to the payroll function.

Current challenges:

- 1) Payroll now involved in development and training for NovaTime which has required the involvement of Sr. Accountant, Accountant, and Payroll Administrator.
- 2) Payroll system functionality has transitioned from IT to Finance and has required the involvement of the Accounting Manager, Sr. Accountant, and Payroll Administrator.
- 3) Increased Federal reporting for healthcare is required and is processed through payroll. System changes to accommodate the increased reporting require additional processing. Much of that work has been picked up by the Accounting Manager and the Sr. Accountant.
- 4) Since the recession ended, the City has been increasing staffing levels which has also increased payroll processing time.

Proposal:
 An additional person dedicated to processing the payroll will enable their supervisor to better manage the complexity of new systems and increased work load. This will free up time of the Accounting Manager, Sr. Accountant and Accountant.

Benefits:
 Our current payroll administrator is overloaded and as a result, payroll duties have been picked up by a multitude of finance staff. The new position will reduce the burden that is currently overwhelming the payroll administrator, and free up time of other management personnel in the department so that they can focus on more analytical and strategic tasks.

FY18 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/16

New Need brief description: **Re-assign or promote two Fire Captains to the Training Division as Battalion Training Captains/Safety Officers**

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

Department Contact: **Chris Maples, Fire Chief**

Agresso Fund & Program Number: **Emergency Services 100401/601010** (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

New Equipment

	FY18 costs	FY19 costs	FY20 costs
	34,000	0	0

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

When the Captains are re-assigned or promoted it will result in the promotion of two FAOs to Captain, the promotion of two Firefighters to FAO, and the hiring of two Firefighter/Paramedics to replace the Firefighters that are promoted to FAO. The estimated cost of \$34,000 includes outfitting the two new firefighters with structural and wildland firefighting PPE, radios, SCBAs, EMS gear, and miscellaneous equipment (approximately \$17,000 per firefighter). No other equipment costs are anticipated.

Professional Service

	FY18 costs	FY19 costs	FY20 costs

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

N/A

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

Position Title	Salary	Benefits	Total FY18	Total FY19	Total FY20
1 Fire Captain for Training (112 hour)	84,826	59,934	144,760	153,346	157,771
2 Fire Captain for Training (112 hour)	84,826	59,934	144,760	153,346	157,771
3 Savings from reassignment of one 80 hour Captain to a 112 Captain	(9,295)	(3,899)	(13,194)	(13,977)	(14,308)
Total	160,357	115,969	276,326	292,715	301,235

Other

	FY18 costs	FY19 costs	FY20 costs
	5,500	0	0

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

This is the estimated cost associated with putting the two new firefighters through a two (2) week orientation program at Fire Station 1 to familiarize each with the operational procedures of the department. Depending on the level of experience of the new hires, this may or may not be necessary.

Description of New Need

Currently we have two Training Captains/Safety Officers (McDonald/Elorza) who both work a 40-hour week and respond as safety officers to all multi-company incidents when on duty. I would like to reassign Captain Elorza to a 56-hour work week and assign two (2) additional Captains to the Training Division as 56-hour employees. This would give each battalion a Training Captain/Safety Officer (TC/SO). Battalion TC/SOs have been identified as a department priority since 2004. The advantage to this is that each battalion gains a TC/SO on duty 24/7, meeting the NFPA 1521 standard which calls for a designated safety officer on calls. Currently if our TC/SOs are off duty, the BC must assign someone else to this position (typically a company officer), which reduces the effectiveness of on-scene resources. Additionally, on-shift training captains are better able to develop and implement battalion training and facilitate certifications.

Captain McDonald would remain on the 40-hour schedule and be designated as the Department's EMS Captain. This would be his sole responsibility (a position normally filled by a Chief Officer in other departments). Captain McDonald would remain assigned to the Training Division, under the supervision of the DC Training. The three TC/SOs would also be assigned to the Training Division.

To implement this proposal, the following would need to occur:

- Reassign Captain Elorza to a 56-hour work schedule.
- Promote or assign two (2) other Captains to the Training Division on a 56-hour work schedule.
- Promote two (2) FAOs to fill the vacancies created by promoting/reassigning the Captains to the Training Division (Captain Elorza is currently assigned to Training and won't need an FAO position to fill).
- Hire two (2) new firefighter/paramedics to fill the vacancies created by the Captain/FAO promotions.
- Designate Captain McDonald as the Department's EMS Captain and retain him on a 40-hour schedule.

A dedicated EMS Officer has also been a department priority for several years.

FY18 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/16

New Need brief description: Hire nine (9) new firefighter/paramedics to get closer to meeting NFPA standards and reduce response times.

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

Department Contact: Chris Maples, Fire Chief

Agresso Fund & Program Number: Emergency Services 100401/601010 (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

	FY18 costs	FY19 costs	FY20 costs
<input checked="" type="checkbox"/> New Equipment	153,000		

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

The estimated cost of \$153,000 includes the cost to outfit each of the 9 firefighter/paramedics with their own structural and wildland firefighting PPE, radios, SCBAs, EMS gear and miscellaneous equipment (approximately \$17,000 per FF/PM). No other equipment costs are anticipated, other

	FY18 costs	FY19 costs	FY20 costs
<input type="checkbox"/> Professional Service			

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

N/A

	FY18 costs	FY19 costs	FY20 costs
<input checked="" type="checkbox"/> Personnel (Need City Manager pre-approval for submission to New Needs)			

	Position Title	Salary	Benefits	Total FY18	Total FY19	Total FY20
1	Firefighter/Paramedic	65,326	51,754	117,080	123,952	129,280
	Firefighter/Paramedic	65,326	51,754	117,080	123,952	129,280
	Firefighter/Paramedic	65,326	51,754	117,080	123,952	129,280
	Firefighter/Paramedic	65,326	51,754	117,080	123,952	129,280
	Firefighter/Paramedic	65,326	51,754	117,080	123,952	129,280
	Firefighter/Paramedic	65,326	51,754	117,080	123,952	129,280
2	Firefighter/Paramedic	65,326	51,754	117,080	123,952	129,280
3	Firefighter/Paramedic	65,326	51,754	117,080	123,952	129,280
4	Firefighter/Paramedic	65,326	51,754	117,080	123,952	129,280
	Total	587,934	465,786	1,053,720	1,115,568	1,163,520

	FY18 costs	FY19 costs	FY20 costs
<input checked="" type="checkbox"/> Other	11,600		

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

This is the cost associated with putting nine (9) new employees through a four (4) week orientation program at Fire Station 1 to familiarize each with the operational procedures of the department.

Description of New Need

With our current staffing levels, the Sparks Fire Department (SFD) is unable to meet the National Fire Protection Association (NFPA) 1710 Standard regarding 4-person staffing, or responses to fires in strip malls, apartment buildings, and high-rises.

SFD is currently authorized 24 personnel per battalion, plus the Battalion Chief (BC), for a maximum daily staffing of 25 per battalion. At this level, we can staff our seven (7) front-line apparatus (E11, E12, E21, E31, L41, E51, and T11), with three (3) personnel each (Captain, FAO, FF), while still allowing for three (3) members of Local 1265 to be on annual leave (AL) at any one time (Local 1265's labor agreement permits 1/7 of the Union's shift strength to be off on AL each day).

FY18 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/16

New Need brief description:

Hire nine (9) new firefighter/paramedics to get closer to meeting NFPA standards and reduce response times.

Requesting Department:

Fire

Departmental
Priority # ---->

2

Description of New Need, Continued...

This staffing level has been in effect since June, 2008. Prior to that we staffed all apparatus with four (4) personnel (Captain, FAO, 2 FFs), and our minimum staffing was 29 per battalion, including the BC (Local 1265's shift strength at the time was 32 which allowed four (4) members to be off on AL at any one time).

The NFPA is a globally recognized, non-profit organization devoted to eliminating death, injury, property, and economic loss due to fire, electrical, and related hazards. It does this through more than 300 consensus codes and standards, research, training, education, outreach, and advocacy. Although it would be virtually impossible to comply with all the NFPA standards, we recognize that the standards reflect the "best practices" for fire departments nationally, and we attempt to meet these standards whenever possible.

NFPA 1710, the chapter that specifically addresses staffing levels for career departments, recommends staffing all apparatus with four (4) members and further recommends the minimum number of members that should respond to a variety of structure fire types. For single family dwellings, the minimum is 14 personnel (15 if an aerial device is used), for strip malls and apartments, the minimum is 27 personnel (28 if an aerial device is used), and for high-rises, the minimum is 42 personnel (43 if an aerial device is used).

In Sparks, a structure fire response is four (4) engines, one (1) truck, the BC, and a safety officer (currently available only M-F, 6a to 5p). With our current staffing model, we can typically respond 17 personnel to this type of incident, assuming our apparatus are not committed to other calls, and a safety officer is on-duty. This only leaves two other apparatus available for other calls in the city, or to respond to the fire to support the units already on scene. To augment our own resources, we have mutual aid agreements with nearby departments, most notably, the Truckee Meadows Fire Protection District (TMFPD) and the Reno Fire Department (RFD).

Although we can meet the intent of NFPA 1710 when it comes to fires in single-family residences, we fall critically short of the recommendation for strip malls and apartments (28 personnel), and high-rise buildings (43 personnel). We have not met the NFPA guideline for 4-person staffing on our apparatus since 2008.

Additionally, the recent approval of developments like the Fountain House apartments, The Bridges, and other high density multi-family dwellings, as well as the extensive commercial development at the Legends and Galleria shopping centers, increases the likelihood that we will be unable to provide an adequate fire suppression response in the future and will be forced to rely more and more frequently on our mutual aid partners. This was the case with the D'Andrea Clubhouse fire and Walton's Funeral Home fire, as well as several recent fires in single family residences. This situation is exacerbated by the fact that we have not increased our staffing levels in over 8 years, despite a dramatic increase in call volume over the same period – in 2008 we ran 7,954 calls, in 2016 we responded to 13,878 calls, an increase of over 74%.

If nine (9) new firefighter/paramedics (FF/PMs) are hired, it will only increase our minimum daily staffing to 25, including the BC. Thus, even with the addition of these new positions, we still won't be able to meet the NFPA 1710 standard for anything other than single family residences. However, hiring nine (9) new firefighters would certainly be a step in the right direction.

Adding nine additional employees would give us the ability to increase each battalion's daily staffing by three personnel. In this situation, Truck 11 (T11), Ladder 41 (L41) and Engine 51 (E51) would be staffed with 4-person crews. These three apparatuses were selected as T11 and L41 both involve aerial devices and another requirement of NFPA 1710 is that one member of the truck or ladder company be assigned specifically to operate the aerial device at all times.

Engine 51 would be staffed with a 4-person crew as E51 operates out of Station 5, which is the furthest removed from the other fire stations and is often on-scene, without back-up from the other stations, for the longest period of time.

While the addition of another crew member allows these three companies to operate more efficiently, it does nothing in terms of decreasing response times, or addressing the increase in call volume and the effect this has on our ability to respond to simultaneous calls for service – we would still be operating the same number of apparatus (7) as we currently do.

As an alternative, the nine new positions would give us the ability to staff a two-person "squad" at Station 2, and still have a fourth person on T11. The squad would utilize Patrol 21 (P21), an existing Type 6 pumper typically used on wildland fires. Given P21's limited firefighting capabilities, it would primarily be used to respond to medical calls, relieving some of the pressure on E11, E12, and E21, which have the highest call volume in the city. However, P21 would not be restricted to just running medical calls; it would be available to provide additional manpower at structure fires, getting us closer to the NFPA standard for strip malls and apartment buildings.

The third FF/PM (three per battalion if nine are hired), would be assigned to T11 which would give that apparatus a 4-person crew. This would be particularly helpful as T11 is our most complicated piece of apparatus and carries a variety of specialized equipment. T11 responds to all fire, rescue, and extrication calls throughout the city.

FY18 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/16

New Need brief description:

Two 3/4 time positions with benefits for Small Wonders Learning Center.

Requesting Department:

Parks and Recreation

Departmental
Priority # ---->

1

(1, 2, 3, etc.)

Department Contact:

Tracy Domingues

Agresso Fund & Program Number:

Fund 1221; Program 121090

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

Check all that apply & fill in cost estimates:

	FY18 costs	FY19 costs	FY20 costs
<input type="checkbox"/> New Equipment			

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

	FY18 costs	FY19 costs	FY20 costs
<input type="checkbox"/> Professional Service			

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

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

	Position Title	Salary	Benefits	Total FY18	Total FY19	Total FY20
1	2 benefitted 3/4 time positions	59,092	48,796	107,888	113,282	118,947
2	Less two 3/4 time positions	(35,715)	(12,000)	(47,715)	(50,101)	(52,606)
3				0		
4				0		
Total		23,377	36,796	60,173	63,182	66,341

	FY18 costs	FY19 costs	FY20 costs
<input type="checkbox"/> Other			

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

Description of New Need

The Small Wonders Learning Center operates 2 sites. The program is licensed through Washoe County Social Services and requires each site director to "be present in the facility 25 hours per week during its hours of peak operation." The two director's positions are represented in line 2 above with FY16 figures.

If we were to amend OE3 to allow 3/4 time positions with benefits, the cost would be a maximum of \$107,888 depending on hours worked (not to exceed 1,560 hours/year and the average of 30 hours/week) for both positions. This option represents an increase of \$60,173 from our avg current 3/4 time contractual practice. It's important to keep in mind that there are two other positions(one of which may depart in 2017) currently on the 3/4 time contract and have been employed since 1990 and 2000.

In FY16, the Small Wonders division in Youthwatch had a 138% cost recovery rate (expenses of \$164,067 and revenues of \$226,927). The Parks and Recreation Department as a whole was 77.6% cost recovery with expenses just \$52,485 under budget and revenues \$67,927 over projections. This pattern is expected to continue in FY17 and FY18.

FY18 New Needs Request Form - email *shemmerling@cityofsparks.us* by 12/14/16

New Need brief description:

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

Department Contact:

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

Check all that apply & fill in cost estimates:

New Equipment

FY18 costs	FY19 costs	FY20 costs
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Professional Service

FY18 costs	FY19 costs	FY20 costs
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

	Position Title	Salary	Benefits	Total FY18	Total FY19	Total FY20
1	6 Benefitted 3/4 time positions	177,276	146,388	323,664	339,847	356,840
2	Less current P/T positions	(102,066)	(28,605)	(130,671)	(137,205)	(144,065)
3				0		
4				0		
	Total	75,210	117,783	192,993	202,643	212,775

Other

FY18 costs	FY19 costs	FY20 costs
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Description of New Need

The current 3/4 time contract was created and patterned after what the City of Reno had in place in 1998. The purpose was to promote the best staff to assist in site management. There are 15 sites involved with the Youthwatch program. This practice promotes consistency and program integrity for hundreds of children attending out-of-school programs as well as a succession plan and potential reduction in hiring costs related to turnover. Programs include Kid Konnection, Summer Outburst, Fall Break, Christmas Capers and Spring Vacation Fun. The Year-round program is expected to be reinstated in FY18 as well.

At the end of FY16, the Youthwatch program had six 3/4 time contracts with temporary staff. Before the recession, we maintained approximately 18-20 3/4 time positions just for Youthwatch. There was an unwritten understanding that we would not exceed 25 such positions. Other positions are in Small Wonders, adult sports and previously, aquatics. It is clear that staff has been frugal through their reduction to six in said positions in Youthwatch and the layoff of 17 positions in the range of 900-1,006 hours (all of which had to be replaced). Each new hire costs \$40 to process (drug test and background check). Many times we hire 5 people and lose 3, a constant turnover.

If we were to amend OE3 to allow 3/4 time positions with benefits, the cost net would be a maximum of \$192,993 depending on hours worked (not to exceed 1,560 hours/year and the average of 30 hours/week) for the six proposed positions.

FY18 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/16

New Need brief description:

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

Department Contact:

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

Check all that apply & fill in cost estimates:

New Equipment

	FY18 costs	FY19 costs	FY20 costs
	3,000		

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

Professional Service

	FY18 costs	FY19 costs	FY20 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 FY18	Total FY19	Total FY20
1	Recreation Specialist I/II	40,380	32,274	72,654	79,713	83,995
2	Less one temporary position	(20,880)	(5,846)	(26,726)	(28,062)	(29,465)
3				0		
4				0		
Total		19,500	26,428	45,928	51,651	54,530

Other

	FY18 costs	FY19 costs	FY20 costs

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

Description of New Need

This position is necessary to manage the sheer volume of activities at the Golden Eagle Regional Park and the Shadow Mountain Sports Complex. Under the supervision of the Recreation Supervisor, this position will manage the entire adult sports program, the tournament/facility scheduling as well as other programming. 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 FY16, the Adult Sports division had a 121% cost recovery rate. The Parks and Recreation Department as a whole was 77.6% cost recovery with expenses just \$52,485 under budget and revenues \$67,927 over projections. This pattern is expected to continue in FY17 and FY18.

FY18 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/16

New Need brief description:

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

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

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

Check all that apply & fill in cost estimates:

	FY18 costs	FY19 costs	FY20 costs
<input checked="" type="checkbox"/> New Equipment	3,000		

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

	FY18 costs	FY19 costs	FY20 costs
<input type="checkbox"/> Professional Service			

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

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

Position Title	Salary	Benefits	Total FY18	Total FY19	Total FY20
1 Recreation Specialist I/II	40,380	32,274	72,654	79,713	83,995
2 Less one temporary position	(16,375)	(4,585)	(20,960)	(22,008)	(23,108)
3			0		
4			0		
Total	24,005	27,689	51,694	57,705	60,887

	FY18 costs	FY19 costs	FY20 costs
<input type="checkbox"/> Other			

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

Description of New Need

This position is different than the temporary positions in that it is responsible for administrative work including staff scheduling for 15 sites, office organization, tracking training and certificates, managing calls from external customers as well as staff calls. This work is currently performed by a 3/4 time position on a regular, annual basis.

In FY16, the Youthwatch division had a 169% cost recovery rate (expenses of \$971,784 and revenues of \$1,643,230-an increase of \$52,482). The Parks and Recreation Department as a whole was 77.6% cost recovery with expenses just \$52,485 under budget and revenues \$67,927 over projections. This pattern is expected to continue in FY17 and FY18.

FY18 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/16

New Need brief description:

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

Department Contact:

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

Check all that apply & fill in cost estimates:

	FY18 costs	FY19 costs	FY20 costs
<input checked="" type="checkbox"/> New Equipment	3,000		

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

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

	FY18 costs	FY19 costs	FY20 costs
<input type="checkbox"/> Professional Service			

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

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

Position Title	Salary	Benefits	Total FY18	Total FY19	Total FY20
1 Recreation Specialist I/II-events	40,380	32,274	72,654	79,713	83,995
2 Less one temporary position	(6,223)		(6,223)	(6,534)	(6,861)
3			0		
4			0		
Total	34,157	32,274	66,431	73,179	77,134

	FY18 costs	FY19 costs	FY20 costs
<input type="checkbox"/> Other			

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

Description of New Need

The events office used to be manned by 3 FT staff. In recent years, events have been managed by 1 FT and 1 temporary position (avg. of 500 hours/year). It would be beneficial to have a Recreation Specialist I/II assist in the recruitment, administration and overall calendar/on-site management of events. 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, Hometowne Christmas and/or Adventure Day events, thereby allowing staff in other divisions to focus on their duties providing better work balance.

In FY16, the events division had a 90% cost recovery rate. The only event in this division that loses money is our own Hometowne Christmas parade/tree lighting. The Parks and Recreation Department as a whole was 77.6% cost recovery with expenses just \$52,485 under budget and revenues \$67,927 over projections. This pattern is expected to continue in FY17 and FY18.

FY18 New Needs Request Form - email *shemmerling@cityofsparks.us* by 12/14/16

New Need brief description:

FY 18 Weed Abatement Plan: Weed abatement chemicals- Drains

Requesting Department:

Community Services

Departmental
Priority # ---->

1640-2
(1, 2, 3, etc.)

Department Contact:

Ron Korman

Agresso Fund & Program Number:

1640/130585-100

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

Check all that apply & fill in cost estimates:

New Equipment

FY18 costs	FY19 costs	FY20 costs

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

Professional Service

FY18 costs	FY19 costs	FY20 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 FY18	Total FY19	Total FY20
1				0		
2				0		
3				0		
4				0		
Total		0	0	0	0	0

Other

FY18 costs	FY19 costs	FY20 costs
65,000	65,000	65,000

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

This will be an ongoing budget need in the amount of \$65,000 for Drains maintenance under Chemicals - other

Description of New Need

The maintenance division has been overwhelmed by the weed problem in our open ditches and right of ways. They have assigned one FTE to this problem and have experimented with different chemicals to come up with real solutions to the problem. We now need the budget authority to purchase the chemicals necessary to make a real impact of the weed problem in the City of Sparks. Currently the projected chemical budget for Drains maintenance is \$65,000.

FY18 New Needs Request Form - email *shemmerling@cityofsparks.us* by 12/14/16

New Need brief description:

FY18 Weed Abatement Plan: 15' Mower Deck for skip loader

Requesting Department:

Community Services

Departmental
Priority # ---->

1641-1
(1, 2, 3, etc.)

Department Contact:

Ron Korman

Agresso Fund & Program Number:

1641/604070

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

Check all that apply & fill in cost estimates:

New Equipment

FY18 costs	FY19 costs	FY20 costs
18,350	2,700	2,700

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

\$17,000.00 initial cost plus \$1700/year for cost recovery and \$996/year for maintenance. 6 months M&R and cost recovery in year 1.

Professional Service

FY18 costs	FY19 costs	FY20 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 FY18	Total FY19	Total FY20
1				0		
2				0		
3				0		
4				0		
Total		0	0	0	0	0

Other

FY18 costs	FY19 costs	FY20 costs

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

Description of New Need

The maintenance division has been overwhelmed by the weed problem in our parks and right of ways. This piece of equipment will allow us to cut a 15 foot swath through the weeds along regional trails, river path, open fields, and other areas where utilizing this equipment will reduce labor costs and improve efficiency.

FY18 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/16

New Need brief description:

Deputy Building Official - Addition of one Deputy Building Official to the CDS compliment.

Requesting Department:

Community Services

Departmental
Priority # ---->

2201-1

(1, 2, 3, etc.)

Department Contact:

John Martini

Agresso Fund & Program Number:

2201-130900

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

Check all that apply & fill in cost estimates:

New Equipment

FY18 costs	FY19 costs	FY20 costs
36,200	5,400	5,400

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

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

Professional Service

FY18 costs	FY19 costs	FY20 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 FY18	Total FY19	Total FY20
1	Deputy Building Official	82,900	40,541	123,441	132,934	138,643
2				0		
3				0		
4				0		
<i>Total</i>		82,900	40,541	123,441	132,934	138,643

Other

FY18 costs	FY19 costs	FY20 costs

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

Description of New Need

The addition of Deputy Building Official position will allow the Building Official to spend a greater amount of his time performing management related duties including focusing on Acella and customer service. The Deputy Building Official will be responsible for management of third party contracts (plan review and potentially inspection), staff training, trouble-shooting field and plan review issues, and customer service issues.

FY18 New Needs Request Form - email *shemmerling@cityofsparks.us* by 12/14/16

New Need brief description:

Supervising Permit Technician-Addition of one Supervising Permit Technician to the CSD Compliment

Requesting Department:

Community Services

Departmental Priority # ---->

2201-2

(1, 2, 3, etc.)

Department Contact:

Armando Ornelas

Agresso Fund & Program Number:

2201-130900

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

Check all that apply & fill in cost estimates:

New Equipment

FY18 costs FY19 costs FY20 costs

3,000		
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Please describe any one-time vs. on-going costs including maintenance:

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

Professional Service

FY18 costs FY19 costs FY20 costs

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

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

	Position Title	Salary	Benefits	Total FY18	Total FY19	Total FY20
1	Supervising Permit Technician	67,730	39,469	107,199	115,433	118,849
2				0		
3				0		
4				0		
	<i>Total</i>	<i>67,730</i>	<i>39,469</i>	<i>107,199</i>	<i>115,433</i>	<i>118,849</i>

Other

FY18 costs FY19 costs FY20 costs

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

Description of New Need

With the year over year increase in building permit activity the CSD will be adding additional customer service/building permit technicians to service our customer demands. The department is forecasting a need to also add a supervisor to oversee the customer service needs at the counter as well as to work with IT staff to manage and maintain the Accela Program. This position will also be responsible for production of statistics and metrics regarding permit activity, plan review and inspection.

FY18 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/16

New Need brief description:

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

Department Contact:

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

Check all that apply & fill in cost estimates:

New Equipment

	FY18 costs	FY19 costs	FY20 costs
	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Professional Service

	FY18 costs	FY19 costs	FY20 costs
	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

	Position Title	Salary	Benefits	Total FY18	Total FY19	Total FY20
1	Inventory Control Specialist	44,589	44,658	89,247	100,784	107,931
2				0		
3				0		
4				0		
Total		44,589	44,658	89,247	100,784	107,931

Other

	FY18 costs	FY19 costs	FY20 costs
	570	150	150

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

one-time: pre-employment costs, estimated at \$75.00; Hep A/B (3), estimated at \$345.00; respiratory & auditory exam, estimated at \$150.00; radio should be from spare stock, no cost.

Description of New Need

The 3 person Warehouse inventory staff was laid-off in the financial/housing recession (2008) resulting in warehouse tasks being added to tasks already performed by the Administrative Secretary. This can no longer be sustained. The TMWRF standing inventory is over 5,000 items, valued at nearly \$2,190 million, and is expected to continue to grow as support of additional equipment are added to operations. While eRPortal has provided efficiency benefits to the inventory process it is more time consuming while still addressing cycle counts resolutions, residual from going live. The coordination of contractors deliveries also impacts the Warehouse work load along with the repair/rehabilitation/improvement efforts adding more demands to the Warehouse. The Warehouse needs to be able to respond quickly when TMWRF staff is addressing processing issues and the current staff compliment cannot always provide timely support. At the current staffing levels that includes temporary help, the checks and balances used in the control of TMWRF standing inventory can no longer be assured. Response to requests and stock replenishment needs are at risk.

Returning one (1) Inventory Control Specialist to perform the Warehouse tasks of inventory control through cycle counts, re-ordering of stock items, data entry of stock items, delivery & distribution of ordered supplies, parts runs, and addressing other requests by Maintenance/Operations staff is at a critical point in how the Warehouse is administered and meets a secession planning need.

FY18 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/16

New Need brief description:

Treatment Plant Electrician/Instrumentation Technician I (2 positions)

Requesting Department:

TMWRF

Departmental
Priority # ---->

2

(1, 2, 3, etc.)

Department Contact:

Kim Laber

Aggresso Fund & Program Number:

5605 / 131510

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

Check all that apply & fill in cost estimates:

New Equipment

FY18 costs	FY19 costs	FY20 costs
62,412	0	0

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

one time: Each position will need an electric cart, \$22,530.80 each equipped with tool chest and tools \$8,000.00 each, radios \$675.00 each.

Professional Service

FY18 costs	FY19 costs	FY20 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 FY18	Total FY19	Total FY20
1 Treatment Plant E&I Tech I	46,262	33,803	80,066	87,856	92,732
2 Treatment Plant E&I Tech I	46,262	33,803	80,066	87,856	92,732
3					
4					
Total	92,524	67,607	160,131	175,712	185,464

Other

FY18 costs	FY19 costs	FY20 costs
7,440	6,600	6,600

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

one-time: pre-employment costs, estimated at \$75.00; Hep A/B (3), estimated at \$345.00; recurring: respiratory & auditory exam, estimated at \$150.00, NWEA Grade I testing with future Grade I & III of \$150.00 each, training of \$3,000.00 each.

Description of New Need

With aging existing equipment along with new equipment/processes that has come on board the TMWRF Electrical division is asking for two additional electricians in order to support the new equipment as well as moving from a reactive to a proactive environmental. It is now known that the .5 FTE estimated as being needed for the new equipment was understated. The electrical support has grown as the bugs from the new equipment/processes are being worked out. Expected performance of the new equipment/processes have not been realized.

Nelson Electric has provided labor support since May 2014 to assist staff in the backlog of electrical PMs. One of these two positions will replace that need so there will be a shift between temporary labor costs and salaries and benefits resulting in a net effect of the two positions rather than a full effect. Nelson Electric was compensated \$138,552.36 in Fiscal Year 2014-2015 and \$142,488.22 in Fiscal Year 2015-2016 for these temporary services.

A group approval of 2 is being sought in order to make inroads to the proactive state. Adding one position over a period of time will not accomplish the desired result.

FY18 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/16

New Need brief description:

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

Department Contact:

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

Check all that apply & fill in cost estimates:

New Equipment

	FY18 costs	FY19 costs	FY20 costs
	93,617	0	0

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

Professional Service

	FY18 costs	FY19 costs	FY20 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 FY18	Total FY19	Total FY20
1	Treatment Plant Mechanic I	46,262	33,803	80,066	87,856	92,732
2	Treatment Plant Mechanic I	46,262	33,803	80,066	87,856	92,732
3	Treatment Plant Mechanic I	46,262	33,803	80,066	87,856	92,732
4				0		
Total		138,787	101,410	240,197	263,567	278,196

Other

	FY18 costs	FY19 costs	FY20 costs
	11,160	9,900	9,900

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

Description of New Need

With aging existing equipment along with new equipment/processes that has come on board the TMWRF Mechanical division is asking for three additional mechanics in order to support the new equipment as well as moving from a reactive to a proactive environmental. It is now known that the .5 FTE estimated as being needed for the new equipment was understated. The mechanical support has grown as the bugs from the new equipment/processes are being worked out. Expected performance of the new equipment/processes have not been realized.

A group approval of 3 is being sought in order to make inroads to the proactive state. Adding one position over a period of time will not accomplish the desired result.