



FY '16 City Manager's Final Budget Recommendations

City Council Presentation on 04/27/15

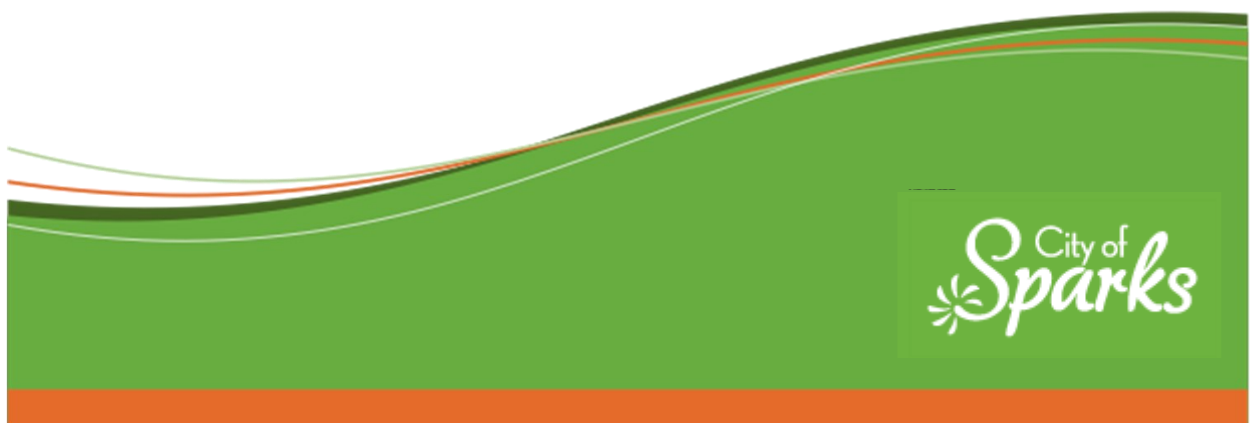
Redevelopment Agency Presentation on 04/27/15



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City Leadership and Policy Documents



City of Sparks Elected Officials



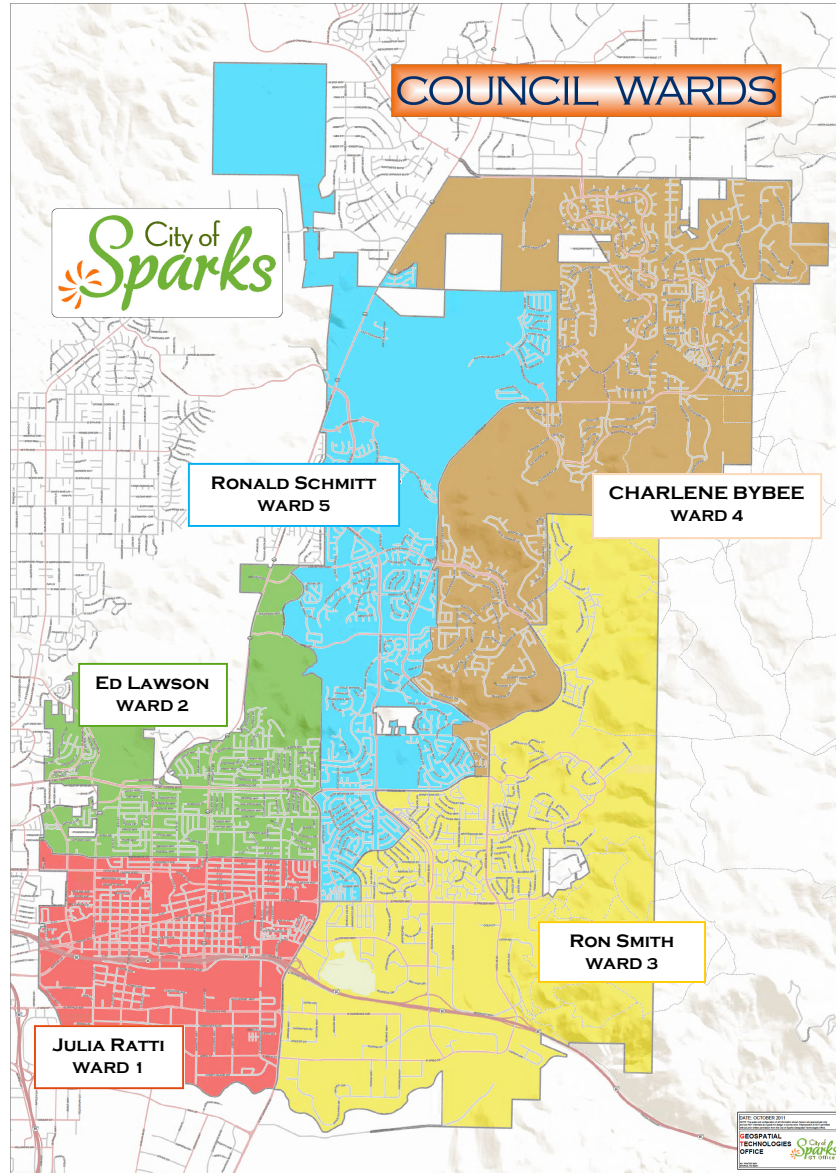
Geno Martini
Mayor



Julia Ratti
Ward 1



Ed Lawson
Ward 2



Ron Smith
Ward 3



Charlene Bybee
Ward 4



Ron Schmitt
Ward 5



Chet Adams
City Attorney



Barbara McCarthy
Municipal Judge
Department 1



Jim Spoo
Municipal Judge
Department 2



City of Sparks Leadership

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

City of Sparks Strategic Plan

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.



CORE SERVICES

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

CORE VALUES

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

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

**CUSTOMER SERVICE VALUES:
THE 3 P'S**

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

COMMITMENT

We will meet our commitments to our citizens.

DIVERSITY

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

Strategic Goals and Fiscal Year 2016-2021 Objectives

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

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

Core Services supporting this Strategic Goal: City Administration

Our FY 16/21 Citywide Objectives:

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

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

Core Services supporting this Strategic Goal: City Administration

Our FY 16/21 Citywide Objectives:

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

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

Core Services supporting this Strategic Goal: 5, 7, 9, 16, 17, 18, 19, 20, 21, 23, 24, 26 and City Administration

Our FY 16/21 Citywide Objectives:

- 3.1 Complete an update of the city's Comprehensive Plan by FY17.
- 3.2 Identify long term wastewater nutrient removal technologies and plan for their implementation in the FY16-21 TMWRF CIP.
- 3.3 Determine the technology needs of the City and incorporate into the 5 year CIP starting FY17.
- 3.4 Complete a citywide asset management inventory by FY20.
- 3.5 Maximize the utilization of major Parks and Recreation facilities by planning for citizen demand and smart development by FY21.

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

Core Services supporting this Strategic Goal: 1, 2, 3, 4, 6, 8, 10, 11, 12, 13, 14, 15 and 22

Our FY 16/21 Citywide Objectives:

- 4.1 Evaluate future city needs to maintain service and response standards.
- 4.2 Improve safety through prevention activities.
- 4.3 Enhance city resources supporting response and prevention functions.
- 4.4 Support the Truckee River Flood Management Authority components and complete phase 3 of the North Truckee Drain Project by FY21.

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

Core Services supporting this Strategic Goal: 19, 25 and City Administration

Our FY 16/21 Citywide Objectives:

- 5.1 Actively engage in the Smarter Regions regional summits thru FY16.
- 5.2 Capitalize on events which can elevate the visibility of Sparks as a destination through the creation of a marketing/promotion plan by FY17 to support the objectives of tourism, economic impact and civic pride.
- 5.3 Increase the viability of our visitor based locations through the creation of an asset preservation fund by FY17.
- 5.4 Promote an environment for the development of commercial and industrial areas by FY17.

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

Core Services supporting this Strategic Goal: City Administration

Our FY 16/21 Citywide Objectives:

- 6.1 Actively engage community stakeholders groups that support City initiatives by FY17.
- 6.2 Reset customer service standards for how we do business by FY16.
- 6.3 Expand Spotlight on Sparks to include Federal and State points of view and topics by FY17.

CITY OF SPARKS FISCAL POLICIES

As Presented at the February 2015 Council Workshop

The following policies are designed to achieve Strategic Goals outlined in the Strategic Plan as approved by Council on November 10, 2014. These Fiscal Policies are reviewed annually by City Council.

The City of Sparks Fiscal Policies are as follows:

1 General Fund unrestricted ending Fund balance equal to 12.5% of expenditures beginning in FY16

	Goal	RESULTS	AMOUNT OVER/(UNDER) Goal	STATUS
FY14 ACTUALS	8.3%	9.3%	\$530,059	✔
FY15 ESTIMATED ACTUALS	5.5% - 8.3%	10.5%	\$1,217,851	✔
FY16 BUDGET - Strategic Objective 1.1	12.5%	6.0%	(\$3,780,223)	✘

Purpose of this Fiscal Policy

Minimal Balance Required

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

Note: FY16 General Fund tentative ending fund balance is approximately \$1.3M short of 8.3%

Optimal Balance Recommended

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

Other Statutory & Accounting Considerations

NAC 354.650 Explanation by local government; reduction of debt rate. (NRS 354.107, 360.090)

1. *If the ending fund balance in the general fund of a local government has been budgeted for less than 4 percent of the actual expenditures from the general fund of the local government for the previous fiscal year, the local government shall provide a written explanation to the Department that includes the reason for the low ending fund balance and the manner in which the local government plans to increase the fund balance.*

NAC 354.660 excludes a portion of ending fund balance from negotiations, equal to 8.3% of expenditures. According to NAC 354.660, this is calculated by dividing the unrestricted ending fund balance (including committed, assigned and unassigned fund balances) by total expenditures excluding contingency, transfers-out, and capital outlay. Any restricted fund balance amounts (including nonspendable and restricted fund balances) are excluded from this calculation due to the very nature of being restricted and would only be available for specific purposes as defined by GASB 54.

CITY OF SPARKS FISCAL POLICIES

As Presented at the February 2015 Council Workshop

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

	GOAL	BUDGET	Contingency Amount	STATUS
FY14 BUDGET	up to 3%	1.9%	1,000,000	✓
FY15 BUDGET	up to 3%	1.8%	1,000,000	✓
FY16 BUDGET - Strategic Objective 1.1	up to 3%	1.7%	1,000,000	✓

Purpose of this Fiscal Policy

The contingency budget was established using the guidelines set forth in NRS 354.608 to provide for expenditures that are one-time, unexpected, and usually of an emergency nature. Utilization of contingency budget requires the approval of City Council. The contingency budget is distinguished from the Stabilization Fund in that the Stabilization Fund is much more restrictive in nature as it may only be used for two specific reasons (see details in Policy #4). In order to maximize flexibility and the City's ability to respond to emergency needs, a transfer into the General Fund from the Vehicle Internal Service Fund will also be included in the budget matching the amount established as the contingency budget as long as that value is determined to be available in the Vehicle Internal Service Fund. 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
FY14 ACTUALS	2.5%	3.1%	\$ 1,711,071	✓
FY15 ESTIMATED ACTUALS	2.5%	1.6%	\$ 902,000	✗
FY16 BUDGET - Strategic Objective 1.2 & Strategic Goal 3	2.5% + full funding of IT hardware & software replacement plans = 1,871,589	3.2%	\$ 1,871,589	✓

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.

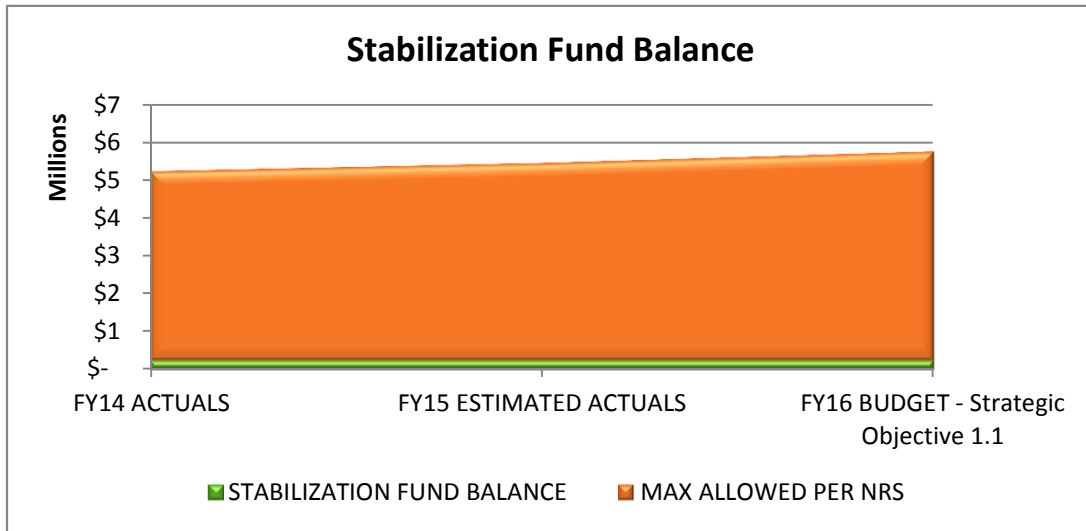
The goal was increased in FY16 in an effort to revive our commitment to technology investment. The new goal is 2.5% of total revenues (\$1.4M) plus full funding of both the IT Hardware (\$284k) and IT Software (\$188k) Replacement Plans.

CITY OF SPARKS FISCAL POLICIES

As Presented at the February 2015 Council Workshop

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
FY14 ACTUALS	\$ 5,011,574	\$ 229,225	\$ -	✘
FY15 ESTIMATED ACTUALS	\$ 5,230,355	\$ 230,225	\$ -	✘
FY16 BUDGET - Strategic Objective 1.1	\$ 5,540,055	\$ 231,225	\$ -	✘



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 A) if 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.

Since General Fund expenditures have outpaced revenues in recent years, and to give revenues time to recover, the expectation is that business license revenue would not be committed to the Stabilization Fund until FY'17.

CITY OF SPARKS FISCAL POLICIES

As Presented at the February 2015 Council Workshop

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

	GOAL	RESULTS	STATUS
FY14 ACTUALS	<=78%	77.2%	✔
FY15 EST. ACTUALS	<=78%	76.9%	✔
FY16 BUDGET - Strategic Objective 1.2	<=78%	78.9%	⚠

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 since SSSI implemented FY12 & FY13	FY14 ACTUALS	FY15 ESTIMATED ACTUALS	FY16 BUDGET
PERSONNEL COSTS	76.9%	77.2%	76.9%	78.9%
SERVICES & SUPPLIES & CAP. OUTLAY	18.5%	18.9%	20.1%	18.6%
TRANSFERS-OUT	5.0%	6.3%	2.6%	6.4%
CONTINGENCY	0.0%	0.0%	0.0%	1.7%
TOTAL	100.4%	102.4%	99.6%	105.6%

TOTAL USES AS % OF TOTAL REVENUES BY DEPARTMENT	2 Year Historical Average since SSSI implemented FY12 & FY13	FY14 ACTUALS	FY15 ESTIMATED ACTUALS	FY16 BUDGET
POLICE	37.9%	38.6%	38.9%	39.7%
FIRE	27.2%	26.9%	27.5%	25.9%
TOTAL PUBLIC SAFETY	65.1%	65.6%	66.4%	65.6%
MANAGEMENT SERVICES	8.5%	8.3%	8.3%	11.0%
FINANCIAL SERVICES	4.3%	4.5%	4.6%	4.6%
LEGAL SERVICES	2.7%	2.8%	2.6%	2.6%
MAYOR & COUNCIL	0.9%	1.0%	1.0%	1.0%
TOTAL CENTRAL SERVICE DEPTS	16.4%	16.5%	16.5%	19.2%
COMMUNITY SERVICES	10.3%	10.7%	10.9%	11.1%
MUNICIPAL COURT	3.6%	3.4%	3.4%	3.5%
TRANSFERS-OUT	5.0%	6.3%	2.6%	6.4%
TOTAL	100.4%	102.4%	99.7%	105.7%

CITY OF SPARKS FISCAL POLICIES

As Presented at the February 2015 Council Workshop

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

	NET OPEB OBLIGATION	Workers Comp - Heart, Lung, Cancer 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

Purpose of this Fiscal Policy

OPEB and Workers Heart and Lung 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.

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.

Reserves:

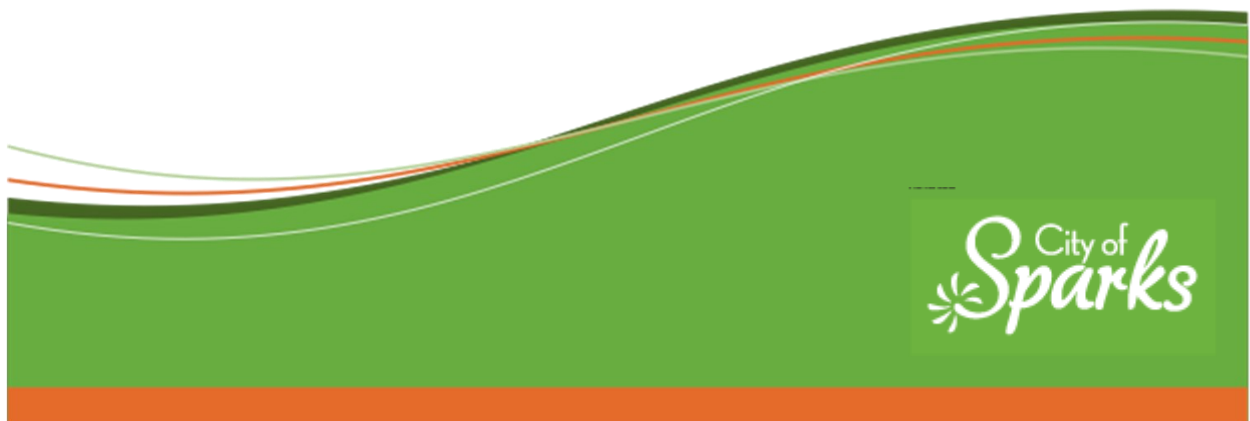
There are currently no reserves in our Health Insurance fund designated to mitigate our future health care liability (OPEB).

As of June 30, 2014, The Workers Compensation Fund had cash reserves of \$6M. We are currently seeing that cash balance drop by about \$500k per year; however, we expect that balance to decrease more dramatically as more heart and lung claims begin to be paid. Due to the potential large dollars associated with heart and lung claims, we are uncertain how long these reserves will last.

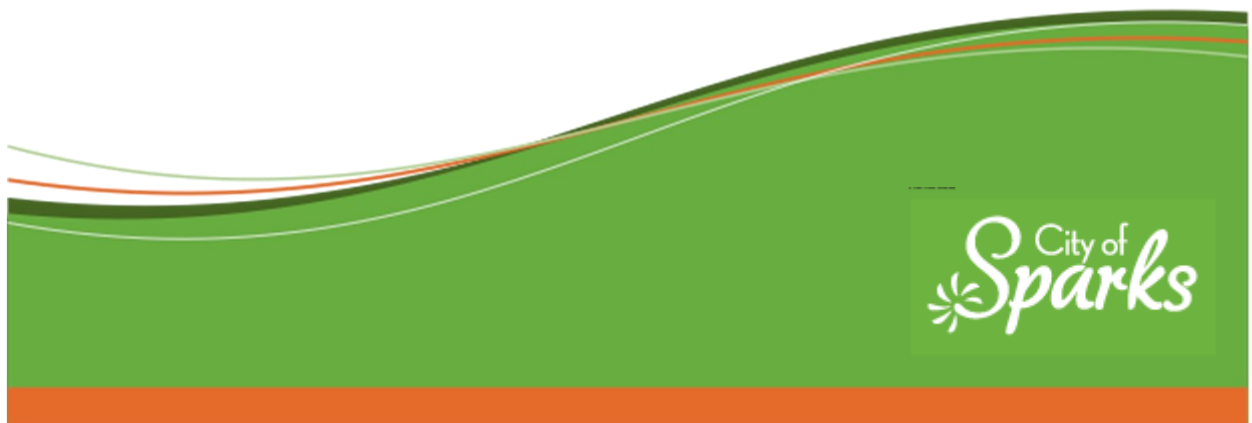
Alternate OPEB Funding Option:

Per Council direction at the February 2015 budget workshop, staff is researching the option of creating an Irrevocable Trust Fund in which resources can be placed to help fund the OPEB liability. A resolution to create this Fund and funding options will be presented for Council review at a later date. As such, OPEB funding status of Pay-As-You-Go has been maintained in the City Manager's budget recommendations for FY'16 pending Council review of alternate funding options.

FY16 City Manager Budget Recommendations: City Funds



City Council Agenda Staff Report





CITY COUNCIL AGENDA STAFF REPORT
MEETING DATE: April 27, 2015

Title: Consideration, discussion, and possible approval of fiscal year 2015-2016 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 2015-2016 final budget; and 2) the proposed five year Capital Improvement Plan.
Financial Impact: Recommending the City’s budget for Fiscal Year 2015-2016.
Business Impact (Per NRS 237) <input type="checkbox"/> A Business Impact Statement is attached. <input checked="" type="checkbox"/> A Business Impact Statement is not required because this is not a rule. <input type="checkbox"/> A Business Impact Statement is not required. This is a rule but does not impose a direct and significant economic burden on a business, or directly restrict the formation, operation or exemption of a business. <input type="checkbox"/> A Business Impact Statement is not required. Thus is a rule but emergency action is necessary to protect the public health and safety (requires a unanimous vote of the City Council and cannot be in effect for more than six months).
Agenda Item Brief: This agenda item provides the City Council with the City Manager’s recommendations for the fiscal year 2015-2016 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 2015-2016 (FY ‘16). Today, the City Council is being asked to direct staff in preparing the City’s final budget document for submission to the State of Nevada. City staff has filed the tentative budget for FY ‘16, and City Council will receive public comment on the FY ‘16 tentative budget on Tuesday morning, May 19, 2015 at 9:00 am. Immediately following the public hearing on the FY ‘16 tentative budget, the City Manager and Financial Services Director will present the 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 Budget Recommendation Book as well as the proposed five-year Capital Improvements Plan (CIP). The City Manager’s Recommendation Book provides a synopsis of results and expectations of the City Manager’s budget recommendations for the various Funds maintained by the City of Sparks and the Sparks Redevelopment Agency for FY ‘16. Today, the Financial Services Department Director will be presenting the material found in the City Manager’s Recommendations book, and is seeking approval of the City Manager’s final budget recommendations or alternate direction to prepare the City’s final budget for FY ‘16.

Today, the City Manager is seeking the following:

1. Approval of the FY '16 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 '16 Final Budget Recommendations:

- The City Manager's final budget recommendations have been prepared based upon direction received from City Council at the February 24, 2015 budget workshop. See the attached Budget Recommendations Book for more detailed information on the City Manager's final budget recommendations for FY '16.

Summary of the City Manager's final budget recommendations for FY '16 according to fiscal policy direction received on February 24, 2015:

Policy #1: General Fund ending fund balance

- Council provided direction to submit a final budgeted ending fund balance to no lower than 5.0% of expenditures in FY '16
- Final budget recommendations presented today include an ending fund balance of 6.0% of expenditures in FY '16
- The slightly higher ending fund balance presented today compared to what was presented at the workshop in February is primarily the result of stronger than expected property tax receipts in the current FY '15, creating a higher fund balance in FY '15 which will be carried over into FY '16.

Policy #2: General Fund contingency budget

- 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.
- This offsetting transfer-in is available as long as resources are available within the Motor Vehicle Fund. The contingency budget is established for use only upon Council designation to cover unexpected one-time budget shortfalls
- So far, \$445,000 has been spent from the Contingency budget in FY '15, and there is no expectation that further usage of the Contingency budget will be necessary in FY '15. Due to higher revenues and savings primarily from staff vacancies in FY '15, the General Fund has sufficient resources so that a transfer from the Motor Vehicle Fund is not necessary to offset the \$445,000 Contingency budget use. \$555,000 remains within the Contingency budget for FY '15 should an unexpected need arise between now and the end of the fiscal year
- Fire Department overtime is expected to be over budget in FY '15 due to several vacancies resulting from retirements and medical leaves, and it was thought that usage of the Contingency might be necessary for this purpose. However, after further analysis, the Financial Services Department does not expect that use of the Contingency budget will be necessary to pay for the Fire Department overtime issues
- There is no change to what was presented during the workshop in February

Policy #3: Transfer resources from the General Fund to the Capital Projects Fund to help pay for infrastructure, facility, and technology needs as identified within the Capital Improvements Plan (CIP)

- The City Manager's final budget recommendations include a transfer of approximately \$1.9 million for FY '16
- No change compared to what was presented during the workshop in February

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

- The City Manager's recommendations include no commitment of Business License Revenue to the Stabilization Fund for FY '16
- Keeping true to direction from Council during previous budget workshops, the expectation for this policy is that funding for the Stabilization Fund might commence once again beginning in FY '17. Council has stated the desire to wait for revenues to improve and fiscal stability to improve before making further financial commitments to the Fund. We are beginning to see signs of that happening, and FY '17 may be the right time to commence funding the Stabilization Fund again
- The Stabilization Fund has a current fund balance of ~\$230K

Policy #5: Personnel costs not to exceed 78% of total General Fund revenues

- The City Manager's final budget recommendations include personnel costs equal to 78.9% of total revenues
- This is slightly lower than the 79.2% which was presented during the workshop in February primarily due to slightly higher revenues expected for FY '16

Policy #6: Determine strategies for reducing liabilities related to the City's Other Post-Employment Benefit (OPEB) and Workers Compensation (Public Safety Heart/Lung/Cancer benefits).

- The City currently has approximately \$6.0 million of assets within the Workers Compensation Fund available to pay for claims. However, Workers Compensation Fund liabilities total approximately \$10.0 million, resulting in a negative fund balance of about \$4.0 million. The liabilities will be paid over a long period of time, but with the number of heart/lung/cancer claims increasing dramatically, it is unclear how long the \$6.0 million of assets will last. While a "pay-as-you-go" funding policy is still recommended for the immediate future, long term solutions are needed to address the fast-growing workers compensation liability for public safety personnel heart/lung/cancer benefits
- Based on direction received at the February workshop, the City Manager is recommending City staff create an irrevocable trust fund for the purpose of funding the City's OPEB liability. A resolution to create an irrevocable trust fund will be presented for Council approval at a subsequent Council meeting
- The City Manager is recommending funding for the OPEB irrevocable trust fund would not be included in the FY '16 final budget; rather, funding options for Council consideration will be developed and presented at a subsequent Council meeting

- Thus, the City Manager's FY '16 final budget recommendations include maintaining the current pay-as-you-go funding status for OPEB until funding options can be presented for Council consideration at a subsequent Council meeting date. The City Manager is recommending that the resolution to create an irrevocable trust fund will be presented to Council this summer, followed by a presentation of funding options for Council consideration either at the Fall Council workshop or no later than the Council workshop traditionally held in January or February.

Other FY '16 items that have already been presented or discussed at the February 24 budget workshop are presented here with updated estimates that are captured in the final budget recommendations and fiscal policies listed above:

General Fund Revenues:

- Property Taxes are trending higher by 6.3% in FY '15 compared to FY '14 which is much stronger than originally expected due to more related growth and development than expected (previously, 4.4% increase in revenues was expected). FY '16 is expected to see an increase of approximately 3.0%
- CTAX revenues are expected to end finish FY '15 higher by about 5.9%, with an increase of about 6.0% expected in FY '16.
- License & Permit revenue is increasing by about 8.0% in FY '15 (partially due to an increased garbage franchise fee increase), and is expected to increase 3.7% in FY '16
- Total G.F. revenues are trending increasing 5.0%, or \$2.7M higher in FY '15, followed by an increase of 3.9%, or \$2.2M in FY '16

General Fund Expenditures:

- Salaries & Wages are expected to increase 2.8% in FY '15 followed by 2.0% increase in FY '16
- Benefits are expected to increase 7.8% in FY '15 (primarily driven by a 25% contribution and premium rate increase planned for the Group Health Self Insurance Fund). An increase of 14.9% is expected in FY '16 (driven by an additional 25% group health premium increase as well as an increase in PERS contribution rates)
- Services & Supplies expenditures are expected to increase 7.4% in FY '15, and remain flat in FY '16
- Total G.F. expenditures are expected to increase by 5.1%, or \$2.7M in FY '15, and by 5.3%, or \$2.9M in FY '16
- 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. There is one slight change to his recommendations in that the Police Department's request for funding for the Property Management System for Evidence is now being recommended. To pay for this request, the hiring of two Communication Supervisors will be delayed until mid-September or October

- This is the only change in New Needs recommended by the City Manager compared to what was presented to the Council during the February workshop. The overall funding recommended for New Needs as presented today is not different from what was presented in February
- In total, \$290,028 of New Needs in the General Fund is being recommended by the City Manager for inclusion into the FY '16 budget. New Needs recommended for other Funds total \$634,657

FY '16 General Fund Transfers:

- \$1.116M subsidy to the Development Services Fund made during the recession has been paid back to the General Fund during FY '15. No further subsidies are expected.
- \$1.0M transfer-in from the Motor Vehicle Fund to offset the contingency budget. This is only expected to be utilized in 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
- \$835K transfer-out to the Parks & Rec. Fund representing a subsidy of about 23.9% of expected expenditures in that Fund
- \$1.9M transfer-out to the Capital Projects Fund for infrastructure, facility, and technology needs as identified in the 5 year Capital Improvement Plan
- Transfer-out to the Debt Service Fund of \$491K for the City's 2007 CTAX bond debt service needs. Unspent bond proceeds were used to pay this debt service during FY '14 and FY '15, but the debt service payments need to be added back into the General Fund in FY '16 as the bond proceeds have now been exhausted

General Fund Ending Fund Balance:

- A net increase of \$919K is expected in FY '15, followed by a budgeted reduction of \$2.3M in FY '16
- FY '15 estimated fund balance is expected to be approximately \$5.8M, or 10.5% of estimated expenditures
- FY '16 budgeted fund balance is approximately \$3.4M, or 6.0% of budgeted expenditures

General Fund Subsidy of the Redevelopment Agency:

- \$250K was paid to RDA #2 in FY '13, and another \$862K was paid in FY '14. Due to the 10.2 acre land sale and improving property tax receipts, no further subsidies are expected
- No subsidy is expected for RDA #1, but property taxes continue to rise at a slow pace; as such, a subsidy in subsequent fiscal years has not yet been ruled out

Other Post-Employment Benefit (OPEB) Liability

- Net OPEB liability was ~\$6.7M as of June 30, 2014 (latest valuation available) and is expected to grow by ~\$600K annually
- The City currently employs a “pay-as-you-go” funding policy for OPEB, but at the workshop in February, Council directed staff to pursue the creation of an irrevocable trust fund for the purpose of funding the OPEB liability. However, as mentioned previously under fiscal policy #6, the City Manager’s FY ’16 final budget recommendations include maintaining the current pay-as-you-go funding status for OPEB until funding options can be presented for Council consideration at a subsequent Council meeting date

Workers Compensation Liability

- Long-term liabilities from the heart/lung/cancer benefits for the City’s public safety employees is ~\$9.3M as of June 30, 2014 (latest valuation available)
- The liability from heart/lung/cancer benefits is expected to continue to rise in FY ’15 and FY ’16; however, the actual change in liability will not be determined until the City receives an actuarial report at the end of each fiscal year. For the purposes of filing the FY ’16 budget, estimates have been made internally by Financial Services Department staff based upon information currently available
- A negative fund balance of \$4.0M existed at June 30, 2014 within the Workers Compensation Self Insurance Fund
- Fund assets (~\$6.0M as of June 30, 2014) are expected to be sufficient to cover claims as they come due for the next few years, but long-term solutions are needed. As the number of heart/lung/cancer claims increase, we do not know how long the \$6M of assets will last. Current insurance provisions provide stop loss coverage which kicks in after \$2M for each heart/lung/cancer claim.

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

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

- The CIP document can be found as an attachment to the City Manager’s FY ’16 Final Budget Recommendations book

Nevada Revised Statutes (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:

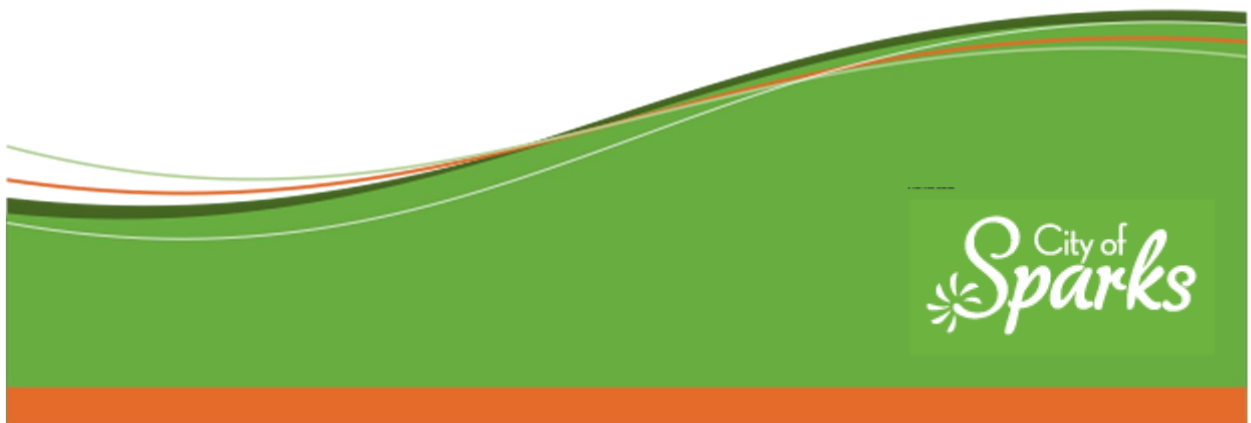
City Council could also choose alternatives other than those presented today, and direct staff to prepare a final budget and Capital Improvements Plan for fiscal year 2015-2016 accordingly.

RECOMMENDED MOTIONS:

Recommended Motion #1: "I move to approve the City Manager's final budget recommendations for fiscal year 2015-2016".

Recommended Motion #2: "I move to approve the proposed five-year Capital Improvements Plan for fiscal years 2015-2016 through 2019-2020".

Financial Overview





City of Sparks

FY '16 Budget Presentation

City Manager's Final Budget Recommendations

April 27, 2015

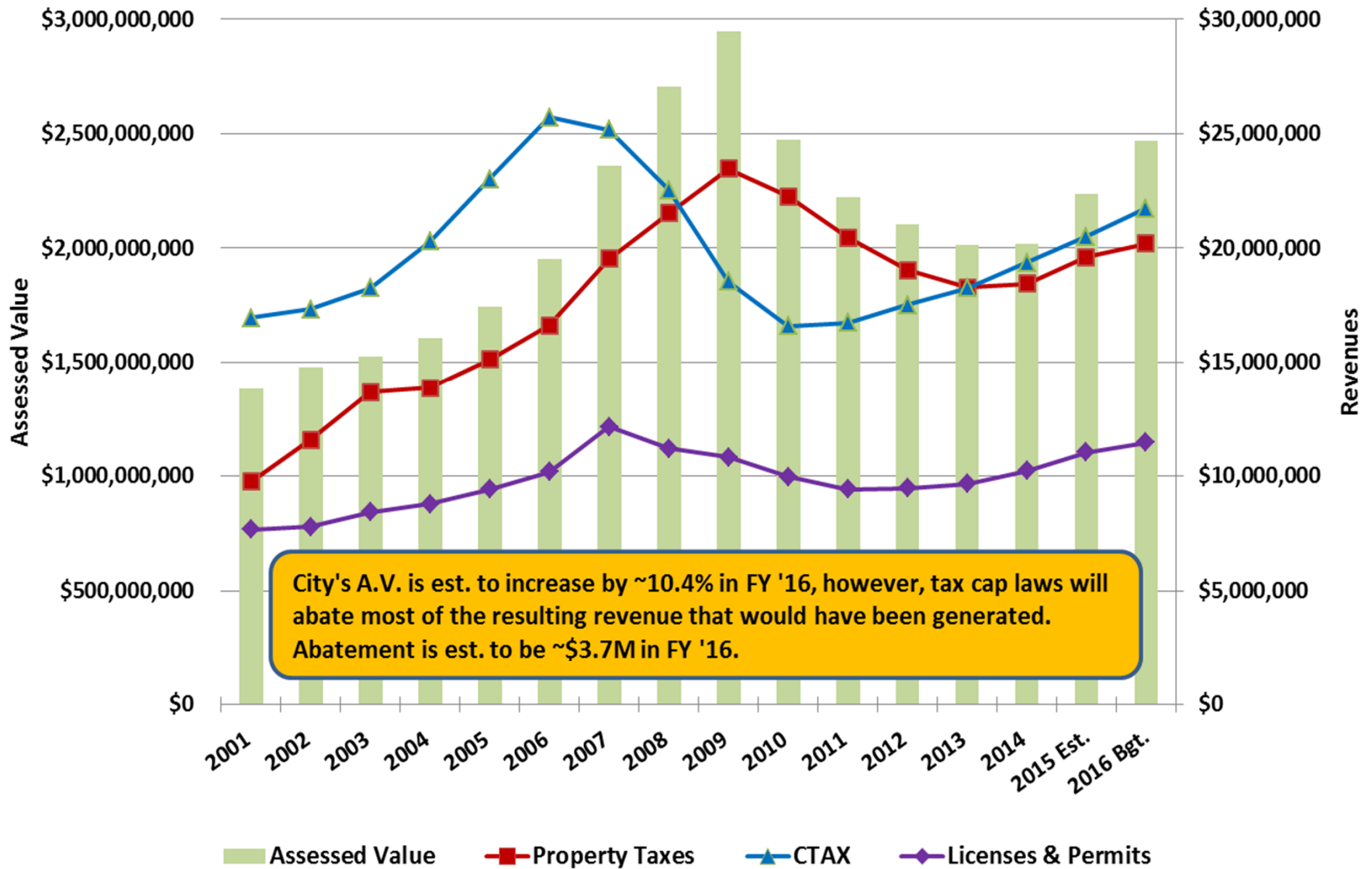
**City of Sparks General Fund Overview -- City Manager's Recommended FY '16 Final Budget
As Presented at the February 27, 2015 Council Meeting (\$000's)**

	FY '13	FY '14	FY '15	FY '15	FY '16 Budget
Resources (excluding beginning fund balance)	Actuals	Actuals	Budget	Estimates	
Total Revenues	\$52,056	\$54,416	\$55,343	\$57,110	\$59,314
Transfer-In From Vehicle Fund (Assume No Usage, Budget Matches Contingency)	\$0	\$0	\$1,000	\$0	\$1,000
Transfers-In, Other	\$60	\$352	\$704	\$712	\$0
Total Resources	\$52,116	\$54,768	\$57,047	\$57,822	\$60,314
<i>% Change in Total Revenues (excl. transfers) =</i>	<i>-1.2%</i>	<i>4.5%</i>	<i>1.7%</i>	<i>5.0%</i>	<i>3.9%</i>
<i>% Change in Total Resources =</i>	<i>-1.9%</i>	<i>5.1%</i>	<i>4.2%</i>	<i>5.6%</i>	<i>4.3%</i>
Uses					
Total Expenditures	\$50,116	\$52,304	\$55,178	\$54,956	\$57,866
Total Transfers-Out	\$2,684	\$3,408	\$1,636	\$1,502	\$3,788
Contingency (FY16 Assume No Usage; Budget Matches Trans-In from Vehicle Fund)	\$0	\$0	\$1,000	\$445	\$1,000
Total Uses	\$52,800	\$55,711	\$57,813	\$56,903	\$62,654
<i>% Change in Total Expenditures (excl. transfers & contingency) =</i>	<i>0.5%</i>	<i>4.4%</i>	<i>5.5%</i>	<i>5.1%</i>	<i>5.3%</i>
<i>% Change in Total Uses =</i>	<i>-4.0%</i>	<i>5.5%</i>	<i>3.8%</i>	<i>2.1%</i>	<i>10.1%</i>
Net Resources/(Uses)	(\$685)	(\$943)	(\$766)	\$919	(\$2,340)
Fund Balance					
Unrestricted Ending Fund Balance	\$5,808	\$4,864	\$3,524	\$5,783	\$3,443
Unrestricted Ending Fund Balance as a % of Exp's (Less Cap. Outlay)	11.6%	9.3%	6.4%	10.5%	6.0%
Unrestricted Ending Fund Balance Amount Over/(Short) of 8.3%	\$1,550	\$500	(\$950)	\$1,150	(\$1,250)

Why Did FY15 Fund Bal. % of Exp's Change From 6.4% (Budget) to 10.5% (Est.)?	FY15 Est. vs. FY15 Bgt	FY15 Est. % Diff. From FY15 Bgt
Change in Beginning Fund Balance (Add'l resources from FY14)	\$574	FY14 Rev: .8%; FY14 Exp: .2%
Change in Resources (Rev's & Transfers)	\$774	1.4% Higher
Change in Uses (Exp's & Transfers)	\$911	1.6% Lower
Change in Ending Fund Balance	\$2,259	Add'l FY15 Resources

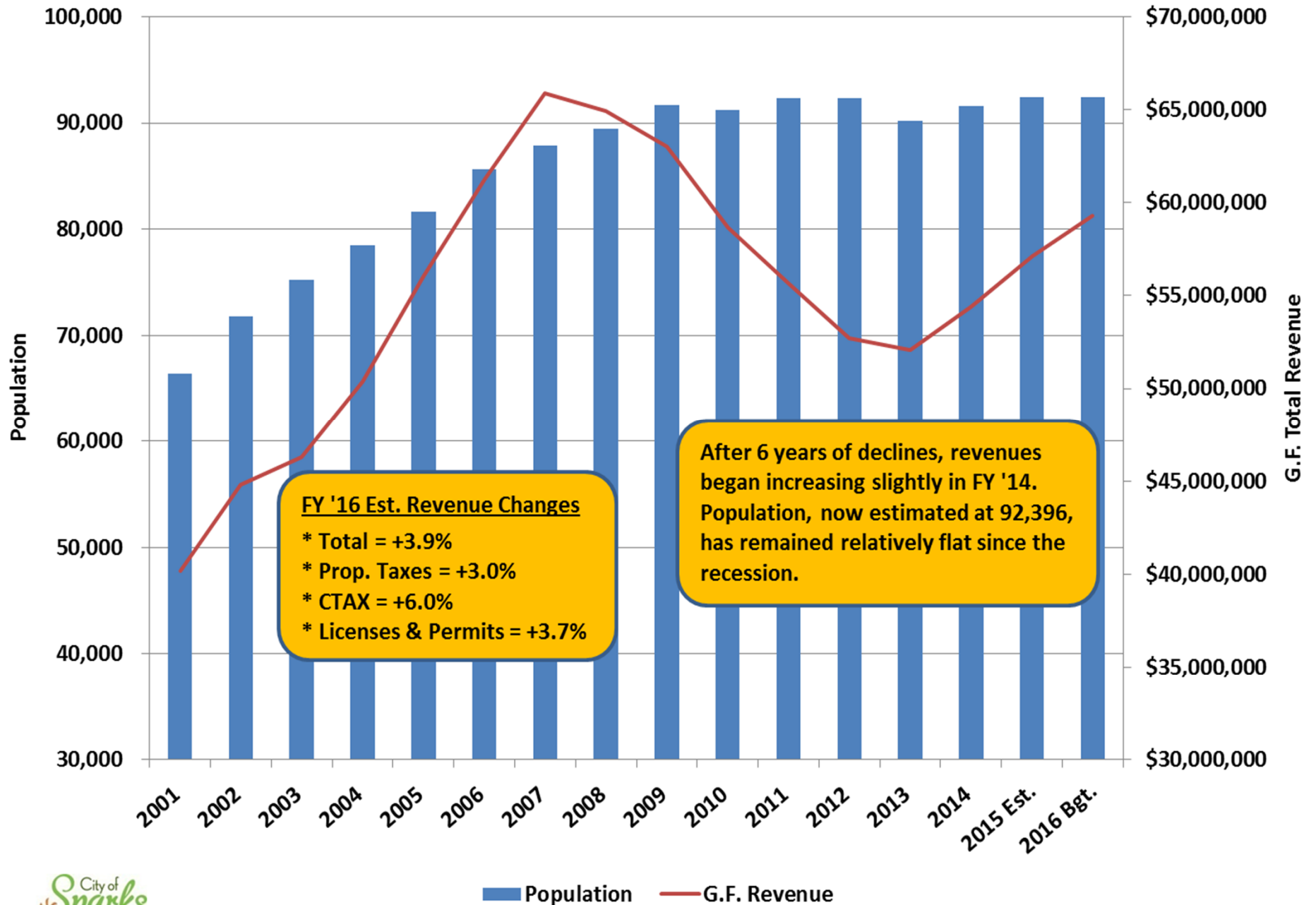


Sparks General Fund Primary Revenue Sources Compared to Assessed Valuation (A.V.)

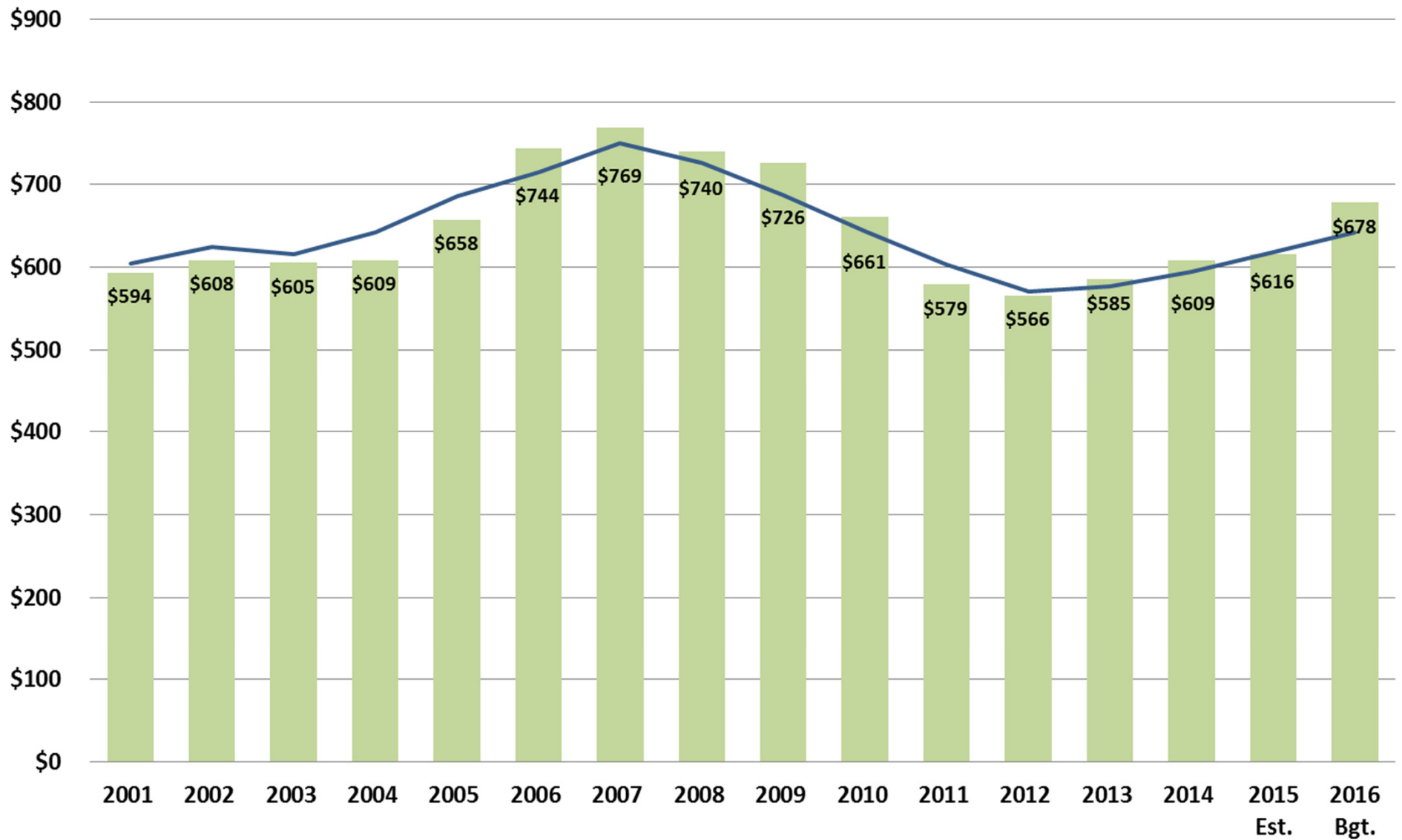


City's A.V. is est. to increase by ~10.4% in FY '16, however, tax cap laws will abate most of the resulting revenue that would have been generated. Abatement is est. to be ~\$3.7M in FY '16.

Sparks Population vs. G.F. Total Revenue

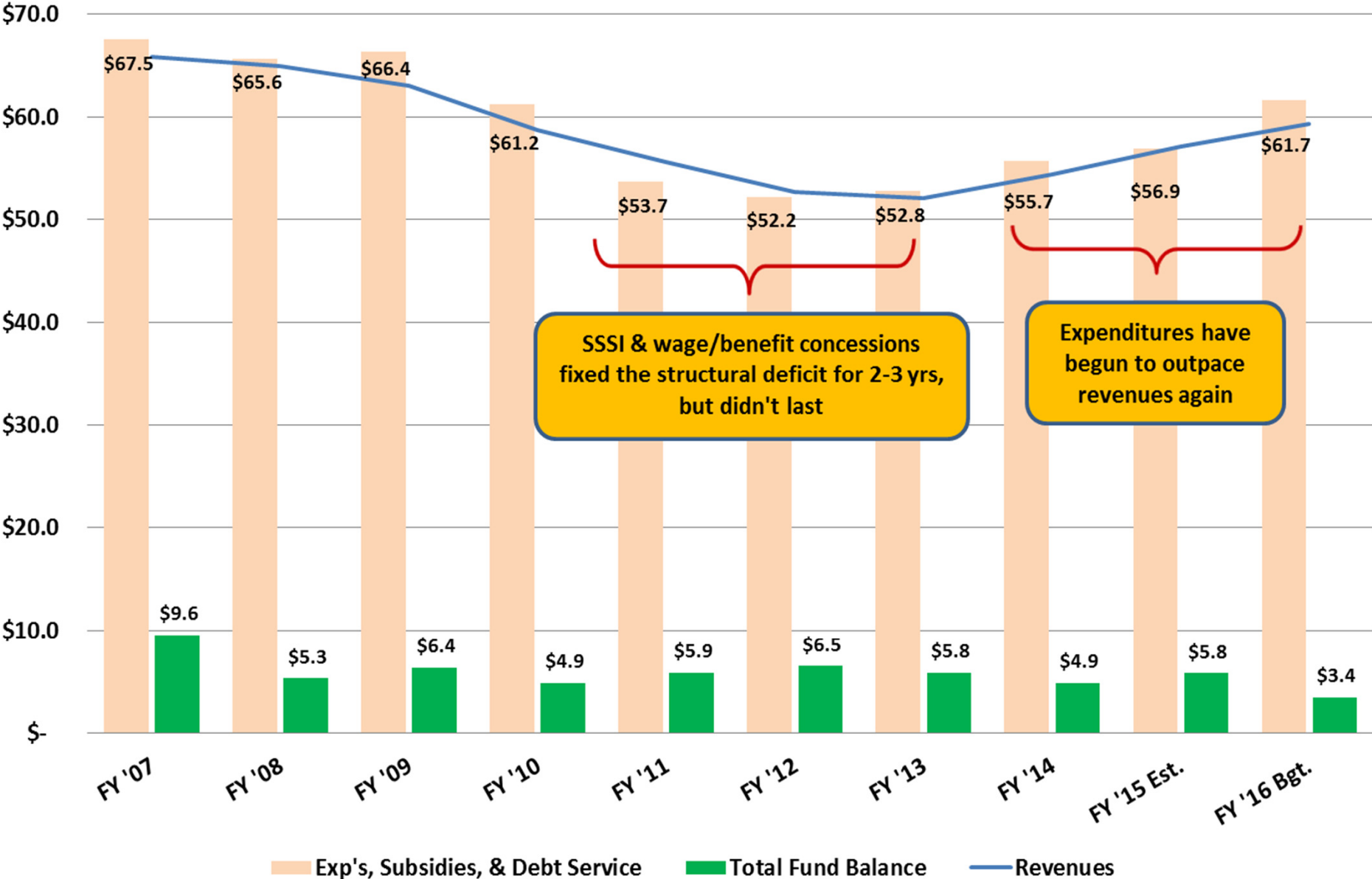


Sparks General Fund Revenues & Expenditures per Capita



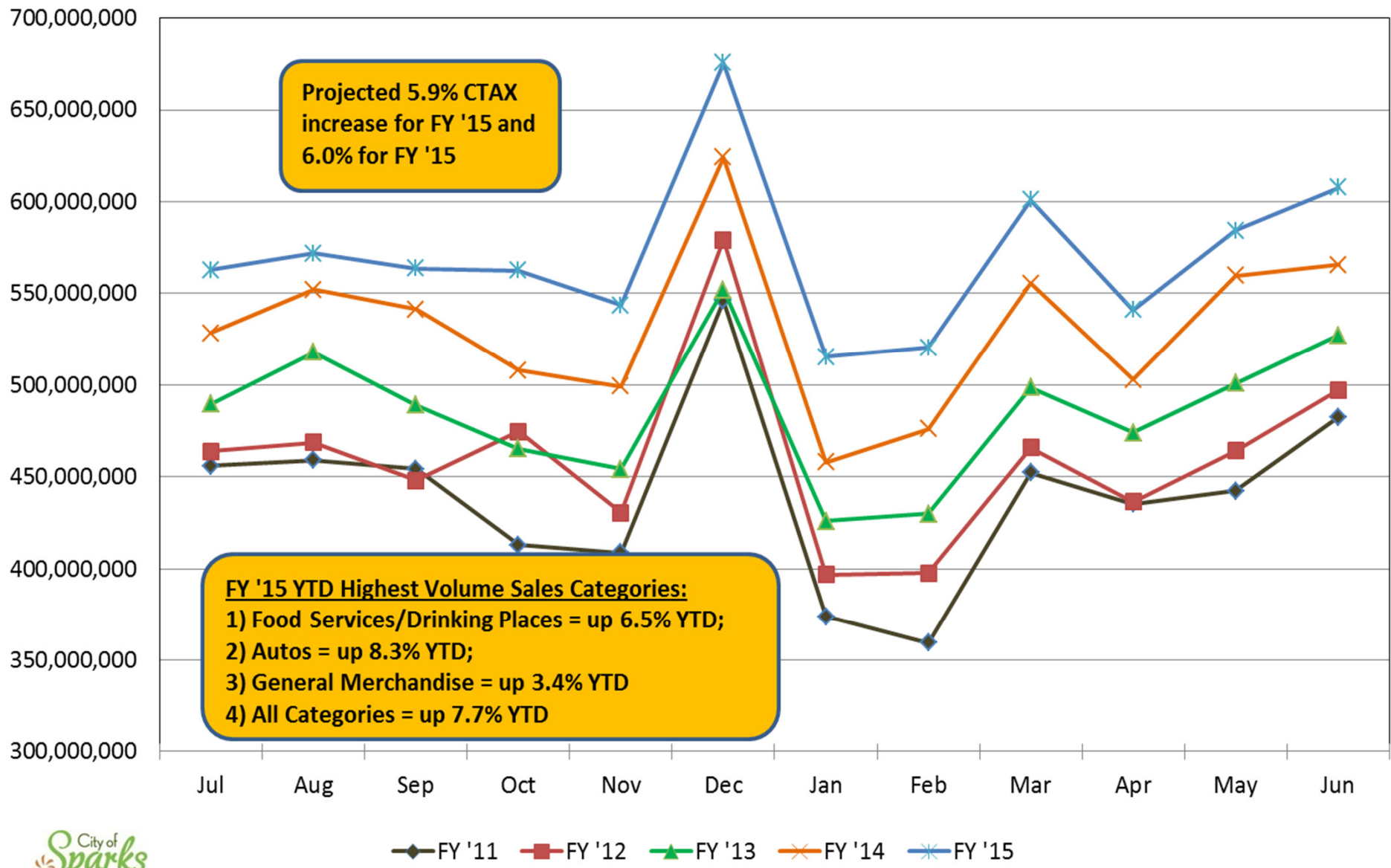
Exp's & Other Fund Subsidies per Capita
 Revenue per Capita

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

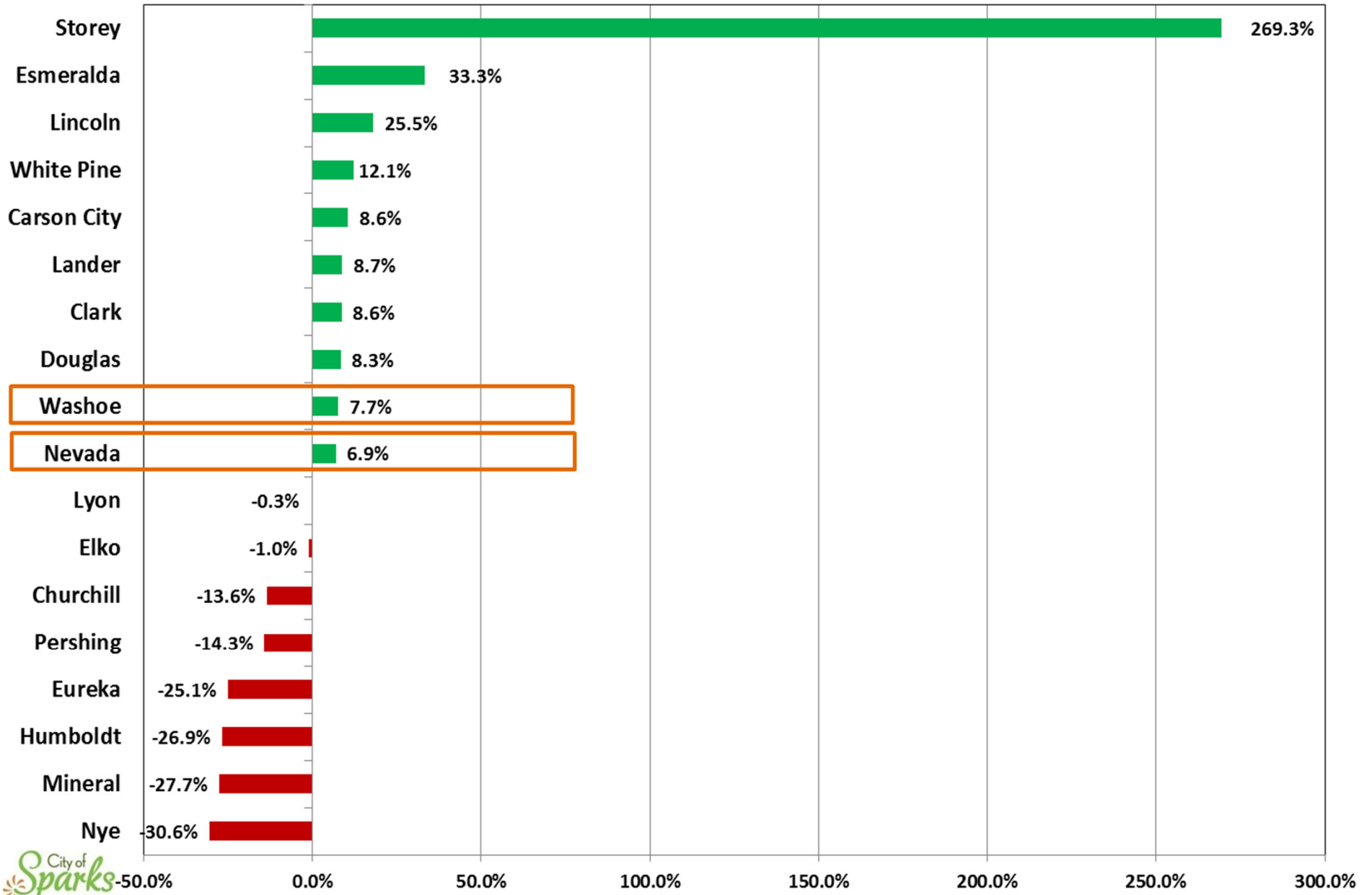


Washoe County Taxable Sales by Month

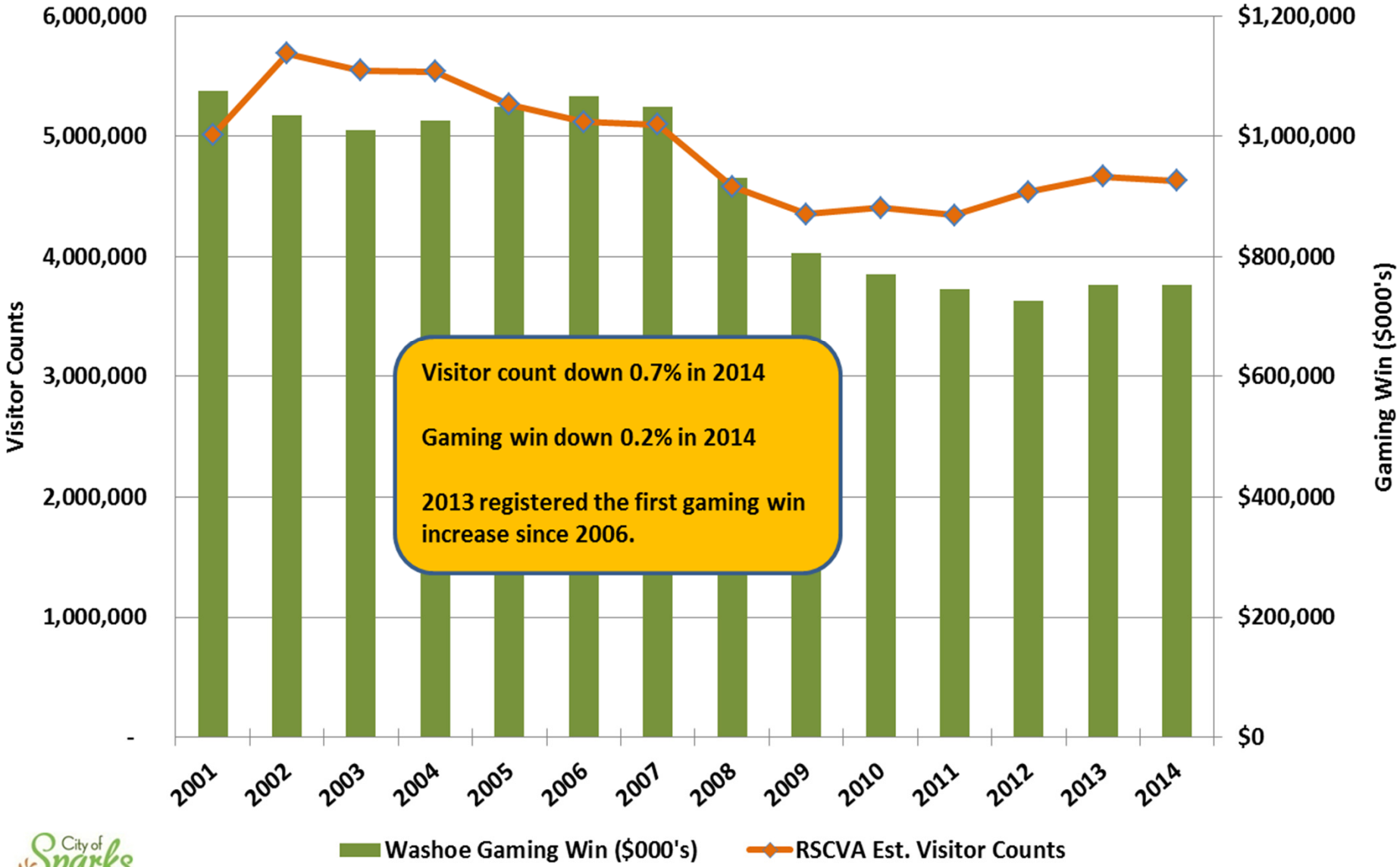
Fiscal Year 2011 - 2015 (Actual thru. Jan. '15)



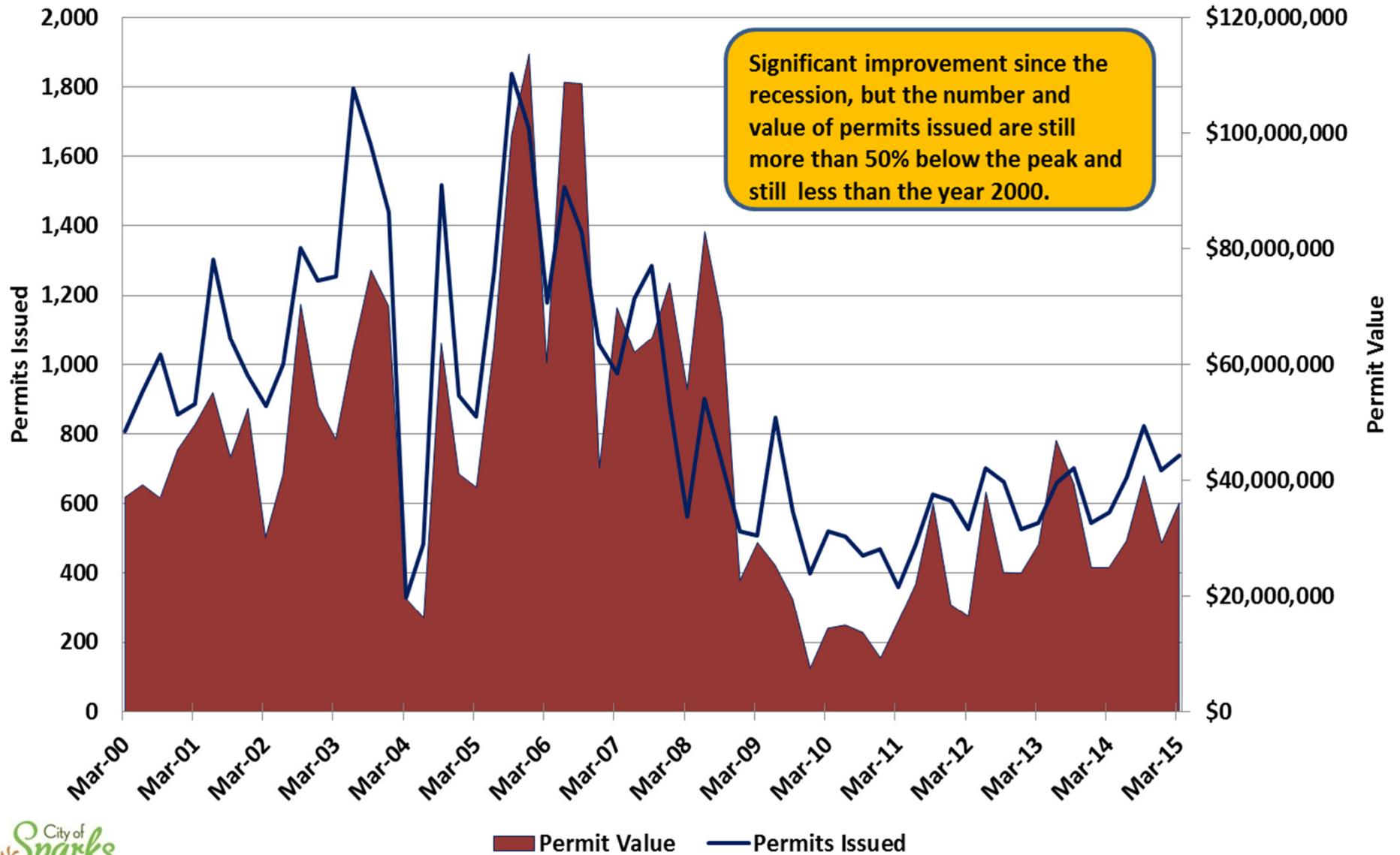
Taxable Sales % Change by Nevada County FY '15 Through January 2015



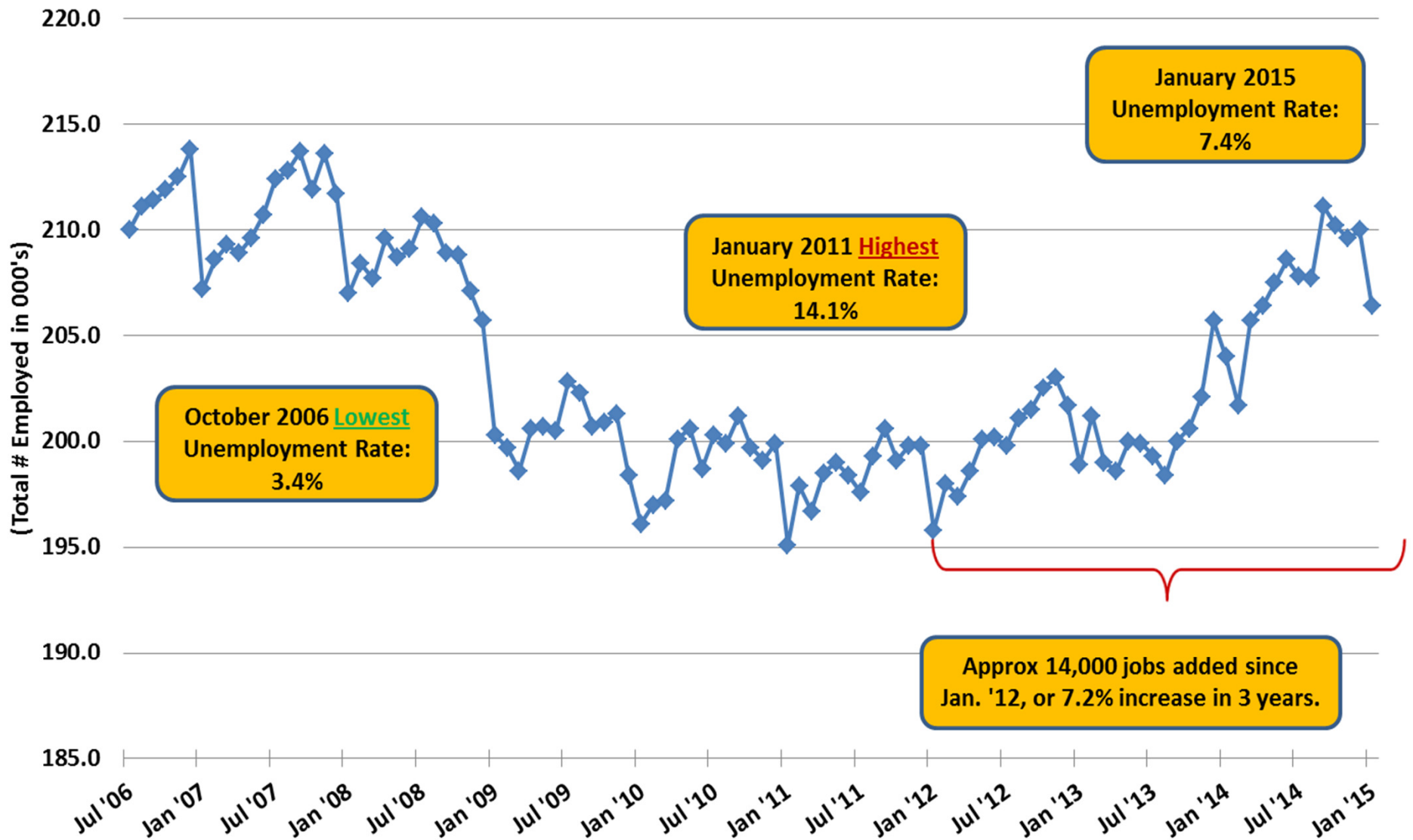
Washoe County Est. Visitor Counts And Total Gaming Win



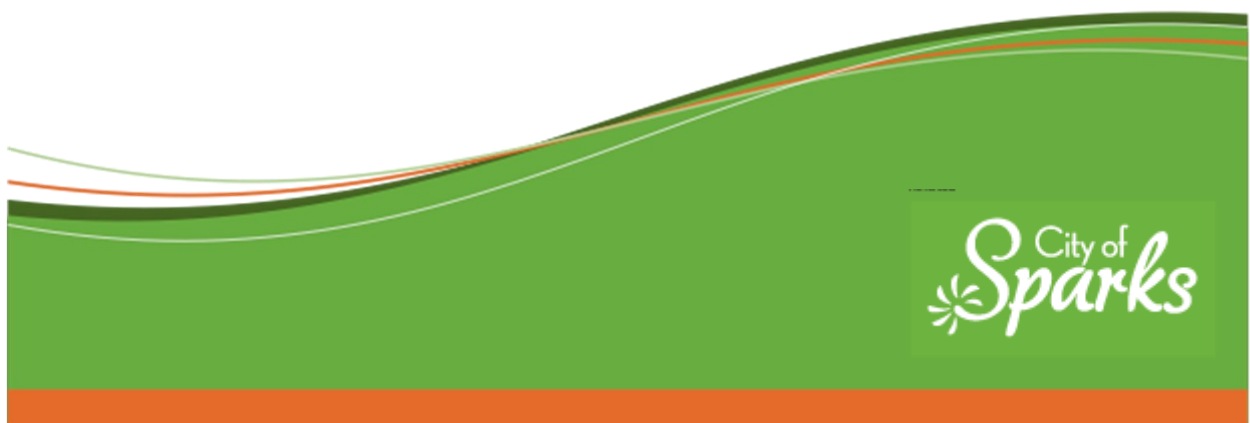
Sparks Community Development Permits Issued - Quarterly History



Total Employment - Reno/Sparks MSA Since July 2006



**Cause of Change in
General Fund Revenues,
Expenditures & Transfers from
FY15 to FY16**



Cause of Change in General Fund Revenues, Expenditures & Transfers from FY15 to FY16

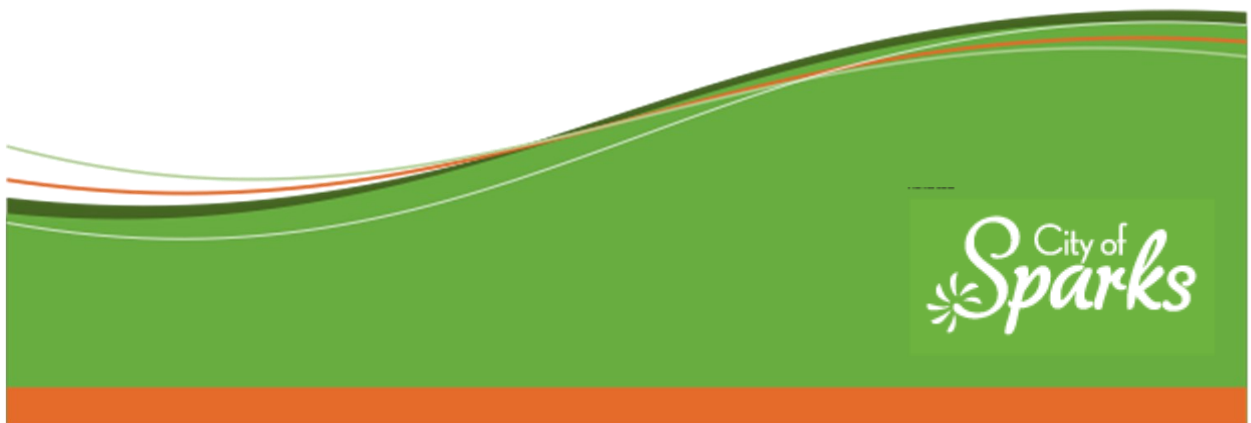
presentation for FY16 City Manager Budget Recommendations

	FY15 Estimates	FY16 Tentative Budget	FY16 Change from FY15 Estimates
TOTAL REVENUES & TRANSFERS IN	57,821,699	60,313,746	2,492,047
Primary Causes of Change			
CTAX & Fair Share			1,180,000
Transfer In from Vehicle Fund-Contingency Offset (to be transferred only if necessary)			1,000,000
Property Taxes			596,000
Licenses & Permits			409,928
FY15=final transfer in from Development Services Fund for subsidy payback			(704,000)
Total Primary Causes of Change =			2,481,928

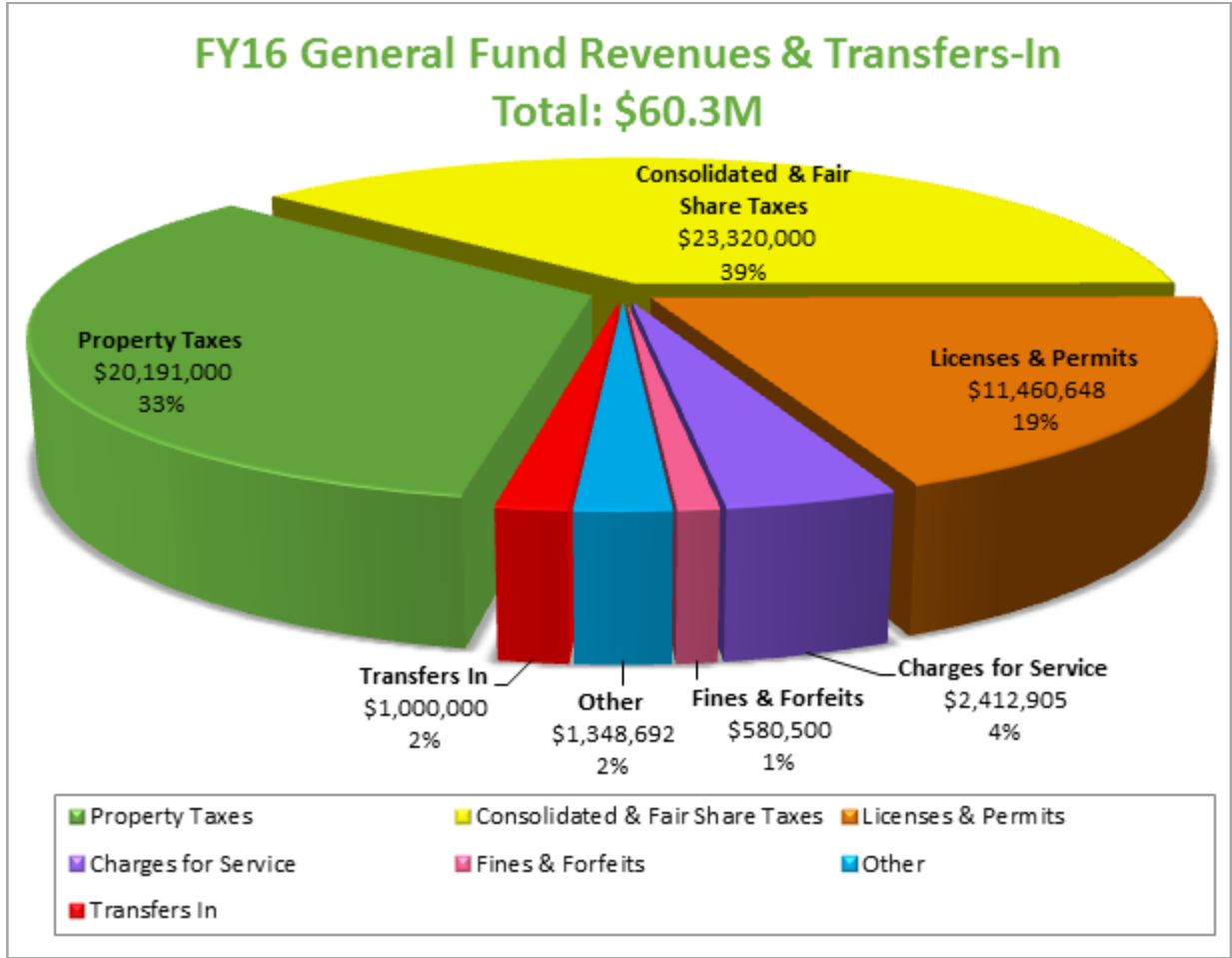
	FY15 Estimates	FY16 Tentative Budget	FY16 Change from FY15 Estimates
TOTAL SALARIES & BENEFITS	43,928,422	46,824,410	2,895,988
Primary Causes of Change			
Health Insurance rate increase of 25% in FY16 (includes Sick Leave Conversion)			1,494,000
FY15 Vacancy Savings re-loaded in FY16			1,400,000
Non-Public Safety PERS increase-25.75% to 28%			190,000
FY16 New Needs recommended by City Manager - 2 Dispatchers & retain Victim Advocate			141,000
New Workers Comp cost allocation method			63,000
Lieutenant contract settlement (\$80k in FY15 & \$107k in FY16)			27,000
Fire Overtime related to shift change - retro & on-going (\$100k in FY15 & \$40k in FY16)			(60,000)
Fire Overtime unrelated to shift change (\$949K in FY15 & \$787k in FY16)			(162,000)
FY15 Sick Leave cash out due to Heart Lung Cancer (HLC) worker's compensation claims not projected in FY16			(272,000)
Total Primary Causes of Change =			2,821,000

	FY15 Estimates	FY16 Tentative Budget	FY16 Change from FY15 Estimates
TOTAL SERVICES & SUPPLIES AND TRANSFERS OUT	12,974,131	14,829,544	1,855,413
Primary Causes of Change			
Transfer to Capital Projects for non-IT WIG reduced in FY15 to \$240k and increased to \$1.4M in FY16			1,160,000
CTAX Debt Service (bond proceeds were used to pay debt service previously)			491,264
Portable Radios for Police & Fire (one-time exp in FY15)			(445,000)
Vehicle Rent savings from retirement of Fire leases netted w/ New Fire Apparatus Replacement transfer			282,894
Transfer to Parks & Rec			235,000
IT Software Replacement Plan			188,000
Accela			175,199
Various departmental FY16 inflationary requests			147,927
Utilities			123,790
FY16 New Needs -Comprehensive (Master) Plan update & EDawn increase			149,443
Restore Employee Learning & Development Fund to \$150k			75,000
Cost share liab self ins, incrementally increasing to full contribution			50,000
Washoe County forensics contract			35,000
FY15 consultant exps for IT hardware replace plan were one-time			(62,269)
Expenses encumbered in prior year, but not paid until FY15			(336,000)
IT Hardware Replacement Plan			(378,411)
Total Primary Causes of Change =			1,891,837

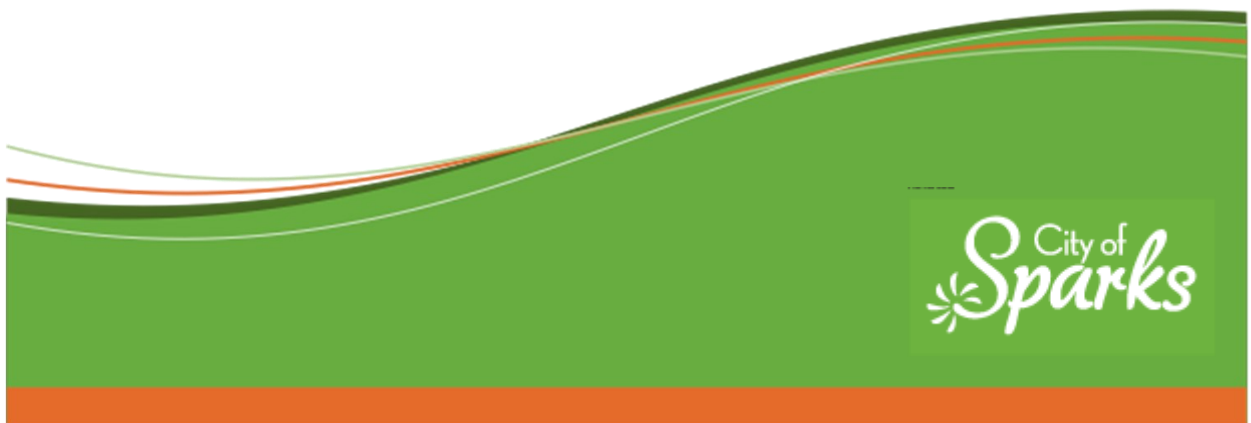
FY16 General Fund Revenues & Transfers In



FY16 General Fund Revenues & Transfers In









FY16 General Fund Expenditures & Transfers Out



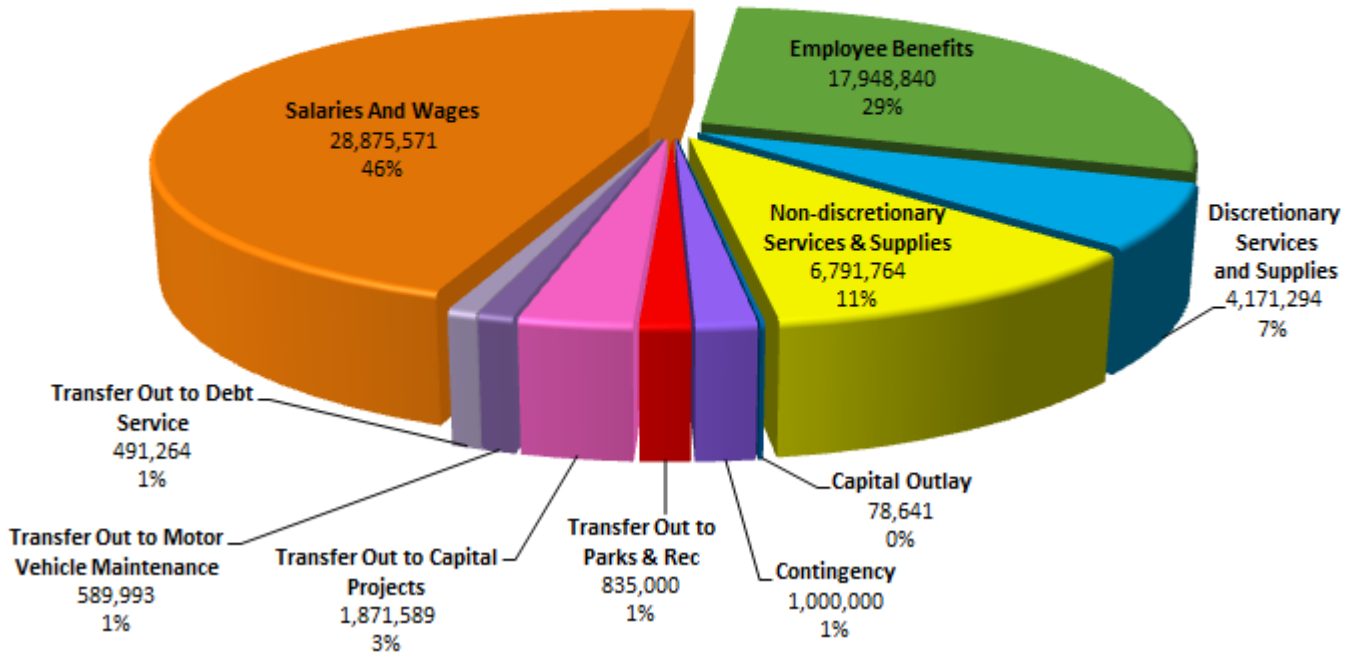
FY16 General Fund Expenditures by Strategic Goal

(excludes Contingency & Transfers Out)

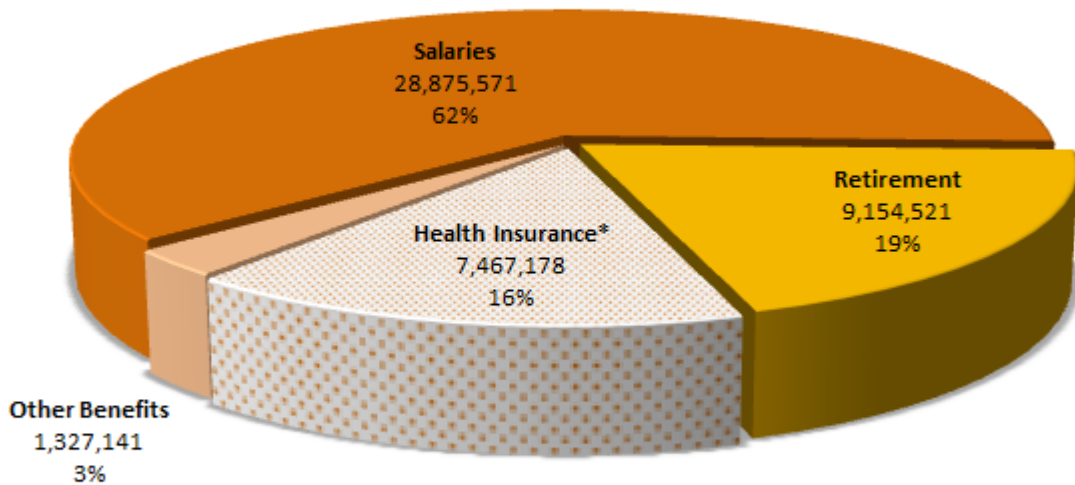


STRATEGIC GOAL		FY16 BUDGETED EXPENDITURES	% OF FY16 BUDGETED EXPENDITURES
	1. Fiscal Stability: Maintain fiscal policies to ensure a prosperous, sustainable city	\$ 2,647,053	5%
	2. Employee Relations: Provide a successful and efficient work environment	\$ 1,259,097	2%
	3. Infrastructure and Technology: Manage resources to keep pace with technology, infrastructure, and sustainability needs. <i>(Note: General Fund transfer to capital projects to fund IT WIG hardware/software replacement and upgrades are excluded in this look.)</i>	\$ 7,266,314	13%
	4. Public Safety: Promote the safety of our residents, businesses, and visitors.	\$ 42,513,338	73%
	5. Economic Development: Explore and promote opportunities for economic development and special events.	\$ 522,809	1%
	City Administration not Attributable to a Specific Strategic Goal - Costs to be Categorized During FY16	\$ 3,657,498	6%
TOTAL FY16 BUDGETED EXPENDITURES (excluding Contingency & Transfers Out)		\$ 57,866,109	100%

FY16 General Fund Expenditures & Transfers-Out Total: \$62.7M



FY16 Salaries & Benefits - General Fund Total: \$46.8M

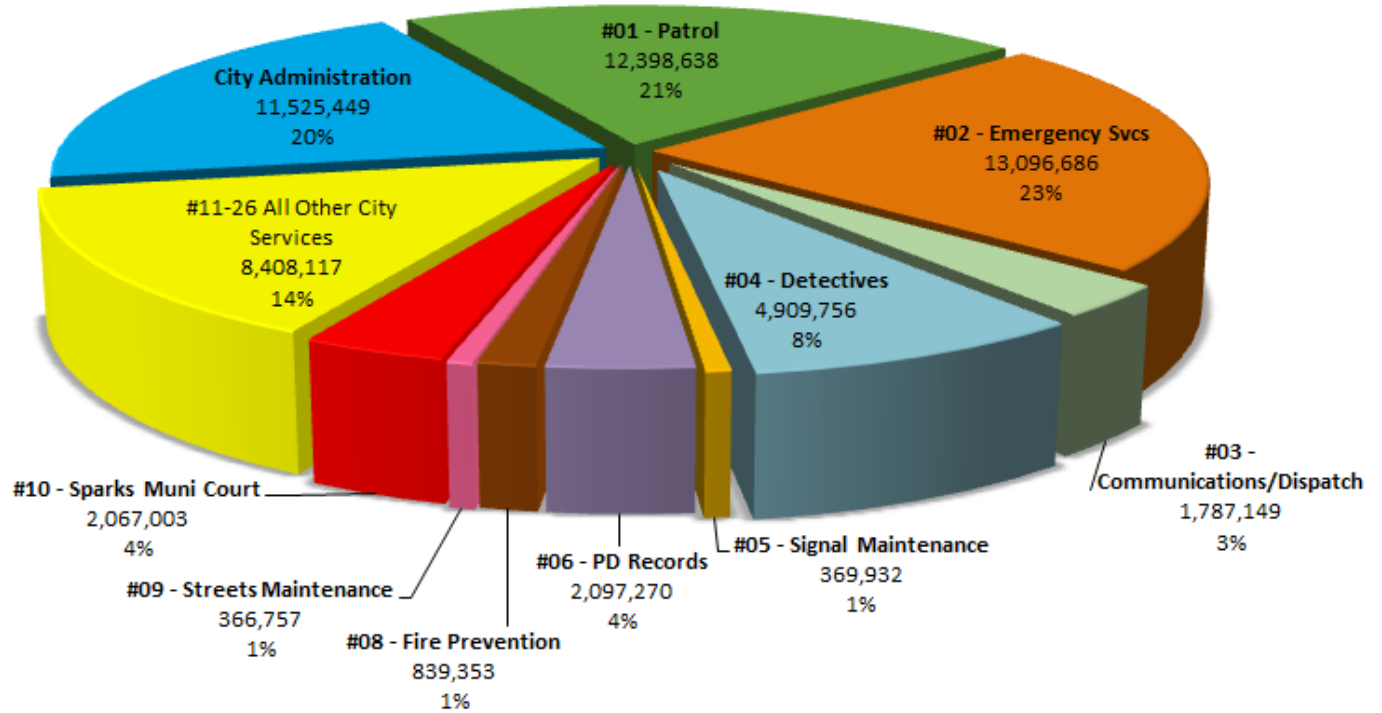


* Health insurance costs include Sick Leave Conversion and NV PEB Subsidy. Health insurance is 13% of total General Fund expenditures of \$57.9M (excludes transfers out and contingency).

FY16 Expenditures by Core Service - General Fund

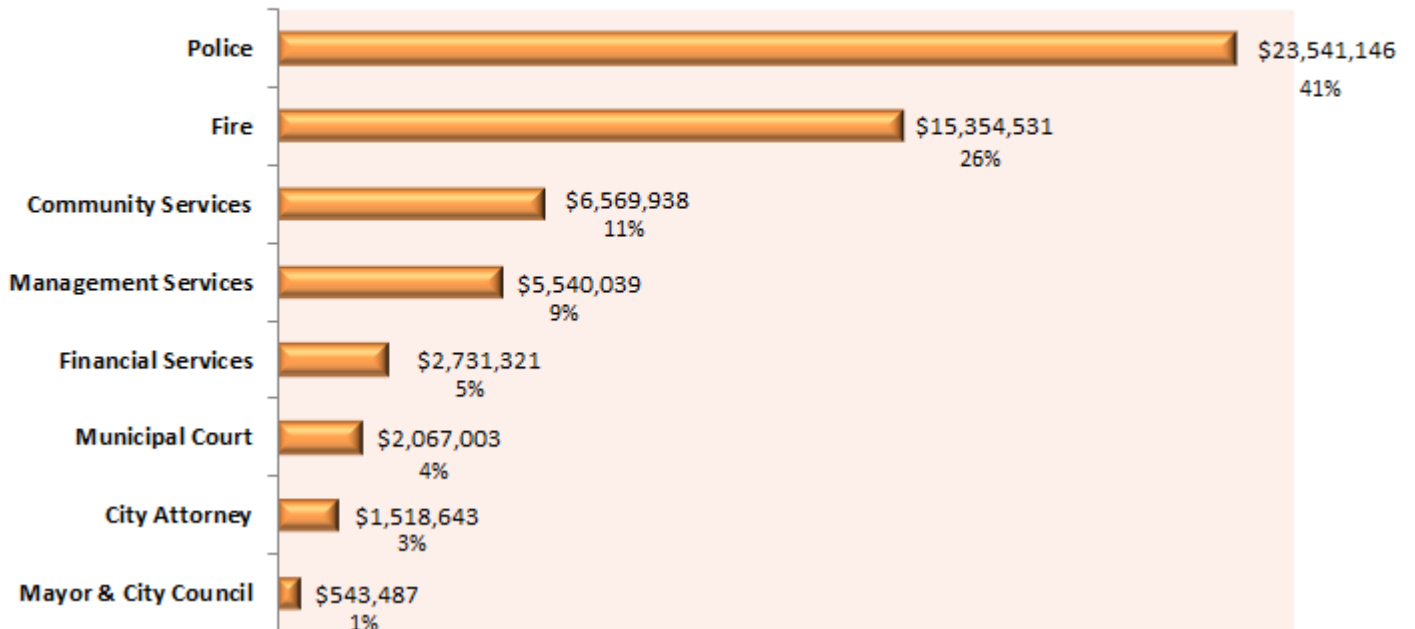
(excludes Transfers Out and Contingency)

Total: \$57.9M

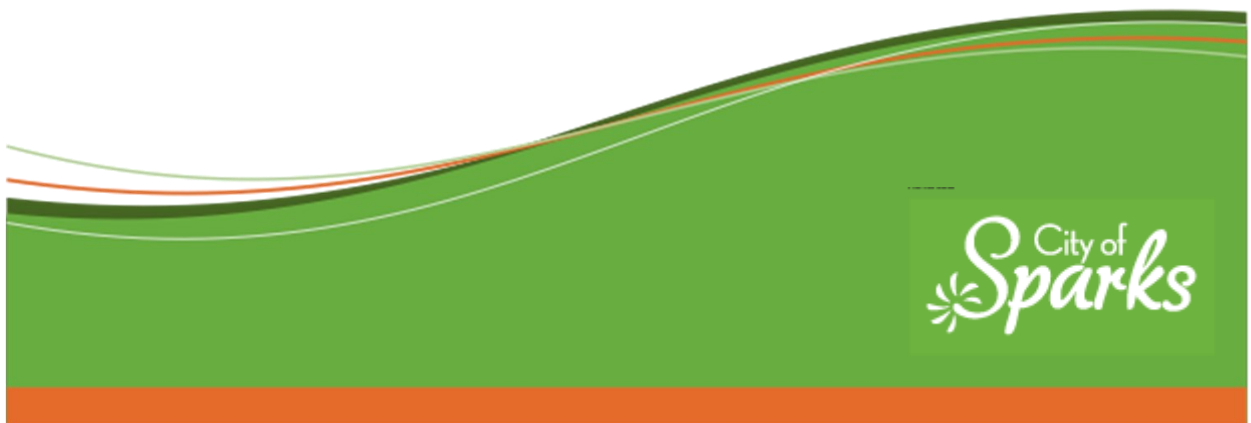


FY16 Expenditures by Department - General Fund

(excludes Transfers Out and Contingency)



Contributions to Other Governments



Annual Contributions to Other Governments & Non-Profits included in the FY16 Budget

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

General Fund - interlocal agreements with other Government Agencies

	FY14 Actuals	FY15 Estimates	FY16 Budget
Washoe County - Regional EOC	20,854	16,785	16,785
Washoe County - Regional Training Center	51,680	74,722	93,000
Washoe County - Regional Planning	205,160	205,162	211,300
Washoe County - 800 MHZ Radio	86,534	105,798	106,878
Washoe County - Senior Center	21,500	21,500	21,500
Washoe County Forensic Services	284,500	319,500	354,500
City of Reno, Fire - TRIAD	16,000	16,000	16,000
Nevada Commission on Ethics	17,818	17,040	17,550
City of Reno (Westcare) - TRIAGE Center	86,121	87,000	87,000
City of Reno Community Assistance Center (amounts over the 15% CDBG public services cap)	5,412	4,712	12,697
Total General Fund Interlocals	795,579	868,219	937,210

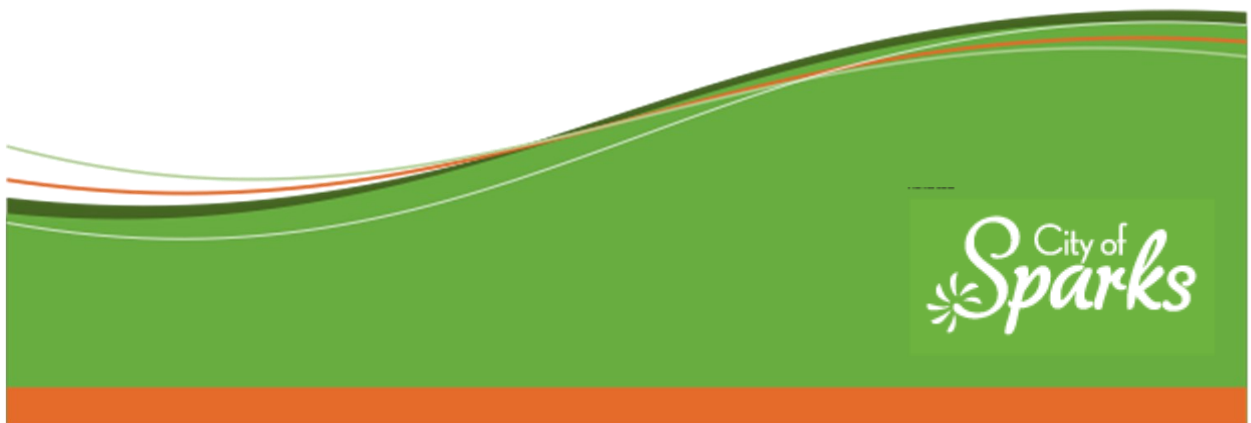
General Fund - Contributions to Non-Profits & Other Agencies

	FY14 Actuals	FY15 Estimates	FY16 Budget
Economic Development Authority of Nevada (EDAWN)	80,000	80,000	100,000
Keep Truckee Meadows Beautiful	6,012	10,000	10,000
Nevada League of Cities & Municipalities (NLC&M)	18,043	19,968	20,151
Western Nevada Development District (WNDD)	2,625	3,500	3,500
Alliance for Innovation	3,475	5,000	5,000
The Chamber	1,240	1,240	1,240
Total General Fund contributions to Non-Profits	111,395	119,708	139,891

CDBG Fund - interlocal agreement with other Government Agencies

	FY14 Actuals	FY15 Estimates	FY16 Budget
City of Reno Community Assistance Center (amounts within the 15% CDBG public services cap)	117,403	94,695	99,143
Total CDBG Fund Interlocals	117,403	94,695	99,143

Central Service Cost Allocation Plan



FY16 Cost Allocation Plan - Common Service Charges

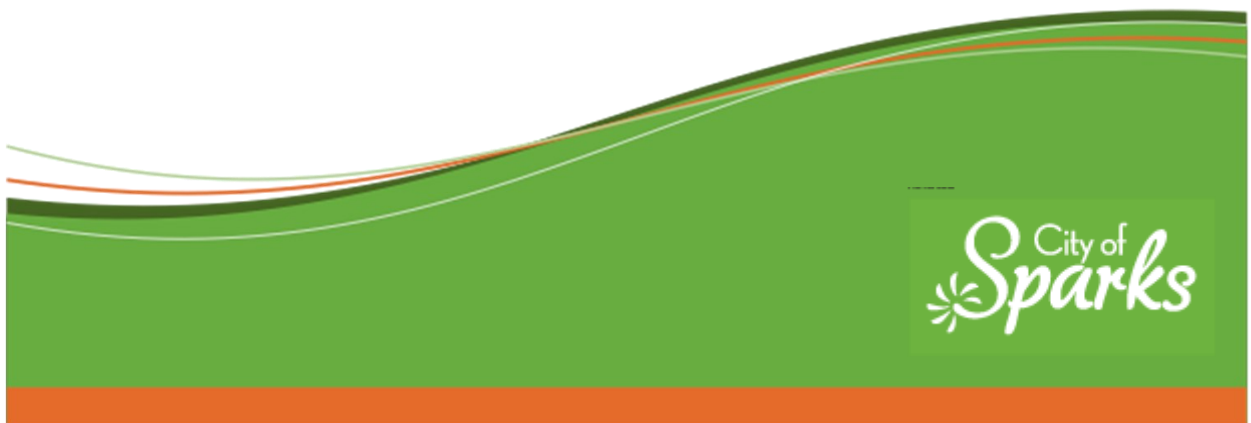
The General Fund of the City of Sparks, funds the costs of "Central Services" provided to all funds in the City including the jointly-owned Truckee Meadows Water Reclamation Facility (TMWRF). Central Services include such things as Accounting, Finance, Human Resources, City Clerk, Purchasing, Information 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 FY16 plan allocates central service costs from FY14. A detailed view of these costs and the allocation methods can be obtained by contacting Stacie Hemmerling at shemmerling@cityofsparks.us

Cost Allocated to Other Funds	2,394,857	25%
Unallocated Central Service Costs	7,240,206	75%
Total Central Service Costs - FY14 Actuals	9,635,063	

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	68,926	13,065	-	-	18,174	50,416	150,580
Community Services	269,946	14,454	-	-	12,589	8,301	305,290
Financial Services	379,533	64,228	94,186	39,710	38,140	266,705	882,502
Management Services	424,685	65,273	44,820	17,479	89,182	255,359	896,798
Mayor & Council	77,146	13,260	1,478	1,478	44,224	22,100	159,687
	1,220,235	170,281	140,484	58,667	202,308	602,882	2,394,857

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*

15 of these funds will have an FY16 budget exceeding \$1 Million

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

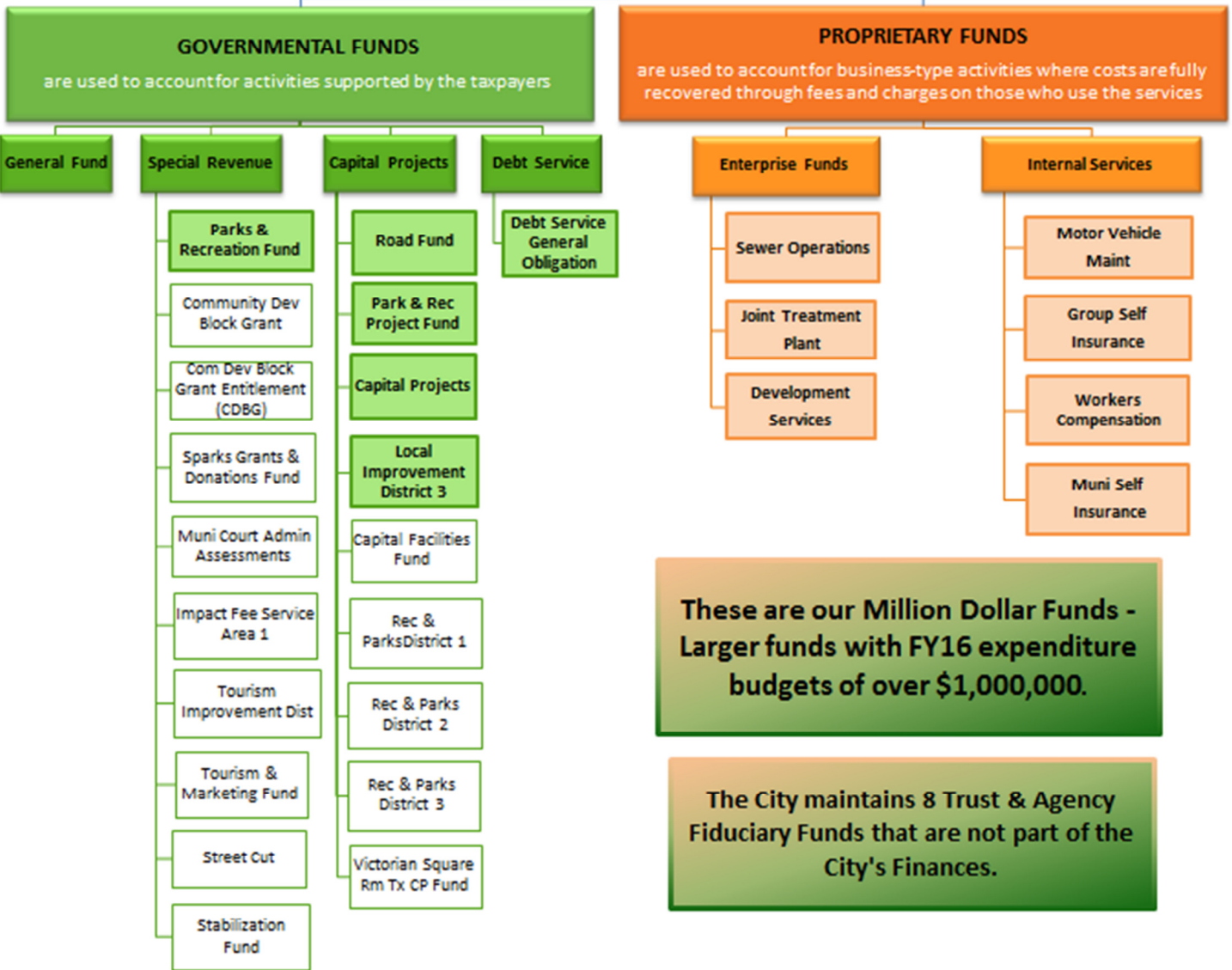
- Part 1:** City of Sparks Fund Structure Diagram
- Part 2:** Million Dollar+ Funds - Larger funds with FY16 expenditure budgets of over \$1,000,000
- Part 3:** Smaller Funds - Funds with FY16 expenditure budgets of under \$1,000,000
- Part 4:** Redevelopment Agency Funds

Other Funds Section Part 1

City of Sparks Fund Structure Diagram



CITY OF SPARKS FUND STRUCTURE



Other Funds Section Part 2

**Million Dollar+ Funds -
Larger funds with FY16
expenditure budgets of
over \$1,000,000**

Million Dollar+ Funds

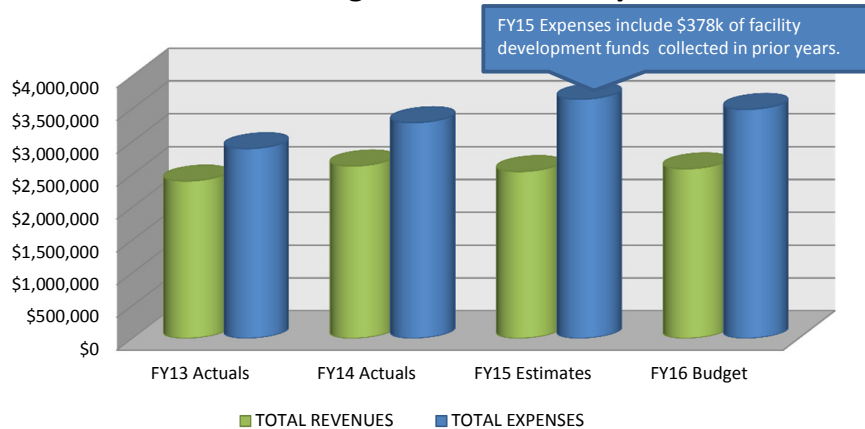
Special Revenue Fund

Fund 1221 - Parks and Recreation	Purpose of Fund: Used to provide recreation programs offered by and administered by the City of Sparks Parks and Recreation Department. Originally, the maintenance and operation of parks resided here, but in FY12, that function was moved to the General Fund and is no longer accounted for in this fund. Special Events are also accounted for in this fund.					
	FY12 Actuals	FY13 Actuals	FY14 Actuals	FY15 Budget	FY15 Est. Actuals	FY16 Budget
BEG FUND BALANCE	\$ 515,966	\$ 404,013	\$ 378,450	\$ 561,798	\$ 561,798	\$ 68,330
TOTAL REVENUES	\$ 2,559,784	\$ 2,396,806	\$ 2,626,276	\$ 2,517,035	\$ 2,541,388	\$ 2,583,571
<i>Rec Program Fees</i>	\$ 2,259,455	\$ 2,129,558	\$ 2,192,250	\$ 2,119,525	\$ 2,067,931	\$ 2,174,675
<i>Special Event Revenue</i>	\$ 66,283	\$ 76,905	\$ 214,382	\$ 212,445	\$ 237,478	\$ 245,231
<i>All other revenues</i>	\$ 234,046	\$ 190,343	\$ 219,644	\$ 185,065	\$ 235,979	\$ 163,665
TRANSFER IN	\$ 313,557	\$ 475,000	\$ 845,000	\$ 733,500	\$ 607,802	\$ 849,000
TOTAL EXPENSES	\$ (2,946,865)	\$ (2,889,595)	\$ (3,285,626)	\$ (3,610,053)	\$ (3,642,658)	\$ (3,488,074)
<i>Salaries & Benefits</i>	\$ (2,374,256)	\$ (2,381,065)	\$ (2,704,626)	\$ (2,593,873)	\$ (2,649,122)	\$ (2,807,644)
<i>Services & Supplies</i>	\$ (572,609)	\$ (508,530)	\$ (561,907)	\$ (635,811)	\$ (601,182)	\$ (650,430)
<i>Capital Outlay</i>	\$ -	\$ -	\$ (19,093)	\$ (380,369)	\$ (392,354)	\$ (30,000)
TRANSFER OUT	\$ (38,429)	\$ (7,774)	\$ (2,302)	\$ -	\$ -	\$ -
CHANGE IN FUND BALANCE	\$ (111,953)	\$ (25,563)	\$ 183,348	\$ (359,518)	\$ (493,468)	\$ (55,503)
ENDING FUND BALANCE	\$ 404,013	\$ 378,450	\$ 561,798	\$ 202,280	\$ 68,330	\$ 12,827

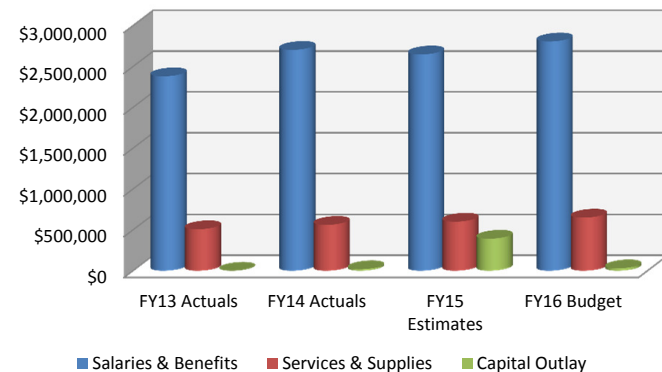
FISCAL NOTES

Historically, the majority of revenue in this fund has been made up of program fees (74% - 79%) and the General Fund transfer (11%-17%). Due to anticipated changes in school district "tracks" we are seeing a reduction in program fee revenue (63% - 66%). In FY14 Special Events were moved to this fund from the Redevelopment Agency resulting in an increase in Special Event revenue and overall expense. The continued expansion of Special Events is helping to offset the reduction in program fee revenue making total expected revenue in the fund relatively unchanging year over year. This "relatively flat" revenue is not keeping pace with increased expenses - specifically health insurance rate increases of 25% in both FY15 & FY16 and a new allocation method for our liability self insurance resulting in an increase in FY16. Ending Fund Balance in FY14 is comprised of a reserve of Facility Development Fees collected in prior years. The majority of these funds were used in FY15 to construct a bathroom and storage facility at the Golden Eagle Regional Park and other sport facility improvements, hence the large capital outlay figure in FY15 and the greatly reduced ending fund balance going forward.

Fund 1221 Program Cost Recovery



Fund 1221 Major Expenses



Million Dollar+ Funds

Debt Service Fund

Fund 1301 - General Obligation Debt Service Fund	Purpose of Fund: This fund exists to account for the accumulation of resources to pay principal and interest on the City's general obligation bonds, revenue bonds, emergency loans, long term contracts imposed by the State, long term lease agreements, retirement of other bond issuances, etc...
---------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

		FY14 Actuals	FY15 Est. Actuals	FY16 Budget	Principal Balance 6/30/2016	Maturity Date
Various Purpose Med Term Bonds 2007A	Beginning Reserve	0	0	0	\$835,000	3/1/2017
	T/I from R/A2 Revolving 3601	864,448	866,287	866,992		
	Interest	(119,448)	(91,287)	(61,992)		
	Principal	(745,000)	(775,000)	(805,000)		
	ENDING RESERVE	0	0	0		
Various Purpose Med Term Bonds 2007B	Beginning Reserve	0	0	0	\$200,000	3/1/2017
	T/I from R/A2 Revolving 3601	211,208	206,612	206,733		
	Interest	(41,208)	(31,612)	(21,733)		
	Principal	(170,000)	(175,000)	(185,000)		
	ENDING RESERVE	0	0	0		
CTAX Revenue Refunding Bonds 2014	Beginning Reserve	0	0	0	\$7,290,000	5/1/2026
	Refunding Bond Proceeds	7,330,000	0	0		
	T/I from General Fund 1101	0	0	170,701		
	T/I from Cap Project 1404	204,006	170,736	0		
	T/I from Sewer Operations 1630	1,147	960	960		
	T/I from Development Svcs 2201	6,882	5,760	5,759		
	T/I from R/A Revolving 3401	85,513	71,567	71,552		
	Professional Services-Other	(55,000)	0	0		
	Interest	(297,548)	(232,023)	(225,972)		
	Debt Refunding	(7,275,000)	0	0		
	Principal	0	(17,000)	(23,000)		
ENDING RESERVE	0	0	0			
CTAX Revenue Bonds 2011	BEGINNING RESERVE	0	0	0	\$1,470,000	5/1/2018
	T/I from General Fund 1101	0	0	320,563		
	T/I from Cap Project 1404	519,189	525,904	204,624		
	T/I from Sewer Operations 1630	2,919	2,957	2,953		
	T/I from Development Svcs 2201	17,515	17,741	17,717		
	T/I from R/A Revolving 3401	217,628	220,443	220,142		
	Interest	(102,251)	(82,045)	(61,000)		
	Principal	(655,000)	(685,000)	(705,000)		
ENDING RESERVE	0	0	(1)			

Million Dollar+ Funds

Debt Service Fund

Fund 1301 - General Obligation Debt Service Fund	Purpose of Fund: This fund exists to account for the accumulation of resources to pay principal and interest on the City's general obligation bonds, revenue bonds, emergency loans, long term contracts imposed by the State, long term lease agreements, retirement of other bond issuances, etc...
---------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

		FY14 Actuals	FY15 Est. Actuals	FY16 Budget	Principal Balance 6/30/2016	Maturity Date
<u>Sr. & Subordinate STAR Bonds</u> <u>Series A 2008</u>	BEGINNING RESERVE	11,183,396	11,150,096	11,472,316	\$105,531,045	6/15/2028
	Sales Taxes not Consolidated	9,621,913	9,714,445	10,005,878		
	Interest Earned	3,269	1,600	1,600		
	Interest on Sr. Star	(5,293,800)	(5,175,825)	(5,039,000)		
	Interest on Subordinate Star	(2,549,682)	(2,113,000)	(2,546,878)		
	Principal on Sr. Star	(1,815,000)	(2,105,000)	(2,420,000)		
	ENDING RESERVE	11,150,096	11,472,316	11,473,916		
<u>LID3 2008 Bonds</u>	BEGINNING RESERVE	5,131,637	10,931,656	3,787,922	\$14,255,000	9/1/2027
	Special Assessment Principal	6,414,661	856,370	889,597		
	Special Assessment Interest	1,760,573	945,415	912,188		
	Spec. Assess. Penalty/Prepay	127,563	(130,600)	0		
	Interest Earned	1,234	1,500	1,500		
	Interest	(1,534,012)	(1,251,419)	(975,488)		
	Principal	(970,000)	(7,565,000)	(765,000)		
	ENDING RESERVE	10,931,656	3,787,922	3,850,719		
Total Ending Reserve In Debt Service Fund		22,081,752	15,260,238	15,324,634		

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 first four debt issues listed above. On May 2014, an assessment prepayment was received from Olympia Gaming on the LID3 2008 Bonds which resulted in a mandatory bond call on September 1, 2014 reducing the outstanding balance for fiscal year 2014/2015. The prepayment penalty received from Olympia in FY14 was remitted to the bond holders in FY15. The City does not expect any further prepayment assessments resulting in further bond calls. Per bond covenants, STAR bonds will require an ending reserve in FY16 of \$8.3M and \$3.2M will be on hand at year end to make future STAR bond payments. LID bonds will require an ending reserve of \$1.7M and another \$2.2M will be on hand at year end to make future LID bond payments. This comprises the total FY16 ending reserve.

Million Dollar+ Funds

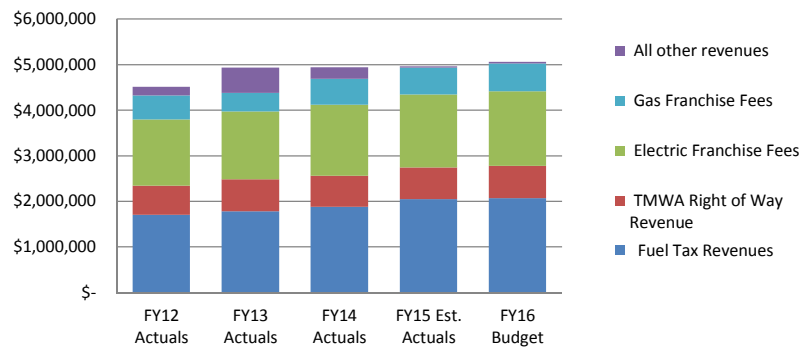
Capital Projects Fund

Fund 1401 - Road Fund	Purpose of Fund: To provide for maintenance, repair, acquisition and construction of roads and streets. Funding is provided by a portion of the City's electric and gas Franchise fees, Fuel Taxes and water utility Right of Way fees.					
	FY12 Actuals	FY13 Actuals	FY14 Actuals	FY15 Budget	FY15 Est. Actuals	FY16 Budget
BEG FUND BALANCE	\$ 4,640,916	\$ 4,567,731	\$ 4,403,417	\$ 4,736,744	\$ 4,736,744	\$ 4,064,504
REVENUES						
<i>Fuel Tax Revenues</i>	\$ 1,703,191	\$ 1,783,118	\$ 1,877,860	\$ 1,825,524	\$ 2,050,368	\$ 2,070,871
<i>TMWA Right of Way Revenue</i>	\$ 642,230	\$ 697,595	\$ 685,376	\$ 672,568	\$ 695,650	\$ 709,810
<i>Electric Franchise Fees</i>	\$ 1,451,424	\$ 1,493,369	\$ 1,558,410	\$ 1,480,700	\$ 1,600,000	\$ 1,632,000
<i>Gas Franchise Fees</i>	\$ 527,893	\$ 405,875	\$ 565,983	\$ 509,207	\$ 590,000	\$ 613,600
<i>All other revenues</i>	\$ 189,240	\$ 557,238	\$ 254,011	\$ 65,000	\$ 30,000	\$ 35,000
TOTAL REVENUES	\$ 4,513,978	\$ 4,937,195	\$ 4,941,640	\$ 4,552,999	\$ 4,966,018	\$ 5,061,281
TRANSFER IN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSES						
<i>Salaries & Benefits</i>	\$ (1,695,632)	\$ (1,558,096)	\$ (1,661,845)	\$ (1,685,692)	\$ (1,639,259)	\$ (1,793,125)
<i>Services & Supplies</i>	\$ (2,540,365)	\$ (1,834,671)	\$ (1,385,589)	\$ (2,336,953)	\$ (2,313,939)	\$ (1,132,127)
<i>Capital Improvements</i>	\$ (314,132)	\$ (1,708,742)	\$ (1,560,879)	\$ (950,000)	\$ (1,685,060)	\$ (3,946,271)
TOTAL EXPENSES	\$ (4,550,129)	\$ (5,101,509)	\$ (4,608,313)	\$ (4,972,645)	\$ (5,638,258)	\$ (6,871,523)
TRANSFER OUT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PRIOR PERIOD ADJUSTMENT	\$ (37,034)					
CHANGE IN FUND BALANCE	\$ (73,185)	\$ (164,314)	\$ 333,327	\$ (419,646)	\$ (672,240)	\$ (1,810,242)
ENDING FUND BLANCE	\$ 4,567,731	\$ 4,403,417	\$ 4,736,744	\$ 4,317,098	\$ 4,064,504	\$ 2,254,262

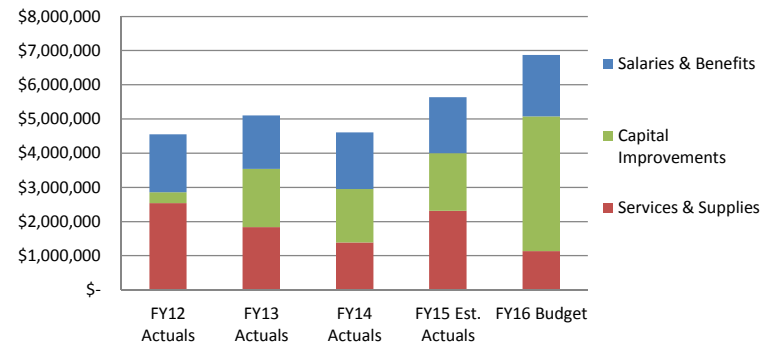
FISCAL NOTES

Fuel tax revenue is conservatively projected to grow 9% in FY15 due to falling gas prices and remain relatively flat in FY16. Electric franchise fees have been relatively consistent year over year and we are projecting a 3% increase in FY15 and a 2% increase in FY16. Gas franchise fees have rebounded over the last couple of years due to the expiration of a deferred energy credit which NV Energy was required to give. This requirement ended 10/1/13 and, as a result, FY14 gas revenues grew 39% over FY13. Gas franchise fees are expected to achieve modest gains with a 4% increase in both FY15 and FY16. Expenditures in this fund represent road maintenance employee costs and projects outlined in the Capital Improvement Plan (CIP). The FY16 CIP outlines a more aggressive spending plan in our Street Corrective and Rehabilitation program.

Fund 1401 Major Revenues



Fund 1401 Major Expenses



Million Dollar+ Funds

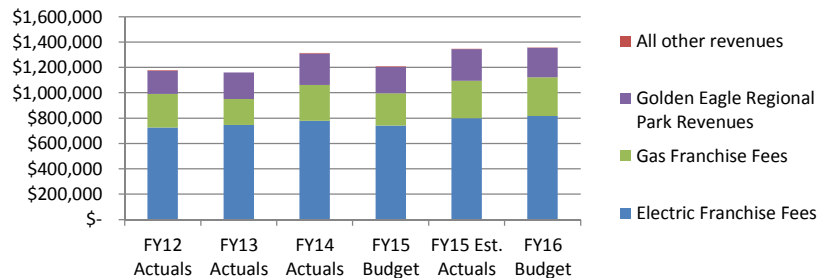
Capital Projects Fund

Fund 1402 - Parks & Rec Project Fund	Purpose of Fund: To provide for specific parks and recreation projects. Funding is provided by a portion of the City's electric and natural gas franchise fees. Golden Eagle Regional Park (GERP) generates specific concession franchise fees, advertising, facility rentals and sponsorship revenues that are subsequently used for GERP related projects.					
	FY12 Actuals	FY13 Actuals	FY14 Actuals	FY15 Budget	FY15 Est. Actuals	FY16 Budget
BEG FUND BALANCE	\$ 758,071	\$ 1,248,692	\$ 1,415,640	\$ 1,605,844	\$ 1,605,844	\$ 1,199,055
REVENUES						
Electric Franchise Fees	\$ 725,712	\$ 746,685	\$ 779,205	\$ 740,350	\$ 800,000	\$ 816,000
Gas Franchise Fees	\$ 263,947	\$ 202,938	\$ 282,991	\$ 254,605	\$ 295,000	\$ 306,800
Golden Eagle Regional Park Revenues	\$ 182,284	\$ 211,344	\$ 247,487	\$ 208,260	\$ 249,663	\$ 230,996
All other revenues	\$ 6,741	\$ -	\$ 4,948	\$ 5,500	\$ 2,500	\$ 2,500
TOTAL REVENUES	\$ 1,178,684	\$ 1,160,967	\$ 1,314,631	\$ 1,208,715	\$ 1,347,163	\$ 1,356,296
TRANSFER IN	\$ 309,377	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSES						
Salaries & Benefits	\$ (425,018)	\$ (376,881)	\$ (354,583)	\$ (347,631)	\$ (345,549)	\$ (366,908)
Services & Supplies	\$ (123,166)	\$ (237,454)	\$ (355,646)	\$ (673,389)	\$ (721,070)	\$ (781,185)
Capital Improvements	\$ (449,256)	\$ (379,447)	\$ (414,198)	\$ (160,000)	\$ (687,333)	\$ (440,000)
TOTAL EXPENSES	\$ (997,440)	\$ (993,782)	\$ (1,124,427)	\$ (1,181,020)	\$ (1,753,952)	\$ (1,588,093)
CHANGE IN FUND BALANCE	\$ 490,621	\$ 167,185	\$ 190,204	\$ 27,695	\$ (406,789)	\$ (231,797)
ENDING FUND BLANCE	\$ 1,248,692	\$ 1,415,640	\$ 1,605,844	\$ 1,633,539	\$ 1,199,055	\$ 967,258

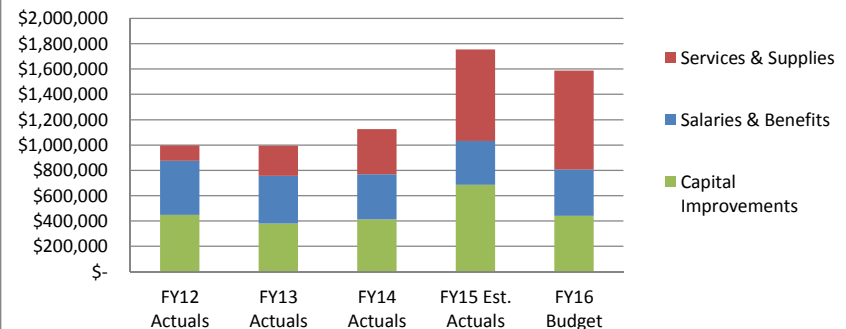
FISCAL NOTES

Electric and Gas franchise fees make up over 80% of the revenue in this fund. Electric franchise fees have been relatively consistent year over year and we are projecting a 3% increase in FY15 and a 2% increase in FY16. Gas franchise fees have rebounded over the last couple of years due to the expiration of a deferred energy credit which NV Energy was required to give. This requirement ended 10/1/13 and, as a result, FY14 gas revenues grew 39% over FY13. Gas franchise fees are expected to achieve modest gains with a 4% increase in both FY15 and FY16. Golden Eagle Regional Parks revenues consist mainly of concession franchise fees (\$100k), a contribution from the Youth Sports Foundation for use of the fields (\$50k) and facility reservation fees (\$60k). Expenses in the fund are detailed in the approved FY15 CIP document.

Fund 1402 Major Revenues



Fund 1402 Major Expenses



Million Dollar+ Funds

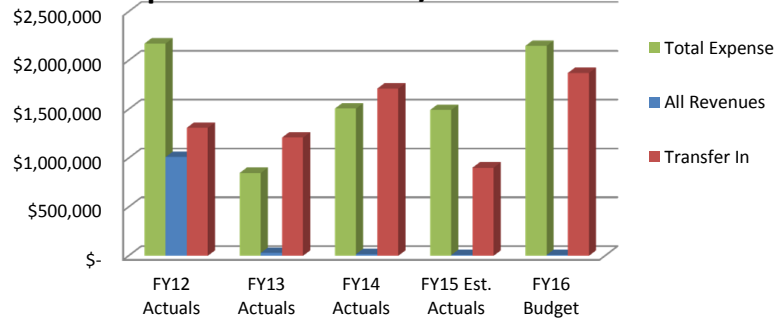
Capital Projects Fund

Fund 1404 - Capital Projects Fund	Purpose of Fund: Used for acquiring and constructing fixed assets or for the renovation and rehabilitation of capital facilities. Funding comes mainly from City transfers and bond proceeds.					
	FY12 Actuals	FY13 Actuals	FY14 Actuals	FY15 Budget	FY15 Est. Actuals	FY16 Budget (updated with actual beginning fund balance)
BEG FUND BALANCE	\$ 3,331,337	\$ 3,169,546	\$ 3,560,986	\$ 3,058,067	\$ 3,058,067	\$ 1,121,648
TOTAL REVENUES	\$ 1,010,739	\$ 29,610	\$ 16,465	\$ 16,900	\$ 8,060	\$ 8,500
TRANSFER IN	\$ 1,310,000	\$ 1,210,000	\$ 1,711,071	\$ 902,000	\$ 902,000	\$ 1,871,589
EXPENSES						
<i>Services & Supplies</i>	\$ (963,387)	\$ (239,604)	\$ (427,152)	\$ (543,088)	\$ (704,519)	\$ (374,170)
<i>Capital Improvements</i>	\$ (1,209,766)	\$ (608,566)	\$ (1,080,108)	\$ (950,000)	\$ (1,445,320)	\$ (1,980,000)
TOTAL EXPENSES	\$ (2,173,153)	\$ (848,170)	\$ (1,507,260)	\$ (1,493,088)	\$ (2,149,839)	\$ (2,354,170)
TRANSFER OUT	\$ (309,377)	\$ -	\$ (723,195)	\$ (729,910)	\$ (696,640)	\$ (204,624)
CHANGE IN FUND BALANCE	\$ (161,791)	\$ 391,440	\$ (502,919)	\$ (1,304,098)	\$ (1,936,419)	\$ (678,705)
ENDING FUND BLANCE	\$ 3,169,546	\$ 3,560,986	\$ 3,058,067	\$ 1,753,969	\$ 1,121,648	\$ 442,943

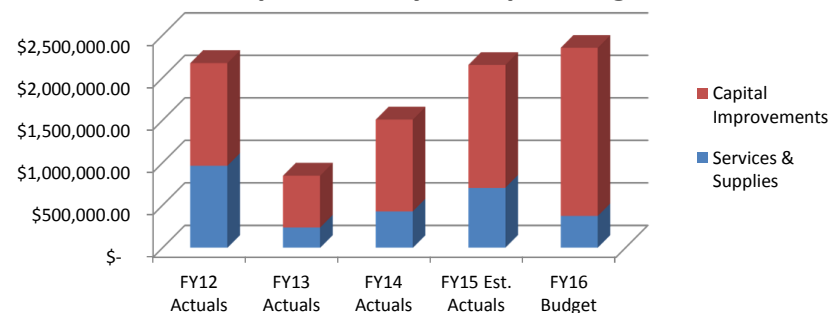
FISCAL NOTES

The City's fiscal policies include an annual transfer from the General Fund to this Capital Projects Fund equal to 2.5% of General Fund revenues. The Community Services Department was tasked with reducing this transfer by as much as possible in FY15 to help with a General Fund budget gap. These efforts resulted in a transfer reduction of \$1,060,000 down to \$240,000. Additionally, in FY15 we included budget for the City's Wildly Important Goal (WIG) of becoming sustainable in meeting our technology needs. The plan is a "pay as you go" program that included a partial pre-funding for future years in FY15 that will help to address our Citywide IT needs. The initial cost of the WIG is \$662,000, which makes up the balance of the \$902,000 transfer budgeted for FY15. For several years, this fund has maintained a \$3M ending fund balance. The reduction in the initial transfer amount is expected to reduce this fund balance down to \$1.8M. In FY14 the Capital Projects Fund transferred out bond proceeds remaining from a 2007 CTAX issue to the Debt Service fund to cover debt service on those CTX bonds. In FY15 we have budgeted for an additional transfer out to the Debt Service Fund in the amount of \$729,910 to cover debt service on those CTX bonds which will leave \$120,318 of bond proceeds in the fund. Expenses for this fund are detailed in the approved FY15 CIP document. Revenues in this fund consist primarily of rebates from other agencies and interest earnings. FY11 and FY12, specifically, had large NV Energy Solar generations rebates.

Capital Projects Fund 1404 Expenses vs Revenue/Transfers In



Capital Projects Fund 1404 Capital Outlay vs. Operating



Million Dollar+ Funds

Capital Projects Fund

Fund 1427 - Local Improvement District 3 (Legends)	Purpose of Fund: Accounts for proceeds of \$26M received June 2008 from special assessment bonds and from developer cash contribution (\$2.6M) to be used to acquire public roadway, water, sewer and storm drain improvements constructed by RED Development per an Acquisition Agreement. The Fund will be dissolved once bond proceeds are spent.					
	FY12 Actuals	FY13 Actuals	FY14 Actuals	FY15 Budget	FY15 Est. Actuals	FY16 Budget
BEG FUND BALANCE	\$ 1,158,915	\$ 1,156,511	\$ 1,155,979	\$ 1,152,935	\$ 1,152,935	\$ 1,148,360
REVENUES	\$ 1,827	\$ 1,362	\$ 327	\$ 425	\$ 425	\$ 425
EXPENSES	\$ (4,231)	\$ (1,894)	\$ (3,371)	\$ (1,152,828)	\$ (5,000)	\$ (1,148,785)
PRIOR PERIOD ADJUSTMENT						
CHANGE IN FUND BALANCE	\$ (2,404)	\$ (532)	\$ (3,044)	\$ (1,152,403)	\$ (4,575)	\$ (1,148,360)
ENDING FUND BLANCE	\$ 1,156,511	\$ 1,155,979	\$ 1,152,935	\$ 532	\$ 1,148,360	\$ -

FISCAL NOTES

All cash in this fund is being held in a trust account to pay on-going administrative and legal costs associated with the special assessment debt issue and for additional public infrastructure related to new properties being developed in the Local Improvement District 3 (LID3) . At 6/30/14 there was \$27,349 available for on-going administrative and legal costs and \$1.125M available for additional public infrastructure. Once these funds have been exhausted, the fund will be dissolved and any remaining on-going administrative and legal fees will be paid from special assessments. The FY16 Expenditure budget represents the entire remaining balance in order to provide flexibility should administrative or public infrastructure costs related to new properties arise.

Million Dollar+ Funds

Internal Service Fund

Fund 1702 - Motor Vehicle Fund	Purpose of Fund: To account for the costs of maintaining the City's fleet including acquisition of replacement vehicles. Such costs are billed to the user departments and include replacement cost funding vehicles and equipment.					
	FY12 Actuals	FY13 Actuals	FY14 Actuals	FY15 Budget	FY15 Est. Actuals	FY16 Budget
BEG NET ASSETS	\$ 7,499,365	\$ 8,441,448	\$ 8,377,416	\$ 8,655,496	\$ 8,655,496	\$ 9,164,354
REVENUES						
<i>Rent Motor Vehicle Equipment</i>	\$ 2,962,271	\$ 2,975,490	\$ 2,963,404	\$ 3,491,039	\$ 3,414,424	\$ 3,079,034
<i>Fuel Reimbursement</i>	\$ 616,612	\$ 659,994	\$ 662,536	\$ 661,719	\$ 561,398	\$ 574,649
<i>All other revenues</i>	\$ 469,214	\$ 767,317	\$ 340,250	\$ 107,000	\$ 206,000	\$ 81,000
TOTAL REVENUES	\$ 4,048,097	\$ 4,402,801	\$ 3,966,190	\$ 4,259,758	\$ 4,181,822	\$ 3,734,683
TRANSFER IN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 589,993
EXPENSES						
<i>Salaries</i>	\$ (395,033)	\$ (468,683)	\$ (515,726)	\$ (541,842)	\$ (528,872)	\$ (545,044)
<i>Benefits</i>	\$ (214,971)	\$ (227,786)	\$ (254,976)	\$ (281,548)	\$ (291,583)	\$ (337,905)
<i>Services and Supplies</i>	\$ (1,496,919)	\$ (1,947,370)	\$ (1,716,097)	\$ (1,545,995)	\$ (1,447,030)	\$ (1,440,923)
<i>All other expenses</i>	\$ (999,091)	\$ (1,822,994)	\$ (1,201,311)	\$ (1,923,761)	\$ (1,405,479)	\$ (1,402,166)
TOTAL EXPENSES	\$ (3,106,014)	\$ (4,466,833)	\$ (3,688,110)	\$ (4,293,146)	\$ (3,672,964)	\$ (3,726,038)
TRANSFER OUT	\$ -	\$ -	\$ -	\$ (1,000,000)	\$ -	\$ (1,000,000)
PRIOR PERIOD ADJUSTMENT	\$ 48,305					
CHANGE IN NET ASSETS	\$ 942,083	\$ (64,032)	\$ 278,080	\$ (1,033,388)	\$ 508,858	\$ (401,362)
END NET ASSETS	\$ 8,441,448	\$ 8,377,416	\$ 8,655,496	\$ 7,622,108	\$ 9,164,354	\$ 8,762,992
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 and to collect funds for the eventual replacement of each vehicle. The "all other revenue" resource is comprised mainly of DOT and Federal Highway grant revenue.

The FY14 audited Ending Net Asset figure of \$8.7M represents an investment in Capital Assets of \$6.7M with a remaining balance of \$2.0M available to fund replacement vehicles.

The proposed FY16 revenue budget includes full funding (via M&R charges on every City vehicle) of \$1.7M in operational costs of the garage and \$1.2M of vehicle replacement funds. 25 vehicles and one Fire Engine pumper will be replaced in FY16 for a total cost of \$2M. Fleet management staff has identified a backlog of \$7.4M in 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.

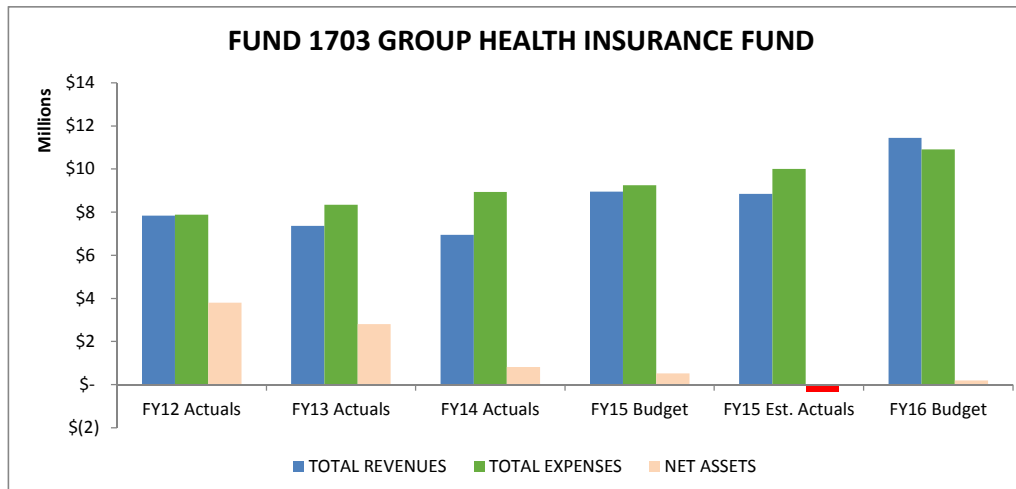
FY16 includes a \$1M transfer to the General Fund. This amount is budgeted annually to offset the Contingency budget in the General Fund and will only be made if the General Fund is unable to meet an emergency budget shortfall. It is not anticipated that this transfer will be made in FY15. We anticipate a decrease in the FY16 Ending Net Asset figure resulting in a reduction of funds available for future replacement vehicles.

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

Million Dollar+ Funds

Internal Service Fund

Fund 1703 - Group Self Insurance	Purpose of Fund: To account for the premiums collected from other funds and retirees to fund operations of our self-funded group health and accident insurance program, which covers the active city employees, their dependents and some retirees.					
	FY12 Actuals	FY13 Actuals	FY14 Actuals	FY15 Budget	FY15 Est. Actuals	FY16 Budget
BEG NET ASSETS	\$ 3,837,251	\$ 3,799,513	\$ 2,814,138	\$ 819,094	\$ 819,094	\$ (350,765)
REVENUES						
City Contributions (all funds)	\$ 6,288,520	\$ 5,859,787	\$ 5,548,076	\$ 7,228,726	\$ 6,930,156	\$ 9,256,700
Employee Contributions	\$ 216,495	\$ 239,004	\$ 120,953	\$ 153,750	\$ 183,227	\$ 229,034
Retiree Contributions	\$ 511,463	\$ 457,029	\$ 455,958	\$ 610,801	\$ 610,801	\$ 763,501
Retiree Sick Leave Conversion	\$ 768,398	\$ 788,197	\$ 768,792	\$ 891,080	\$ 953,307	\$ 1,191,634
All other revenues	\$ 55,639	\$ 12,946	\$ 52,993	\$ 61,000	\$ 164,377	\$ 11,000
TOTAL REVENUES	\$ 7,840,515	\$ 7,356,963	\$ 6,946,772	\$ 8,945,357	\$ 8,841,868	\$ 11,451,869
EXPENSES						
Health/Dental/Vision Claims	\$ (5,569,778)	\$ (5,619,847)	\$ (5,922,523)	\$ (6,382,095)	\$ (7,103,991)	\$ (7,946,071)
Prescription Claims	\$ (1,483,626)	\$ (1,867,191)	\$ (2,206,408)	\$ (2,032,465)	\$ (1,993,154)	\$ (2,052,948)
Stop Loss, LTD & Life Ins Premiums	\$ (424,135)	\$ (448,077)	\$ (404,094)	\$ (433,000)	\$ (411,302)	\$ (444,000)
Other Admin costs including ACA	\$ (400,714)	\$ (407,223)	\$ (408,791)	\$ (396,101)	\$ (503,280)	\$ (466,059)
TOTAL EXPENSES	\$ (7,878,253)	\$ (8,342,338)	\$ (8,941,816)	\$ (9,243,661)	\$ (10,011,727)	\$ (10,909,078)
CHANGE IN NET ASSETS	\$ (37,738)	\$ (985,375)	\$ (1,995,044)	\$ (298,304)	\$ (1,169,859)	\$ 542,791
END NET ASSETS	\$ 3,799,513	\$ 2,814,138	\$ 819,094	\$ 520,790	\$ (350,765)	\$ 192,026
FISCAL NOTES						
<p>Resources to this fund include City health insurance contributions for all active employees, any premiums paid by active employees and premiums paid by retirees participating in our health plan. Contribution and premium rates were reduced 8% in FY13 and another 8% in FY14. The expenses in this fund, the largest of which are health and dental insurance claims, are quickly outpacing the revenues and are expected to reach ~\$11M in FY16. In FY15, the fund required a rate increase of 25% to both contributions and premiums to maintain a positive reserve and another 25% increase will be required in FY16. Future rate increases will be directly tied to claims experience as there is no excess reserve in this fund. We are expecting a negative ending fund balance in FY'15 and quite possibly again in FY'16 pending actual expense inflation.</p>						



Million Dollar+ Funds

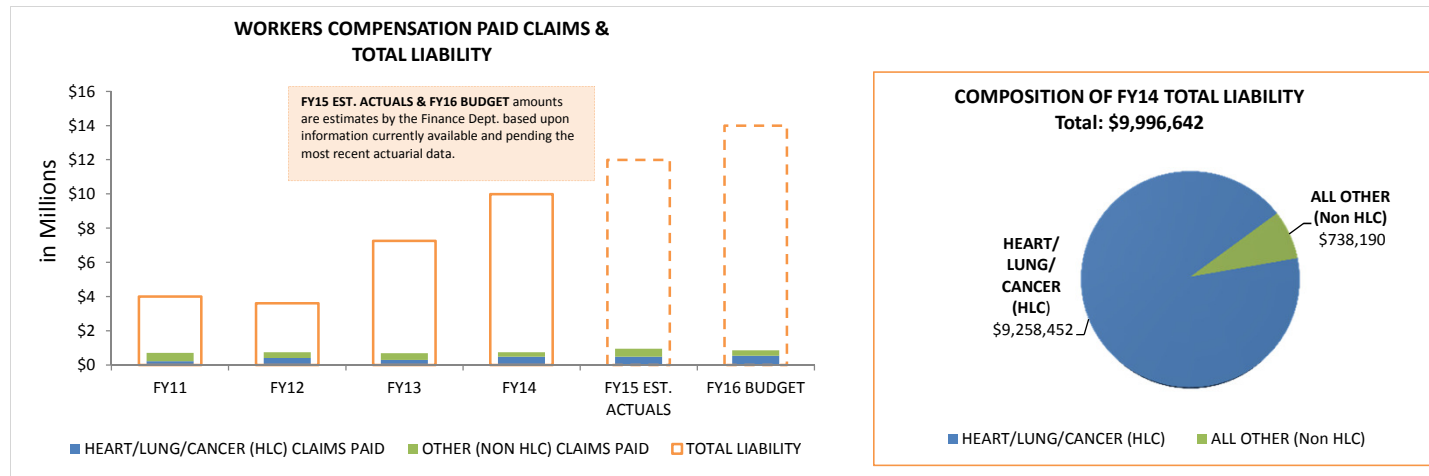
Internal Service Fund

Fund 1704 - Worker's Comp Self Insurance	Purpose of Fund: To account for the contribution 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.					
	FY12 Actuals	FY13 Actuals	FY14 Actuals	FY15 Budget	FY15 Est. Actuals	FY16 Budget
BEG NET ASSETS	\$ 3,512,828	\$ 3,430,130	\$ (756,856)	\$ (4,000,891)	\$ (4,000,891)	\$ (6,854,825)
REVENUES						
City Paid Worker's Comp Premiums	\$ 300,962	\$ 293,424	\$ 294,115	\$ 284,066	\$ 288,706	\$ 306,186
Claims Reimbursement	\$ 213,625	\$ 149,398	\$ 155,900	\$ 150,000	\$ 186,752	\$ 186,752
All other revenues	\$ 67,415	\$ (12,837)	\$ 77,447	\$ 65,000	\$ 40,000	\$ 40,000
TOTAL REVENUES	\$ 582,002	\$ 429,985	\$ 527,462	\$ 499,066	\$ 515,458	\$ 532,938
EXPENSES						
Workman's Comp Claims Costs	\$ (745,649)	\$ (694,467)	\$ (739,390)	\$ (732,876)	\$ (1,064,189)	\$ (917,076)
Recording of Long Term Liability ⁽¹⁾	\$ 389,596	\$ (3,643,029)	\$ (2,731,363)	\$ -	\$ (2,000,000)	\$ (2,000,000)
All other expenses	\$ (308,647)	\$ (279,475)	\$ (300,744)	\$ (295,540)	\$ (305,203)	\$ (292,585)
TOTAL EXPENSES	\$ (664,700)	\$ (4,616,971)	\$ (3,771,497)	\$ (1,028,416)	\$ (3,369,392)	\$ (3,209,661)
CHANGE IN NET ASSETS	\$ (82,698)	\$ (4,186,986)	\$ (3,244,035)	\$ (529,350)	\$ (2,853,934)	\$ (2,676,723)
END NET ASSETS	\$ 3,430,130	\$ (756,856)	\$ (4,000,891)	\$ (4,530,241)	\$ (6,854,825)	\$ (9,531,548)

FISCAL NOTES

Worker's Comp claims costs have been especially volatile over the past few years. This is due to the need to record the liability associated with actuarially determined costs that we expect to incur in the long and short term. 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. Current reserves in the fund do not cover the total liability, causing a negative ending net asset balance. Cash reserves are sufficient to cover expected claims costs over the next few years, but long term solutions are needed. The Oliver Wyman actuarial valuation of presumptive claims for Police & Fire HLC increased 13% in FY14 from the prior year. Additionally, new reserve information on an HLHC claim of \$1.5M was recorded at year-end of FY14 and was not included in the actuarial study. The next update to the actuarial report is expected around June/July 2015.

(1) The liability from Heart/Lung/Cancer (HLC) benefits is expected to continue to rise in FY '15 and FY '16; however, the actual change in liability will not be determined until the City receives an actuarial report at the end of each fiscal year. For the purposes of filing the FY '16 budget, estimates have been made internally by Financial Services Department staff based upon information currently available.



Million Dollar+ Funds

Internal Service Fund

Fund 1707 - Municipal Self Insurance	Purpose of Fund: To account for monies received from other City funds and insurance claims 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.					
	FY12 Actuals	FY13 Actuals	FY14 Actuals	FY15 Budget	FY15 Est. Actuals	FY16 Budget
BEG NET ASSETS	\$ 2,588,396	\$ 2,374,329	\$ 1,918,003	\$ 1,448,626	\$ 1,448,626	\$ 767,791
REVENUES						
Recoveries and Reimbursements	\$ 40,278	\$ 92,078	\$ 255,246	\$ 40,000	\$ 414,871	\$ 70,000
Contribution Muni Self-Insurance	\$ 400,162	\$ 246,911	\$ 238,418	\$ 250,527	\$ 250,527	\$ 345,693
Other Revenues	\$ 23,796	\$ (4,579)	\$ 24,933	\$ 25,000	\$ 8,000	\$ 8,000
TOTAL REVENUES	\$ 464,236	\$ 334,410	\$ 518,597	\$ 315,527	\$ 673,398	\$ 423,693
EXPENSES						
General Insurance Premium	\$ (360,643)	\$ (401,257)	\$ (434,115)	\$ (478,500)	\$ (478,500)	\$ (526,350)
Self Insurance Premium	\$ (298,286)	\$ (211,030)	\$ (521,741)	\$ (644,737)	\$ (520,000)	\$ (662,582)
Other Expenses	\$ (19,374)	\$ (178,449)	\$ (32,118)	\$ (28,453)	\$ (355,733)	\$ (15,362)
TOTAL EXPENSES	\$ (678,303)	\$ (790,736)	\$ (987,974)	\$ (1,151,690)	\$ (1,354,233)	\$ (1,204,295)
CHANGE IN NET ASSETS	\$ (214,067)	\$ (456,326)	\$ (469,377)	\$ (836,163)	\$ (680,835)	\$ (780,602)
END NET ASSETS	\$ 2,374,329	\$ 1,918,003	\$ 1,448,626	\$ 612,463	\$ 767,791	\$ (12,811)

FISCAL NOTES

Liability claims are funded by the General Fund and the Enterprise funds. The amount each 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 insurance or from third-party insurance for damage done to City property, vehicles, and the like. In FY15, there is a covered claim for a damaged vector truck, which will be reimbursable from insurance, net of a \$10,000 deductible. In FY16, a large claim is anticipated that could cost the City \$300,000 in deductibles.

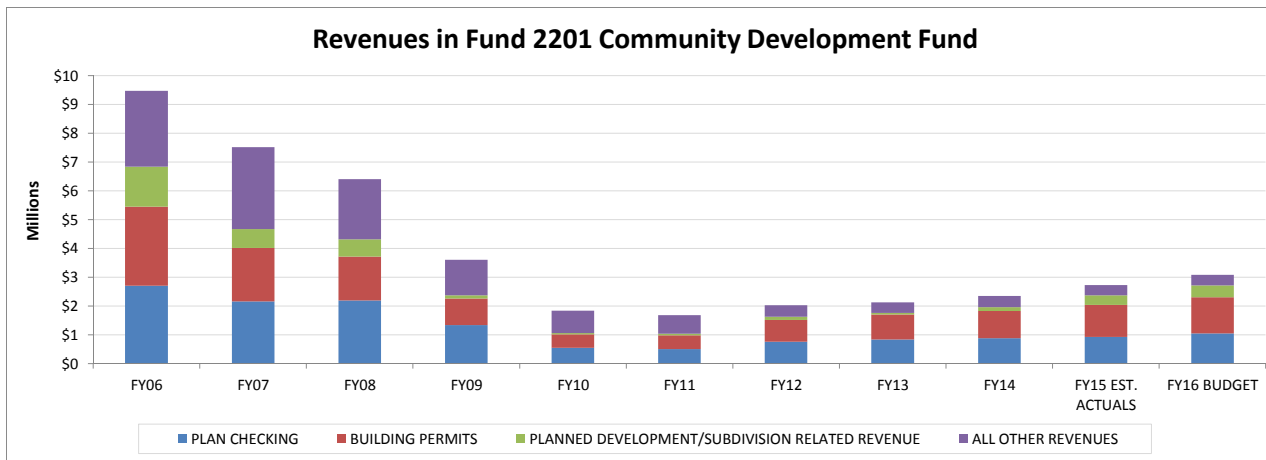
Million Dollar+ Funds

Enterprise Fund

Fund 2201 - Development Services Fund	Purpose of Fund: Process all activities related to the building and development in the community-including, but not limited to, permit processing, issuance, monitoring, building inspection, plan checking, development reviews and administration. Fees approved by Council.					
	FY12 Actuals	FY13 Actuals	FY14 Actuals	FY15 Budget	FY15 Est. Actuals	FY16 Budget (updated with actual beginning fund balance)
BEG NET ASSETS	\$ 182,807	\$ 760,315	\$ 1,118,949	\$ 1,555,527	\$ 1,555,527	\$ 1,119,221
REVENUES						
Building Permits (402120)	\$ 762,365	\$ 871,650	\$ 933,934	\$ 1,011,175	\$ 1,107,487	\$ 1,255,508
Plan Checking (404120)	\$ 756,461	\$ 838,491	\$ 888,294	\$ 1,011,274	\$ 928,720	\$ 1,055,548
Planned Development/Subdivision Related Revenue	\$ 110,277	\$ 49,312	\$ 143,366	\$ 81,604	\$ 338,499	\$ 402,924
All other revenues	\$ 395,231	\$ 365,131	\$ 379,894	\$ 426,087	\$ 357,210	\$ 374,571
TOTAL REVENUES	\$ 2,024,334	\$ 2,124,584	\$ 2,345,488	\$ 2,530,140	\$ 2,731,916	\$ 3,088,551
EXPENDITURES						
Base Salary and Wages	\$ (717,397)	\$ (928,113)	\$ (733,299)	\$ (984,344)	\$ (991,554)	\$ (1,202,726)
Benefits	\$ (315,226)	\$ (345,171)	\$ (382,143)	\$ (483,383)	\$ (436,465)	\$ (677,194)
Services and Supplies	\$ (431,479)	\$ (408,044)	\$ (417,071)	\$ (728,187)	\$ (1,012,702)	\$ (853,253)
All other expenditures	\$ (5,729)	\$ -	\$ -	\$ -	\$ -	\$ (84,000)
TOTAL EXPENDITURES	\$ (1,469,831)	\$ (1,681,328)	\$ (1,532,513)	\$ (2,195,914)	\$ (2,440,721)	\$ (2,817,173)
TRANSFER OUT	\$ (24,525)	\$ (84,622)	\$ (376,397)	\$ (728,624)	\$ (727,501)	\$ (23,476)
CHANGE IN NET ASSETS	\$ 529,978	\$ 358,634	\$ 436,578	\$ (394,398)	\$ (436,306)	\$ 247,902
PRIOR PERIOD ADJUSTMENT	\$ 47,530	\$ -	\$ -	\$ -	\$ -	\$ -
END NET ASSETS	\$ 760,315	\$ 1,118,949	\$ 1,555,527	\$ 1,161,129	\$ 1,119,221	\$ 1,367,123

FISCAL NOTES

With permit activity showing some improvement since FY11, the Development Services Enterprise fund was able to repay the General Fund for the subsidies it received during the economic downturn. \$60,000 was repaid in FY13 and \$352,000 in FY14. The remaining balance of \$704,000 has been repaid in full to the General Fund in current FY15. Revenues in Fund 2201 are driven by construction and new development. The biggest revenues in this fund come from building permits and plan checking, which are amounts that are both calculated as a percentage of a project's total valuation. In FY15, the number of building permits are projected to grow by 8% (134 permits) from FY14. The drivers of projected growth in FY16 are the strengthening housing market and improving local economy. It can be observed that revenue from planned development and subdivision related activity has been increasing and is projected to grow aggressively in FY15 and FY16.



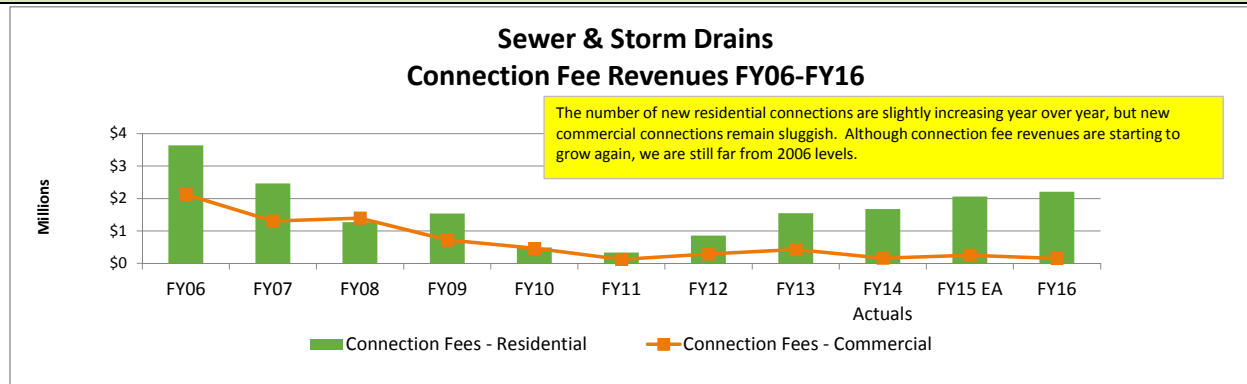
Million Dollar+ Funds

Enterprise Fund

Funds 16XX - Sewer Operations (Sewer, Drains, Effluent)	Purpose of Funds: To account for the provision of sewer, storm drain and effluent reuse services to the residents of the city and some residents of Washoe County. All activities necessary to provide such services are accounted for in this fund including, but not limited to administration, operations, maintenance, capital improvements, and debt financing.					
	FY12 Actuals	FY13 Actuals	FY14 Actuals	FY15 Budget	FY15 Est. Actuals	FY16 Budget (updated with actual beginning fund balance)
BEG NET ASSETS	\$ 182,333,507	\$ 182,415,643	\$ 181,718,347	\$ 187,854,025	\$ 187,854,025	\$ 187,011,371
REVENUES						
Sewer & SD User Fees (Residential)	\$ 10,535,168	\$ 10,880,584	\$ 10,928,735	\$ 11,357,833	\$ 11,164,188	\$ 11,899,786
Sewer & SD User Fees (Commercial)	\$ 3,234,908	\$ 3,657,850	\$ 3,643,795	\$ 3,941,426	\$ 3,947,975	\$ 4,231,423
Sewer & SD Connection Fees (Residential)	\$ 861,141	\$ 1,550,761	\$ 1,680,348	\$ 1,855,186	\$ 2,057,918	\$ 2,207,989
Sewer & SD Connection Fees (Commercial)	\$ 294,014	\$ 427,193	\$ 161,292	\$ 244,828	\$ 252,464	\$ 150,569
River Flood Fees (All)	\$ 3,034,777	\$ 3,016,822	\$ 3,155,786	\$ 3,189,268	\$ 3,087,291	\$ 3,114,840
River Flood Contribution from Washoe County Flood Project	\$ -	\$ -	\$ 4,750,000	\$ -	\$ -	\$ -
Effluent Reuse User & Meter Fees	\$ 779,202	\$ 856,868	\$ 821,797	\$ 816,326	\$ 850,724	\$ 860,507
Reimbursement from Sun Valley for TMWRF Operating & Capital	\$ 682,349	\$ 1,158,172	\$ 1,224,581	\$ 1,974,056	\$ 2,572,486	\$ 1,308,333
All other revenues	\$ 1,780,185	\$ 2,038,127	\$ 3,180,717	\$ 2,328,844	\$ 2,409,195	\$ 2,505,929
TOTAL REVENUES	\$ 21,201,744	\$ 23,586,377	\$ 29,547,051	\$ 25,707,767	\$ 26,342,241	\$ 26,279,376
NET TRANSFERS	\$ 11,252	\$ 2,200	\$ 33,515	\$ 17,896	\$ 66,083	\$ 76,587
EXPENSES						
Salaries & Wages	\$ (2,097,111)	\$ (2,503,149)	\$ (2,871,791)	\$ (2,883,412)	\$ (2,649,806)	\$ (2,708,223)
Benefits	\$ (1,088,068)	\$ (1,121,651)	\$ (1,233,771)	\$ (1,505,882)	\$ (1,334,151)	\$ (1,591,171)
Services and Supplies	\$ (3,154,359)	\$ (4,253,679)	\$ (4,151,474)	\$ (4,360,621)	\$ (6,675,573)	\$ (5,242,911)
Sparks Share of TMWRF Operating	\$ (5,327,311)	\$ (7,139,093)	\$ (6,084,093)	\$ (7,031,776)	\$ (7,384,443)	\$ (7,366,154)
Depreciation	\$ (5,497,272)	\$ (5,629,127)	\$ (5,696,117)	\$ (5,933,424)	\$ (5,974,138)	\$ (6,073,882)
Debt Service Interest	\$ (1,539,574)	\$ (1,420,018)	\$ (1,293,826)	\$ (1,229,248)	\$ (1,229,248)	\$ (1,097,059)
All other expenses	\$ (1,703,685)	\$ (2,219,156)	\$ (2,113,816)	\$ (2,003,619)	\$ (2,003,619)	\$ (2,003,619)
TOTAL EXPENSES	\$ (20,407,380)	\$ (24,285,873)	\$ (23,444,888)	\$ (24,947,982)	\$ (27,250,978)	\$ (26,083,019)
CHANGE IN NET ASSETS	\$ 805,616	\$ (697,296)	\$ 6,135,678	\$ 777,681	\$ (842,654)	\$ 272,944
PRIOR PERIOD ADJUSTMENT	\$ (723,480)					
END NET ASSETS	\$ 182,415,643	\$ 181,718,347	\$ 187,854,025	\$ 188,631,706	\$ 187,011,371	\$ 187,284,315

FISCAL NOTES

The primary resources to this fund include Sewer, Storm Drain and Effluent Reuse user fees. Connection fees also comprise a significant portion of this fund's revenues, and although connection fees have fallen sharply during the economic downturn, we are beginning to see a slight improvement. FY14 revenues include a \$4.8 million contribution from the Flood Project for the North Truckee Drain Realignment Project. On January 27, 2014, City Council approved a five-year 8.25% annual increase to the sewer component of residential and commercial sewer bills. City Council also approved a 13.4% reduction in multi-family residential sewer rates. These rate changes were effective on July 1, 2014. The increase will fund energy efficiency and other capital improvements at the Truckee Meadows Water Reclamation Facility (TMWRF), as well as provide funding for 100% of FY15 proposed sewer and storm drain CIP projects.



Million Dollar+ Funds

Enterprise Fund

Fund 5605 - Truckee Meadows Water Reclamation Fund	Purpose of Fund: To account for the operation of the Truckee Meadows Water Reclamation Facility (TMWRF), which provides waste water treatment. TMWRF is a joint venture between the City of Reno and the City of Sparks.					
	FY12 Actuals	FY13 Actuals	FY14 Actuals	FY15 Budget	FY15 Est. Actuals	FY16 Budget
BEG NET ASSETS	\$ 111,887,013	\$ 104,128,354	\$ 106,295,042	\$ 113,979,029	\$ 120,992,848	\$ 151,999,167
REVENUES						
Operating Contribution - Sparks	\$ 5,327,311	\$ 7,107,695	\$ 6,451,846	\$ 8,505,451	\$ 7,909,167	\$ 8,912,481
Operating Contribution - Reno	\$ 10,733,184	\$ 14,942,021	\$ 12,274,592	\$ 17,862,265	\$ 14,831,486	\$ 17,030,895
Capital Contributions - Sparks	\$ 847,193	\$ 2,482,534	\$ 3,913,016	\$ 4,021,634	\$ 11,708,296	\$ 2,167,424
Capital Contributions - Reno	\$ 1,976,666	\$ 5,431,188	\$ 8,537,473	\$ 8,798,366	\$ 25,614,929	\$ 4,741,801
All other revenues	\$ 491,222	\$ 403,953	\$ 1,173,591	\$ 436,275	\$ 463,363	\$ 439,854
TOTAL REVENUES	\$ 19,375,576	\$ 30,367,391	\$ 32,350,518	\$ 39,623,991	\$ 60,527,241	\$ 33,292,455
EXPENSES						
Base Salary and Wages	\$ (3,226,597)	\$ (3,395,234)	\$ (3,744,234)	\$ (4,090,026)	\$ (3,835,996)	\$ (4,181,885)
Benefits	\$ (1,401,480)	\$ (1,355,970)	\$ (1,549,241)	\$ (1,869,073)	\$ (1,766,907)	\$ (2,113,873)
Services and Supplies	\$ (11,882,892)	\$ (17,715,349)	\$ (14,566,129)	\$ (20,816,617)	\$ (17,555,823)	\$ (20,057,473)
Depreciation	\$ (5,439,216)	\$ (5,734,150)	\$ (6,545,005)	\$ (5,834,456)	\$ (6,362,196)	\$ (6,562,504)
TOTAL EXPENSES	\$ (21,950,185)	\$ (28,200,703)	\$ (26,404,609)	\$ (32,610,172)	\$ (29,520,922)	\$ (32,915,735)
CHANGE IN NET ASSETS	\$ (2,574,609)	\$ 2,166,688	\$ 5,945,909	\$ 7,013,819	\$ 31,006,319	\$ 376,720
PRIOR PERIOD ADJUSTMENT	\$ (5,184,050)		\$ 1,738,078	\$ -	\$ -	\$ -
END NET ASSETS	\$ 104,128,354	\$ 106,295,042	\$ 113,979,029	\$ 120,992,848	\$ 151,999,167	\$ 152,375,887

FISCAL NOTES

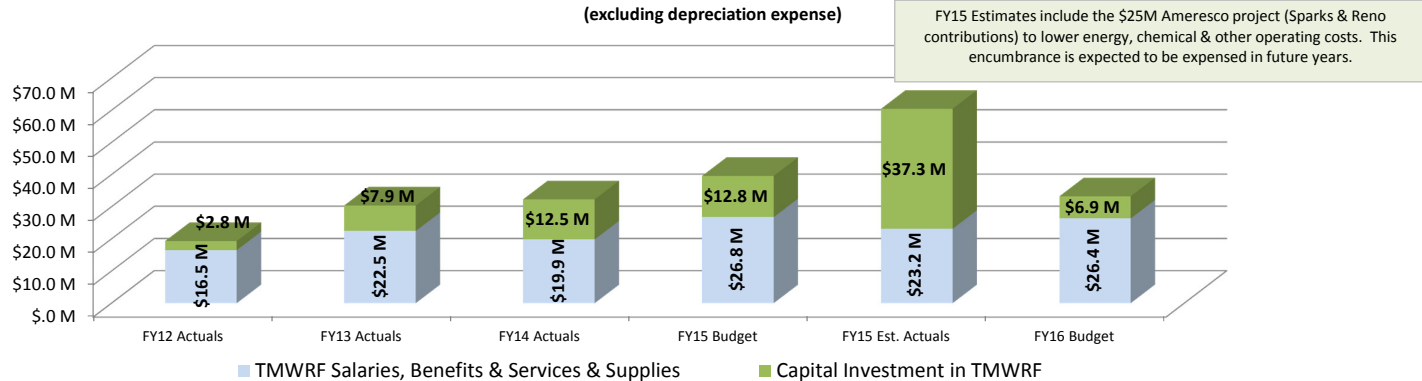
TMWRF's budget is determined by the Joint Coordinating Committee each year. Operating costs of the plant are allocated to the cities of Sparks and Reno based on actual inflow from each agency. In FY14, the plant treated 9.7 billion gallons or approximately 26.6 million gallons per day (MGD) of waste water. Of that 26.6 MGD, Sparks contributed 9.2 MGD (34.59%) and Reno 17.4 MGD (65.41%). Capital investments are split on capacity ownership of 31.37% Sparks and 68.63% Reno. FY13 operating expenses before depreciation increased by \$6M over FY12 primarily due to increased professional services and rental equipment related to two emergencies; the headworks to grit chamber pipe failure and an electrical emergency. FY14 operating expenses before depreciation decreased \$2.6M over FY13. While there were no emergencies causing unexpected costs, FY14 expenses do include approximately \$689k of residual costs related to the FY13 emergencies, the return of pay concessions to staff (\$542k) and increased chemical costs (\$516k). FY15 expenses are expected to increase due the operating portion of an energy efficiency project with Ameresco. FY16 expenses contain a \$4M contingency.

TMWRF Operating Costs & Capital Investment

	FY12 Actuals	FY13 Actuals	FY14 Actuals	FY15 Budget	FY15 Est. Actuals	FY16 Budget
TMWRF Salaries, Benefits & Services & Supplies	\$ 16,510,969	\$ 22,466,553	\$ 19,859,604	\$ 26,775,716	\$ 23,158,726	\$ 26,353,231
Capital Investment in TMWRF	\$ 2,823,859	\$ 7,913,722	\$ 12,450,489	\$ 12,820,000	\$ 37,323,225	\$ 6,909,225

TMWRF Operating Costs & Capital Investment/Encumbrances

(excluding depreciation expense)



Other Funds Section Part 3

Smaller Funds - Funds
with FY16 expenditure
budgets of under
\$1,000,000

Smaller Funds

GOVERNMENTAL FUNDS

Special Revenue Funds

FUND 1202- Community Development Block Grant (CDBG)	Purpose of Fund: To account for revolving fund monies received from the repayment of Single Family Housing Rehab Deferred Loans, which is a program funded by the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG). Per HUD regulations, the program income generated must remain in the loan program.			
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	FY13 - Actuals	FY14 - Actuals	FY15 - Estimates	FY16 - Budget
BEG FUND BAL	\$ -	\$ -	\$ 17,271	\$ 17,271
REVENUES	\$ 10,538	\$ 46,034	\$ 80,481	\$ -
TRANSFER IN	\$ -	\$ -	\$ -	\$ -
EXPENSES	\$ (10,538)	\$ (28,763)	\$ (80,481)	\$ -
TRANSFER OUT	\$ -	\$ -	\$ -	\$ -
CHANGE IN FB	\$ -	\$ 17,271	\$ -	\$ -
END FUND BAL	\$ -	\$ 17,271	\$ 17,271	\$ 17,271

FISCAL NOTES
Repayment of these loans occurs when the property changes hands. All funds collected are re-loaned to new applicants.

FUND 1203 - Community Development Block Grant (CDBG) Entitlement	Purpose of Fund: 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).			
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	FY13 - Actuals	FY14 - Actuals	FY15 - Estimates	FY16 - Budget
BEG FUND BAL	\$ -	\$ -	\$ -	\$ -
REVENUES	\$ 614,185	\$ 828,424	\$ 844,557	\$ 660,957
TRANSFER IN	\$ -	\$ -	\$ -	\$ -
EXPENSES	\$ (614,185)	\$ (828,424)	\$ (844,557)	\$ (660,957)
TRANSFER OUT	\$ -	\$ -	\$ -	\$ -
CHANGE IN FB	\$ -	\$ -	\$ -	\$ -
END FUND BAL	\$ -	\$ -	\$ -	\$ -

FISCAL NOTES
The budget for this fund may be adjusted after the start of the fiscal year as the balances of existing grants are determined and as new grants are awarded. Grant fund revenues match expenditures each year.

FUND 1204 - Sparks Grants & Donations Fund	Purpose of Fund: Special Revenue Fund to account for grants received by the City. Does not include grants received by Proprietary Funds or Community Development Block Grants.			
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	FY13 - Actuals	FY14 - Actuals	FY15 - Estimates	FY16 - Budget
BEG FUND BAL	\$ 506,068.00	\$ 525,568.00	\$ 528,480.00	\$ 528,943.00
REVENUES	\$ 1,956,002.00	\$ 1,517,837.00	\$ 1,668,558.00	\$ -
TRANSFER IN	\$ 27,272.00	\$ 2,302.00	\$ -	\$ -
EXPENSES	\$ (1,963,774.00)	\$ (1,517,227.00)	\$ (1,668,095.00)	\$ -
TRANSFER OUT	\$ -	\$ -	\$ -	\$ -
CHANGE IN FB	\$ 19,500.00	\$ 2,912.00	\$ 463.00	\$ -
END FUND BAL	\$ 525,568.00	\$ 528,480.00	\$ 528,943.00	\$ 528,943.00

FISCAL NOTES
Virtually all 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 80-90% of the revenues in this fund.

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.			
	FY13 - Actuals	FY14 - Actuals	FY15 - Estimates	FY16 - Budget
BEG FUND BAL	\$ 927,045	\$ 761,879	\$ 976,501	\$ 990,490
REVENUES	\$ 274,920	\$ 305,308	\$ 270,000	\$ 270,000
TRANSFER IN	\$ -	\$ -	\$ -	\$ -
EXPENSES	\$ (440,086)	\$ (90,686)	\$ (248,511)	\$ (932,867)
TRANSFER OUT	\$ -	\$ -	\$ (7,500)	\$ -
CHANGE IN FB	\$ (165,166)	\$ 214,622	\$ 13,989	\$ (662,867)
END FUND BAL	\$ 761,879	\$ 976,501	\$ 990,490	\$ 327,623

FISCAL NOTES

Collection of Administrative Assessments and fees dropped in FY13 from FY12 levels in two of the three fee types. Although there was a slight uptick in FY14, revenues are expected to remain relatively flat. Expenses are trending up due to qualified projects in the FY13 and FY15 approved CIP. In FY16, expenses represent the entire balance available in the fund.

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.			
	FY13 - Actuals	FY14 - Actuals	FY15 - Estimates	FY16 - Budget
BEG FUND BAL	\$ 259,189	\$ 287,016	\$ 313,933	\$ 381,433
REVENUES	\$ 59,765	\$ 121,551	\$ 217,500	\$ 257,000
TRANSFER IN	\$ -	\$ -	\$ -	\$ -
EXPENSES	\$ (25,634)	\$ (57,053)	\$ (80,000)	\$ (100,100)
TRANSFER OUT	\$ (6,304)	\$ (37,581)	\$ (70,000)	\$ (80,500)
CHANGE IN FB	\$ 27,827	\$ 26,917	\$ 67,500	\$ 76,400
END FUND BAL	\$ 287,016	\$ 313,933	\$ 381,433	\$ 457,833

FISCAL NOTES

Four types of impact fees are collected in this fund--Sewer, Flood, Parks & Public Facilities. Revenues in this fund 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 and are expected to continue to grow with a 15% increase in FY16. All cash collected in this fund for Public Facility impact fees is used to repay Red Hawk Land Co. for Fire Station 5. All cash collected for Sewer impact fees is used to repay the City's Sewer Fund 1631 for the I-80 Reliever line.

FUND 1215 - Tourism Improvement Dist 1 (Legends)	Purpose of Fund: This fund was established to account for the \$83M in senior Sales Tax Anticipation Revenue (STAR) Bonds and another \$36M of 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.			
	FY13 - Actuals	FY14 - Actuals	FY15 - Estimates	FY16 - Budget
BEG FUND BAL	\$ 73,903	\$ 62,768	\$ 57,392	\$ 47,407
REVENUES	\$ 85	\$ 17	\$ 15	\$ 15
TRANSFER IN	\$ -	\$ -	\$ -	\$ -
EXPENSES	\$ (11,220)	\$ (5,393)	\$ (10,000)	\$ (10,000)
TRANSFER OUT	\$ -	\$ -	\$ -	\$ -
CHANGE IN FB	\$ (11,135)	\$ (5,376)	\$ (9,985)	\$ (9,985)
END FUND BAL	\$ 62,768	\$ 57,392	\$ 47,407	\$ 37,422

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 issue. It is expected that the balance of the proceeds will fund these fees through approximately FY20, at which time the fees will be paid from sales taxes collected in the district.

Smaller Funds

Fund 1222 - Tourism & Marketing Fund	Purpose of Fund: Revenue and spending related to the Washoe County Taxes on Transient Lodging Act of 1999 which added 1% to transient lodging taxes collected county-wide. Sparks receives a small portion of this 1% and is capped at \$200,000 per year. Funds must be used for the marketing and promotion of tourism in the City of Sparks and for the operation and maintenance of capital improvements within redevelopment areas.			
	FY13 - Actuals	FY14 - Actuals	FY15 - Estimates	FY16 - Budget
BEG FUND BAL	\$ 259,340	\$ 286,676	\$ 153,011	\$ 84,940
REVENUES	\$ 101,687	\$ 146,828	\$ 196,060	\$ 196,075
TRANSFER IN	\$ 100,000	\$ -	\$ -	\$ -
EXPENSES	\$ (174,351)	\$ (270,493)	\$ (256,329)	\$ (224,000)
TRANSFER OUT	\$ -	\$ (10,000)	\$ (7,802)	\$ (14,000)
CHANGE IN FB	\$ 27,336	\$ (133,665)	\$ (68,071)	\$ (41,925)
END FUND BAL	\$ 286,676	\$ 153,011	\$ 84,940	\$ 43,015

FISCAL NOTES

Due to an overpayment of funds to the City by the RSCVA in prior years, an MOU was established in FY09 to facilitate repayment of those funds. This MOU was fulfilled in FY13 and revenues have returned to normal levels. The TOURMARK committee meets every February to establish the following fiscal year's budget. Recent promotions have included concourse advertisements at the Reno Tahoe Airport, full page special event advertisements in local newspapers, Google & Facebook advertisements. In March 2015 the Tourism and Marketing Committee approved \$244k in funding requests for the 2015 event season (which spans FY15 and FY16), including \$69k for the Brand Leadership Team, \$50k for Star Spangled Sparks, \$30k for Hot August Nights and \$23k for 39 North Marketplace.

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.			
	FY13 - Actuals	FY14 - Actuals	FY15 - Estimates	FY16 - Budget
BEG FUND BAL	\$ 204,482	\$ 433,209	\$ 372,665	\$ 280,305
REVENUES	\$ 437,642	\$ 225,904	\$ 250,060	\$ 250,060
TRANSFER IN				
EXPENSES	\$ (208,915)	\$ (286,448)	\$ (342,420)	\$ (256,601)
TRANSFER OUT				
CHANGE IN FB	\$ 228,727	\$ (60,544)	\$ (92,360)	\$ (6,541)
END FUND BAL	\$ 433,209	\$ 372,665	\$ 280,305	\$ 273,764

FISCAL NOTES

Street Cut permit revenues in FY13 were higher than normal due to a large gas main replacement project that NV Energy completed in compliance with federal regulations. Since that project was completed, revenues have returned to normal levels and are expected to remain relatively flat. Expenses in this fund represent the pavement repair costs associated with the street cut permit revenue. Estimates for these costs come from the approved CIP.

Fund 1299 - Stabilization Fund	Purpose of Fund: Reserve to stabilize the operation of the City in the event of a revenue shortfall or natural disaster. In order to comply with GASB54, the Council approved a policy in June of 2011, which states that Stabilization Fund resources could only be used if General Fund revenues decrease by 4% or more from the previous year or to pay expenses incurred to mitigate the effects of a declared natural disaster.			
	FY13 - Actuals	FY14 - Actuals	FY15 - Estimates	FY16 - Budget
BEG FUND BAL	\$ 228,640	\$ 228,921	\$ 229,225	\$ 230,225
REVENUES	\$ 281	\$ 304	\$ 1,000	\$ 1,000
TRANSFER IN	\$ -			\$ -
EXPENSES				\$ -
TRANSFER OUT	\$ -			
CHANGE IN FB	\$ 281	\$ 304	\$ 1,000	\$ 1,000
END FUND BAL	\$ 228,921	\$ 229,225	\$ 230,225	\$ 231,225

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. Council did not choose to commit these funds in FY13, FY14, FY15 and the FY16 budget currently contains no commitment.

Smaller Funds

Capital Project 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.			
	FY13 - Actuals	FY14 - Actuals	FY15 - Estimates	FY16 - Budget
BEG FUND BAL	\$ 370,999	\$ 306,602	\$ 326,532	\$ 331,400
REVENUES	\$ 172,792	\$ 188,638	\$ 183,621	\$ 188,761
TRANSFER IN				
EXPENSES	\$ (237,189)	\$ (168,708)	\$ (178,753)	\$ (225,035)
TRANSFER OUT				
CHANGE IN FB	\$ (64,397)	\$ 19,930	\$ 4,868	\$ (36,274)
END FUND BAL	\$ 306,602	\$ 326,532	\$ 331,400	\$ 295,126
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.				

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.			
	FY13 - Actuals	FY14 - Actuals	FY15 - Estimates	FY16 - Budget
BEG FUND BAL	\$ 263,142	\$ 288,724	\$ 256,307	\$ 282,307
REVENUES	\$ 58,541	\$ 66,325	\$ 76,000	\$ 87,000
TRANSFER IN				
EXPENSES	\$ (32,959)	\$ (98,742)	\$ (50,000)	\$ (50,020)
TRANSFER OUT				
CHANGE IN FB	\$ 25,582	\$ (32,417)	\$ 26,000	\$ 36,980
END FUND BAL	\$ 288,724	\$ 256,307	\$ 282,307	\$ 319,287
FISCAL NOTES				
FY13 Residential Construction Tax revenues increased significantly due to a large building permit for a 43 unit apartment building. FY14 & FY15 continued the upward trend with a steady flow of permits for developers like Pinnacles and Preserves. This developer activity should continue through FY16 into FY17 with some additional projects coming on line in FY17. Expenses represent Park District 1 park construction projects from the approved CIP.				

Fund 1407 - Rec & Parks District 2 Fund	Purpose of Fund: Construction Tax revenues collected in Park District 2 to be used for the acquisition, improvement and expansion of neighborhood parks, playgrounds and recreational facilities within that district.			
	FY13 - Actuals	FY14 - Actuals	FY15 - Estimates	FY16 - Budget
BEG FUND BAL	\$ 1,855,109	\$ 1,150,212	\$ 1,010,198	\$ 878,769
REVENUES	\$ 121,550	\$ 137,191	\$ 113,571	\$ 116,829
TRANSFER IN				
EXPENSES	\$ (826,447)	\$ (277,205)	\$ (245,000)	\$ (225,250)
TRANSFER OUT				
CHANGE IN FB	\$ (704,897)	\$ (140,014)	\$ (131,429)	\$ (108,421)
END FUND BAL	\$ 1,150,212	\$ 1,010,198	\$ 878,769	\$ 770,348
FISCAL NOTES				
This fund has seen a steady increase in Residential Construction Tax revenues since FY11. That trend appears to be leveling off, however, and this is reflected in FY15 and FY16 estimates. Expenses represent Park District 2 park construction projects from the approved CIP. FY13 expenditures include a significant investment (\$700k) in Pah Rah and Les Hick Parks.				

Smaller Funds

Fund 1408 - Rec & Parks District 3 Fund	Purpose of Fund: Construction Tax revenues collected in Park District 3 to be used for the acquisition, improvement and expansion of neighborhood parks, playgrounds and recreational facilities within that district.			
	FY13 - Actuals	FY14 - Actuals	FY15 - Estimates	FY16 - Budget
BEG FUND BAL	\$ 2,438,879	\$ 914,873	\$ 1,033,312	\$ 820,330
REVENUES	\$ 121,836	\$ 157,619	\$ 158,055	\$ 162,616
TRANSFER IN				
EXPENSES	\$ (1,645,842)	\$ (39,180)	\$ (371,037)	\$ (225,200)
TRANSFER OUT				
CHANGE IN FB	\$ (1,524,006)	\$ 118,439	\$ (212,982)	\$ (62,584)
END FUND BAL	\$ 914,873	\$ 1,033,312	\$ 820,330	\$ 757,746
FISCAL NOTES				
Residential Construction Tax receipts continue to grow in Park District 3 with a 15.5% increase in FY13 and a 30% increase in FY14 over previous years. Revenues are expected to remain steady in FY15 and FY16. Expenses represent Park District 3 park construction projects from the approved CIP. FY13 expenditures include a significant investment (\$1.6M) in the construction of a little league park.				

Fund 1415 - Victorian Square Room Tax CP Fund	Purpose of Fund: To account for the resources received pursuant to section 6.6 of the Washoe County Taxes on Transient Lodging Act of 1999. Taxes on the revenue from the rental of transient lodging in the amount of 2.5% must be used for improvements and land acquisitions in the Victorian Square area.			
	FY13 - Actuals	FY14 - Actuals	FY15 - Estimates	FY16 - Budget
BEG FUND BAL	\$ 1,164,023	\$ 1,295,947	\$ 1,912,682	\$ 2,584,682
REVENUES	\$ 469,895	\$ 647,043	\$ 672,000	\$ 705,000
TRANSFER IN				
EXPENSES	\$ (337,971)	\$ (30,308)		\$ (400,250)
TRANSFER OUT				
CHANGE IN FB	\$ 131,924	\$ 616,735	\$ 672,000	\$ 304,750
END FUND BAL	\$ 1,295,947	\$ 1,912,682	\$ 2,584,682	\$ 2,889,432
FISCAL NOTES				
After a two month hiatus (caused by a technicality in the verbiage of the law) in FY13, legislative action restored these revenues. Revenues remain steady, having returned to FY12 levels in FY14 and FY15 -and are expected to increase slightly in FY16 . Expenses represent improvements to Victorian Square which are approved each year in the CIP. The FY16 CIP introduces a 6 phase \$1.9m infrastructure project aimed at upgrading and improving the overall aesthetics and safety of Victorian Square. These improvements will be done in phases over the next 5 years.				

Other Funds Section Part 4

Redevelopment Agency Funds

Redevelopment Area 1

Funds 3301 & 3401 - Redevelopment Area 1	Purpose of Funds: To accumulate monies for the repayment of debt for land acquisitions and capital improvements in Redevelopment Area 1 and to pay other necessary or incidental expenditures in accordance with a redevelopment plan for the Redevelopment Agency Area 1 until the Area terminates in 2023.				
	FY12 Actuals	FY13 Actuals	FY14 Actuals	FY15 Estimates	FY16 Budget
BEG NET ASSETS	\$ 4,160,031	\$ 3,670,981	\$ 3,612,292	\$ 3,462,990	\$ 3,117,003
REVENUES					
Property Taxes (Real & Personal)	\$ 2,487,259	\$ 2,381,301	\$ 2,297,496	\$ 2,260,334	\$ 2,328,144
State Gov't Svcs Tax (Formerly Motor Veh Priv Tax)	\$ 177,572	\$ 162,774	\$ 147,977	\$ 177,572	\$ 177,572
Special Events Receipts	\$ 197,907	\$ 180,044	\$ -	\$ -	\$ -
All other revenues	\$ 54,117	\$ 231,115	\$ 40,920	\$ 22,600	\$ 22,600
TOTAL REVENUES	\$ 2,916,855	\$ 2,955,234	\$ 2,486,393	\$ 2,460,506	\$ 2,528,316
EXPENSES					
Salaries & Benefits	\$ (247,414)	\$ (228,296)	\$ (17,988)	\$ (18,224)	\$ (18,932)
Services and Supplies	\$ (464,481)	\$ (89,404)	\$ (25,485)	\$ (205,577)	\$ (26,782)
Debt Service - Principal	\$ (1,350,000)	\$ (1,405,000)	\$ (1,460,000)	\$ (1,520,000)	\$ (1,580,000)
Debt Service - Interest	\$ (939,281)	\$ (885,281)	\$ (829,081)	\$ (770,682)	\$ (709,881)
TOTAL EXPENSES	\$ (3,001,176)	\$ (2,607,981)	\$ (2,332,554)	\$ (2,514,483)	\$ (2,335,595)
TRANSFERS OUT					
Transfer out to City Debt Service Fund	\$ (304,729)	\$ (305,942)	\$ (303,141)	\$ (292,010)	\$ (291,695)
Other transfers out	\$ (100,000)	\$ (100,000)	\$ -	\$ -	\$ -
TOTAL TRANSFERS OUT	\$ (404,729)	\$ (405,942)	\$ (303,141)	\$ (292,010)	\$ (291,695)
CHANGE IN NET ASSETS	\$ (489,050)	\$ (58,689)	\$ (149,302)	\$ (345,987)	\$ (98,974)
END NET ASSETS	\$ 3,670,981	\$ 3,612,292	\$ 3,462,990	\$ 3,117,003	\$ 3,018,029

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 its share of principal and interest on two City issued Revenue Bonds--CTAX Bonds Series 2007 (maturing FY26) and Series 2011 (maturing FY18). RDA1's transfer pays the principal and interest for the portion of the bond proceeds that were spent on improvements to Victorian Square. FY15 expenditures include clean up costs related to a recent soil contamination discovered on a piece of property in Victorian Square. Ending Net Assets represent the required \$2.2M reserve on the Tax Increment Revenue Bonds 2010 plus cash on hand to make future debt service payments.

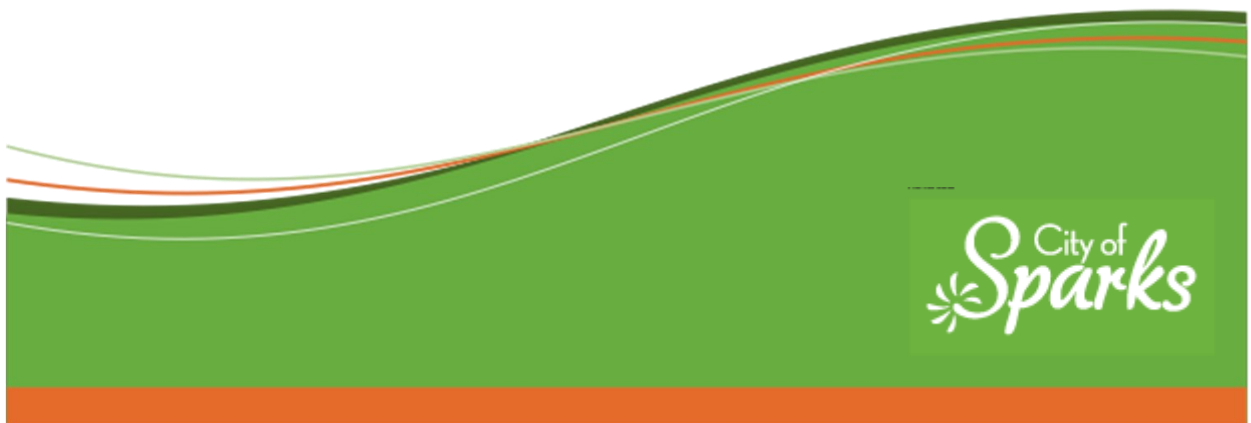
Redevelopment Area 2

Funds 3601 & 3606 - Redevelopment Area 2	Purpose of Funds: To accumulate monies for the repayment of debt for land acquisitions and capital improvements in Redevelopment Area 2 and to pay other necessary or incidental expenditures in accordance with a redevelopment plan for the Redevelopment Agency Area 2.				
	FY12 Actuals	FY13 Actuals	FY14 Actuals	FY15 Estimates	FY16 Budget
BEG NET ASSETS	\$ 3,984,441	\$ 2,813,007	\$ 2,284,197	\$ 2,410,688	\$ 3,980,614
REVENUES					
<i>Property Taxes (Real & Personal)</i>	\$ 2,290,522	\$ 2,407,837	\$ 2,361,531	\$ 2,649,325	\$ 2,729,325
<i>Sale of General Fixed Assets</i>	\$ -	\$ -	\$ 100,000	\$ 2,150,000	\$ -
<i>All other revenues</i>	\$ 16,187	\$ (1,609)	\$ 4,379	\$ 42,528	\$ 66,000
TOTAL REVENUES	\$ 2,306,709	\$ 2,406,228	\$ 2,465,910	\$ 4,841,853	\$ 2,795,325
TRANSFERS IN					
<i>T/I from General Fund 1101</i>	\$ -	\$ 250,000	\$ 861,580	\$ -	\$ -
TOTAL TRANSFERS IN	\$ -	\$ 250,000	\$ 861,580	\$ -	\$ -
EXPENSES					
<i>Salaries & Benefits</i>	\$ (38,319)	\$ -	\$ -	\$ -	\$ -
<i>Services and Supplies</i>	\$ (249,228)	\$ (46,191)	\$ (60,968)	\$ (271,232)	\$ (53,000)
<i>Rebates Special Assessment</i>	\$ (92,924)	\$ (92,924)	\$ (92,924)	\$ (60,082)	\$ -
<i>Debt Service - Principal</i>	\$ (705,000)	\$ (690,000)	\$ (735,000)	\$ (955,000)	\$ (915,000)
<i>Debt Service - Interest</i>	\$ (1,321,218)	\$ (1,279,019)	\$ (1,236,451)	\$ (912,714)	\$ (913,769)
TOTAL EXPENSES	\$ (2,406,689)	\$ (2,108,134)	\$ (2,125,343)	\$ (2,199,028)	\$ (1,881,769)
TRANSFERS OUT					
<i>Transfer out to City Debt Service Fund</i>	\$ (1,071,454)	\$ (1,076,904)	\$ (1,075,656)	\$ (1,072,899)	\$ (1,073,725)
TOTAL TRANSFERS OUT	\$ (1,071,454)	\$ (1,076,904)	\$ (1,075,656)	\$ (1,072,899)	\$ (1,073,725)
CHANGE IN NET ASSETS	\$ (1,171,434)	\$ (528,810)	\$ 126,491	\$ 1,569,926	\$ (160,169)
END NET ASSETS	\$ 2,813,007	\$ 2,284,197	\$ 2,410,688	\$ 3,980,614	\$ 3,820,445

FISCAL NOTES

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

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. This is one of a City's primary responsibilities and the continued maintenance and investment into the City's portfolio of assets through capital improvement projects attracts business, provides jobs, and maintains the City's ability to support our business community and provide for our residents.

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

The City of Sparks takes a long term view of the community and its needs. Larger capital improvement projects take years to plan and complete, including financing. Due to the recent recession experienced in Northern Nevada, the primary focus of the Capital Improvement Plan has been to preserve the existing infrastructure while integrating sustainable systems that create efficiency and reduce operating and maintenance cost.

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

- Department of Taxation
- Debt management commission of Washoe County
- Director of the Legislative Counsel Bureau

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

- The Sparks City Clerk
- The Washoe County Clerk

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

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

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

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

Truckee Meadows Water Reclamation Facility (TMWRF) CIP

On March 24, 2014 the City Council approved a \$25M contract with Ameresco for improvements that will lower energy, chemical and operational costs at the plant. TMWRF is a joint venture between the City of Sparks and the City of Reno. Sparks’ share of the Ameresco contract is \$7.8M. Of the original \$25M project amount, \$10.8M is yet to be expended.

TMWRF’s FY16 CIP has been approved by the joint Coordinating Committee. As such, the amount listed for the remaining TMWRF project (16-6590 TMWRF Projects) is not expected to change.

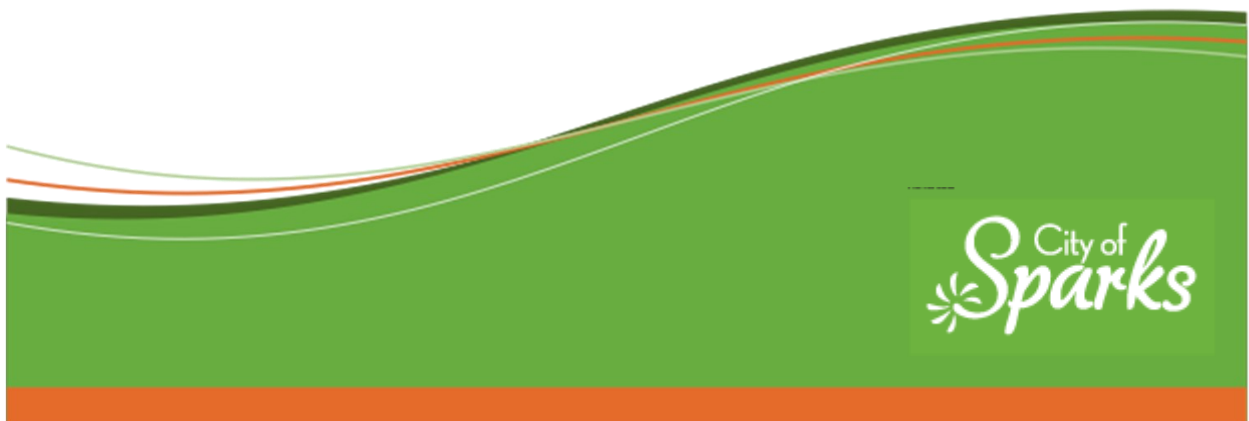
FY16 Capital Budget Summary

Below is a summary of all capital outlay by fund in the FY16 budget:

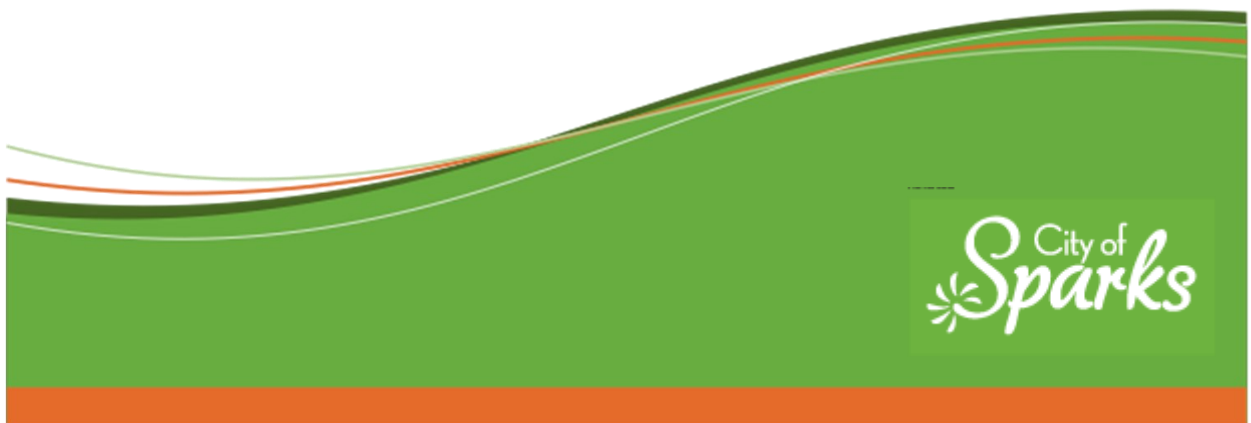
Fund Name	FY16 Budgeted Capital Outlay
Fund 1401-Transportation	4,813,625
Fund 1404-Capital Projects	2,353,920
Fund 1405-Ad Valorem Capital Projects	225,000
Fund 1402-Parks & Recreation	1,180,000
Fund 1406-Park District 1	50,000
Fund 1407-Park District 2	225,000
Fund 1408-Park District 3	225,000
Fund 1415-Victorian Room Tax	400,000
Fund 1203-Community Development Block Grant	300,000
Fund 1208-Municipal Court	30,000
Fund 1224-Street Cut	200,000
Fund 1630/1631-Sanitary Sewer	2,558,993
Fund 1640/1641-Storm Drain/River Flood	26,565,000
Fund 1650/1651-Effluent	325,000
Fund 1702-Motor Vehicle	2,020,470
Grand Total	41,472,008

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

**FY16 City Manager
Budget Recommendations:
Redevelopment Agency
AREAS 1 & 2**



Redevelopment Agency Agenda Staff Report





REDEVELOPMENT AGENCY AGENDA STAFF REPORT
MEETING DATE: April 27, 2015

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 2015-2016. [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 2015-2016 final budget.
Financial Impact: Recommending the Agency’s final budget for Fiscal Year 2015-2016.
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 2015-2016 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 2015-2016 (FY ‘16). Today, the Agency Board is asked to direct staff in preparing the Agency’s final budget document for submission to the State of Nevada. City staff has filed the tentative budget for the FY ‘16, and the Agency Board will receive public comment on the FY ‘16 tentative budget on Tuesday morning, May 19, 2015 at 9:00 am. Immediately following the public hearing on the tentative budget, the Chief Administrative Officer and Chief Financial Officer will present the final budget for final 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 budget for the subsequent fiscal year, an additional 30 days would be granted to file an amended budget if necessary.

Attached to this agenda are summary financial information for the Redevelopment Agency Areas 1 & 2, providing an overview of the expectations and recommendations for FY ‘16.

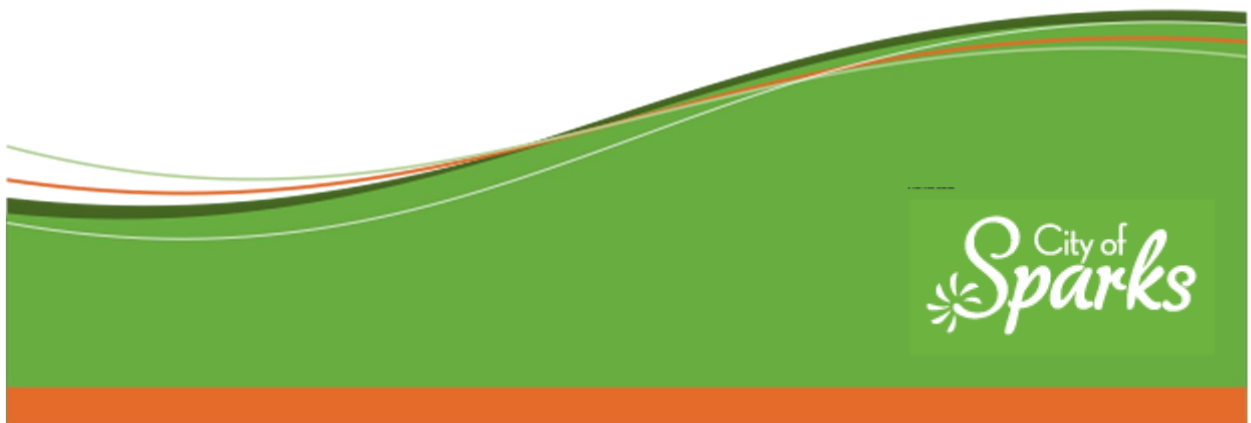
ALTERNATIVES:

Agency members could also choose alternatives other than those presented today, and direct staff to prepare a final budget for fiscal year 2015-2016.

RECOMMENDED MOTIONS:

“I move to approve the Chief Administrative Officer’s recommendations for the City of Sparks Redevelopment Agency, Areas 1 & 2, final budget for fiscal year 2015-2016.”

Redevelopment Agency Financial Overview





City of Sparks Redevelopment Agency

FY '16 Budget Presentation

City Manager's Final Budget Recommendations

April 27, 2015

Redevelopment Area #1 Overview & Recommended FY '16 Budget

- FY '16 total revenues of \$2.5M are up slightly by 2.7% over FY '15 estimates
- Debt service costs total \$2.6M
- Expenditures are expected to exceed revenues by \$99K
- Unrestricted ending fund balance expected to be ~ \$13K. This assumes ~\$120K of expenditures for hazardous material cleanup required on an RDA owned property in FY '15
 - ✓ Additional fund balance of ~\$3.0M is restricted for tax increment bond reserves
- Pending property assessed valuations, the General Fund might need to subsidize Area #1 to cover debt costs perhaps as early as FY '16. Although a subsidy in FY '16 is not expected, it is still possible.

Sparks Redevelopment Area #1

Financial Overview (City Manager's FY '16 Budget Recommendations)

	FY '13 Actuals	FY '14 Actuals	FY '15 Est.	FY '16 Est.	FY '17 Est.
Revenues (Assumes 3% Increase in FY '17)	\$2,955,234	\$2,486,393	\$2,460,506	\$2,528,316	\$2,604,165
Transfer-In From G.F.	\$0	\$0	\$0	\$0	\$0
Expenditures	(\$3,013,923)	(\$2,635,696)	(\$2,806,492)	(\$2,627,289)	(\$2,608,361)
Net Revenues/(Expenses)	(\$58,689)	(\$149,303)	(\$345,986)	(\$98,973)	(\$4,196)
Beginning Fund Balance	\$3,670,978	\$3,612,289	\$3,462,986	\$3,117,000	\$3,018,027
Ending Fund Balance	\$3,612,289	\$3,462,986	\$3,117,000	\$3,018,027	\$3,013,831
Less: Restricted for Debt Service	(\$2,924,800)	(\$3,006,283)	(\$3,033,773)	(\$3,005,064)	(\$3,005,064)
Unrestricted Ending Fund Balance	\$687,489	\$456,703	\$83,227	\$12,963	\$8,767

Victorian Sq. Room Tax Cumulative Resources	\$1,295,947	\$1,912,683	\$2,584,683	\$2,889,433	\$3,614,973
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Note: V.S. Room Tax Fund is a City Resource, but Available for V.S. CIP Needs

** City Issued Debt Partially Paid by RDA #1



RDA #1 Debt Information	Tax Increment	2011 CTAX		2014 CTAX		Total RDA #1 Debt Service
	Refunding Bonds	Refunding Bonds	Refunding Bonds	Refunding Bonds	Refunding Bonds	
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 '15 Principal Payment	\$1,520,000	\$685,000	\$17,000			
FY '15 Interest Payment	\$770,681	\$82,045	\$232,023			
Total FY '15 Debt Service	\$2,290,681	\$767,045	\$249,023			
Total FY '15 Debt Service Paid by RDA	\$2,290,681	\$220,443	\$71,567			\$2,582,691
6/30/15 Debt Outstanding	\$14,825,000	\$2,175,000	\$7,313,000			
FY '16 Principal Payment	\$1,580,000	\$705,000	\$23,000			
FY '16 Interest Payment	\$709,881	\$61,000	\$225,972			
Total FY '16 Debt Service	\$2,289,881	\$766,000	\$248,972			
Total FY '16 Debt Service Paid by RDA	\$2,289,881	\$220,142	\$71,552			\$2,581,576
6/30/16 Debt Outstanding	\$13,245,000	\$1,470,000	\$7,290,000			
		FY '16 D.S. from RDA-Issued Debt =	\$2,289,881			
		FY '16 D.S. from City-Issued Debt =	\$291,695			
		Total FY '16 RDA Debt Service =	\$2,581,576			

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

Redevelopment Area #2 Overview & Recommended FY '16 Budget

- Total Revenues are expected to be ~\$3.2M, including \$361K of proceeds from the sale of the 10.2 acre parcel which occurred in FY '15.
- Total debt service costs are expected to be \$2.9M
- A subsidy from the General Fund of \$250K was needed in FY '13, followed by another subsidy in the amount of \$862K in FY '14
- Due to the proceeds from the sale of land, no further subsidies from the General Fund are expected
- Without the land sale, a subsidy from the General Fund would likely be necessary through FY '17, at which time the 2007 Series of Ad Valorem Refunding bonds are scheduled to mature

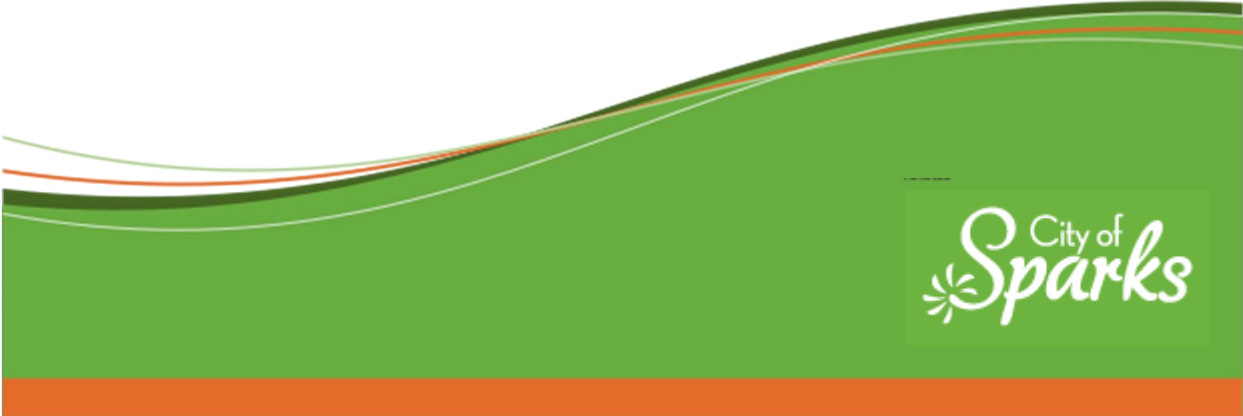
Sparks Redevelopment Area #2
Financial Overview (City Manager's FY '16 Budget Recommendations)

	<u>FY '13 Actuals</u>	<u>FY '14 Actuals</u>	<u>FY '15 Est.</u>	<u>FY '16 Est.</u>	<u>FY '17 Est.</u>
Revenues (Assuming 5% increase in FY '17)	\$2,406,228	\$2,365,913	\$2,691,853	\$2,795,325	\$2,935,091
Land Sale Proceeds (Recorded as a Note Receivable)	\$0	\$100,000	\$587,528	\$361,000	\$349,000
Transfer-In From G.F. 	\$250,000	\$861,580	\$0	\$0	\$0
Expenditures	(\$3,185,037)	(\$3,201,003)	(\$3,271,928)	(\$2,955,494)	(\$3,093,999)
Net Revenues/(Expenses)	(\$528,809)	\$126,490	\$7,453	\$200,831	\$190,092
Beginning Fund Balance	\$2,813,011	\$2,284,202	\$2,410,692	\$2,418,145	\$2,618,976
Ending Fund Balance	\$2,284,202	\$2,410,692	\$2,418,145	\$2,618,976	\$2,809,068
Less: Restricted for Debt Service	(\$2,165,814)	(\$2,271,167)	(\$2,247,720)	(\$2,450,451)	(\$2,450,451)
Unrestricted Ending Fund Balance 	\$118,388	\$139,525	\$170,425	\$168,525	\$358,617

RDA #2 Debt Information	Redevelopment Area #2 Debt		** City Issued Debt Paid by RDA #2		Total RDA #2 Debt Service
	2008 Tax Increment Bonds	2014 Tax Increment Bonds	2007A Ad Valorem Refunding Bonds	2007B Ad Valorem Refunding Bonds	
Original Issue Amount	\$12,700,000	\$7,285,000	\$7,090,000	\$1,315,000	
Issue Date	7/30/2008	8/14/2014	3/29/2007	3/29/2007	
Maturity Date	6/1/2028	6/1/2029	3/1/2017	3/1/2017	
Interest Rate	6.4% - 6.70%	3.25%	3.78%	5.65%	
FY '15 Principal Payment	\$505,000	\$450,000	\$775,000	\$175,000	
FY '15 Interest Payment	\$724,020	\$188,694	\$91,287	\$31,612	
Total FY '15 Debt Service	\$1,229,020	\$638,694	\$866,287	\$206,612	\$2,940,613
6/30/15 Debt Outstanding	\$10,460,000	\$6,835,000	\$1,640,000	\$385,000	
FY '16 Principal Payment	\$535,000	\$380,000	\$805,000	\$185,000	
FY '16 Interest Payment	\$691,700	\$222,069	\$61,992	\$21,733	
Total FY '16 Debt Service	\$1,226,700	\$602,069	\$866,992	\$206,733	\$2,902,494
6/30/16 Debt Outstanding	\$9,925,000	\$6,455,000	\$835,000	\$200,000	
			FY '16 D.S. from RDA-Issued Debt =		\$1,828,769
			FY '16 D.S. from City-Issued Debt =		\$1,073,725
			Total FY '16 RDA Debt Service =		\$2,902,494

**** 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- 7/1/15	Outstanding Principal Balance - 6/30/16	FY16 Debt Service (P&I)
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City General Obligation (G.O) Bonds and Notes Payable

G.O. Limited Tax Medium Term Bonds, Series 2007A (currently paid by RDA2)	10	7,090,000	3/1/2017	3.78%	1,640,000	835,000	866,992
G.O. Limited Tax, Medium Term Bonds, Series 2007B (currently paid by RDA2)	10	1,315,000	3/1/2017	5.65%	385,000	200,000	206,733
Subtotal City G.O Bonds & Notes Payable					\$ 2,025,000	\$ 1,035,000	\$ 1,073,725

City Issued Revenue Bonds

CTAX Revenue Bonds, Series 2011 (partially funded (29%) by RDA1)	6	4,180,000	5/1/2018	3.05%	2,175,000	1,470,000	766,000
CTAX Bonds Series 2014 (partially funded (29%) by RDA1)	12	7,330,000	5/1/2026	3.09%	7,313,000	7,290,000	248,972
Sr. Sales Tax Anticipation Revenue Bonds Series 2008A	20	83,290,000	6/15/2028	6.5%-6.75%	75,235,000	72,815,000	7,459,000
Subordinate Sales Tax Anticipation Revenue Bonds Series 2008A	20	36,600,000	6/15/2028	5.75%	32,716,045	32,716,045	2,546,878
Subtotal City Issue Revenue Bonds					\$ 117,439,045	\$ 114,291,045	\$ 11,020,850

Tax Allocation Bonds

Local Improvement District #3, Ltd Obligation Improvement Bonds	20	26,120,000	9/1/2027	6.5%-6.75%	15,020,000	14,255,000	1,740,488
Subtotal Tax Allocation Bonds					\$ 15,020,000	\$ 14,255,000	\$ 1,740,488

Capital Leases in the Motor Vehicle Internal Service Fund

American LaFrance / MBCC Fire Equipment Lease	9 YRS	1,263,900	8/18/2015	5.31%	171,670	0	180,786
Subtotal City Leases in Motor Vehicle Fund 1702					\$ 171,670	\$ -	\$ 180,786

City of Sparks & Redevelopment Agency Debt

NAME OF BOND OR LOAN	TERM (years)	Original Amount of Issue	Final Payment Date	Interest Rate	Outstanding Balance 7/1/14	Outstanding Balance 6/30/15	FY15 Debt Service (P&I)
Sewer & Effluent G.O. Bonds - SRF Loans							
1995 - NE Interceptor	20	4,700,000	7/1/2015	3.825%	181,831	0	185,309
1996 - Effluent Pipeline	20	6,814,489	7/1/2016	3.663%	752,772	255,492	520,342
2000 - Denitrification Plant	20	3,070,670	1/1/2020	3.710%	1,086,657	885,003	240,116
2001 - Effluent Pipeline	20	7,038,807	7/1/2021	3.138%	3,137,824	2,695,428	537,402
2002 - NW Interceptor	20	3,082,361	1/1/2022	3.250%	1,254,965	1,092,362	201,623
2003 - Effluent Pipeline	20	8,243,494	1/1/2024	3.050%	4,649,090	4,162,155	625,047
2005 - Vista/Prater Interceptor	20	4,091,227	1/1/2025	2.881%	2,476,889	2,259,852	286,850
2005 - Sparks BI/Sun Valley Interceptor Ph.II	20	5,160,261	7/1/2025	2.660%	3,303,161	3,026,563	362,635
2005 - Sparks BI/Sun Valley Interceptor Ph.II	20	13,385,606	7/1/2026	3.050%	9,480,724	8,766,911	963,844
Sparks portion of SRF Water Pollution bonds, Series 2004 & 2005 issued by City of Reno for TMWRF Expansion	17	12,029,831	1/1/2024	2.756%	7,057,710	6,356,605	890,835
2010 - Sparks BI/Sun Valley Interceptor Ph.III	20	4,772,645	7/1/2029	2.775%	3,936,273	3,712,372	331,590
2010A-Sparks BI/Sun Valley Interceptor Ph.IV	20	2,509,299	7/1/2029	2.775%	2,069,562	1,951,842	174,339
Subtotal Sewer & Effluent G.O. Bonds - SRF Loans					\$ 39,387,458	\$ 35,164,585	\$ 5,319,932
Redevelopment Issued Debt							
Redevelopment Agency #1 Tax Increment Refunding Revenue Bonds, Series 2010	14	22,165,000	1/15/2023	4%-5.375%	14,825,000	13,245,000	2,289,881
Redevelopment Agency #2 Tax Increment Revenue Bonds, Series 2008	20	12,700,000	6/1/2028	6.4%-6.7%	10,460,000	9,925,000	1,226,700
Redevelopment Agency #2 Tax Increment Revenue Bonds, Series 2014	20	7,285,000	6/1/2029	3.249%	6,835,000	6,455,000	602,069
Subtotal Redevelopment Issued Debt					\$ 32,120,000	\$ 29,625,000	\$ 4,118,650
TOTAL CITY & REDEVELOPMENT ISSUED DEBT		\$ 284,237,590			\$ 206,163,173	\$ 194,370,630	\$ 23,454,431

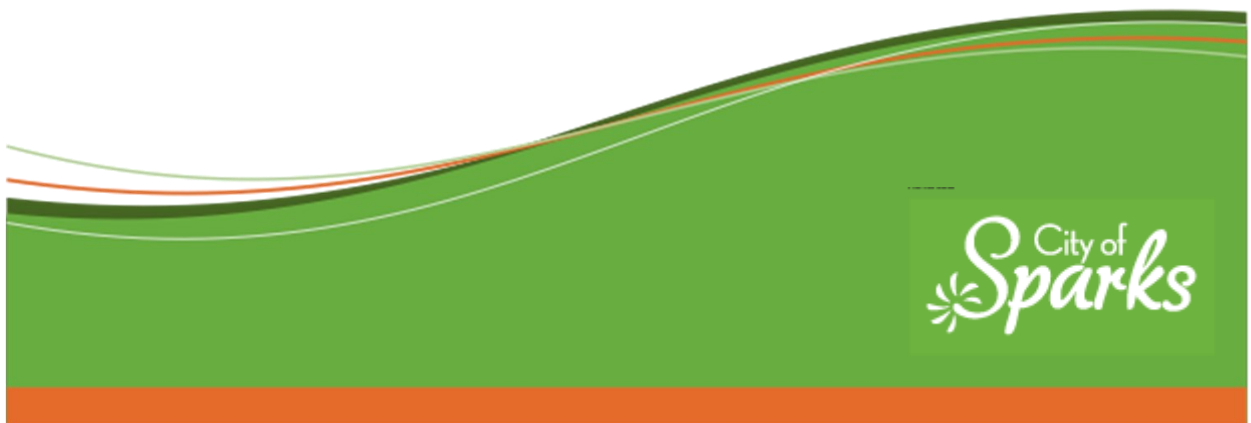
City of Sparks & Redevelopment Agency Debt

Other Long Term Liabilities as of 6/30/14 (Business & Governmental Debt)

Sick Leave Conversion	5,069,682
Compensated Absences	11,067,015
Developer Credits (Loeb Fire 5 reimbursements)	254,645
Workers Compensation (Heart/Lung/Cancer)	9,258,452
Other Post Employment Benefits (OPEB)	6,680,705
Total	\$ 32,330,499

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

Budgeted Employee Complement



City of Sparks
FY16 Budgeted Employee Complement

All positions filled, vacant, temporary and newly added via FY16 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	22,975,841	1,945,191	2,459,882	1,109,542	1,036,428	212,713	505,411	3,409,621	117,122	33,771,751
Special Pays *	1,181,391	0	52,512	31,348	0	0	10,856	178,524	0	1,454,631
Longevity	879,425	27,798	94,019	26,886	39,334	9,204	17,227	88,740	2,220	1,184,853
Overtime/Premium Pays**	3,863,078	227,200	101,810	34,950	31,000	19,900	11,550	505,000	1,700	4,796,188
Total Salaries & Wages	28,899,735	2,200,189	2,708,223	1,202,726	1,106,762	241,817	545,044	4,181,885	121,042	41,207,423
Benefits										
Retirement	9,159,403	255,837	730,140	311,708	305,024	65,844	153,857	1,014,870	33,468	12,030,151
Health Insurance***	7,467,178	293,410	796,532	337,178	352,592	53,972	171,800	1,014,955	27,949	10,515,566
Workers Comp	280,570	13,279	5,949	4,037	2,286	442	1,175	7,673	241	315,652
Medicare	419,867	23,926	36,908	17,029	14,356	3,511	8,044	56,563	1,755	581,959
Cell, Uniform & Car Allowance	382,444	10,526	15,422	5,522	11,026	1,052	2,578	17,813	719	447,102
Deferred Compensation Match	211,060	9,000	5,220	720	1,080	270	450	0	0	227,800
Other Benefits	33,600	1,475	1,000	1,000	0	0	0	2,000	0	39,075
Total Benefits	17,954,122	607,453	1,591,171	677,194	686,364	125,091	337,904	2,113,874	64,132	24,157,305
Total Salaries, Wages & Benefits	46,853,857	2,807,642	4,299,394	1,879,920	1,793,126	366,908	882,948	6,295,759	185,174	65,364,728
FTE's (filled)	312.2	9.0	37.0	10.4	14.6	3.0	8.1	48.0	1.7	444.0
FTE's (funded vacancies)	17.0		4.0	1.0	1.0			4.0		27.0
Temporary FTE's****	2.0	44.0	0.5					0.5		47.0
FY16 New Needs	2.0	1.0		5.0						8.0
Total FTE's in FY16 Budget	333.2	54.0	41.5	16.4	15.6	3.0	8.1	52.5	1.7	526.0

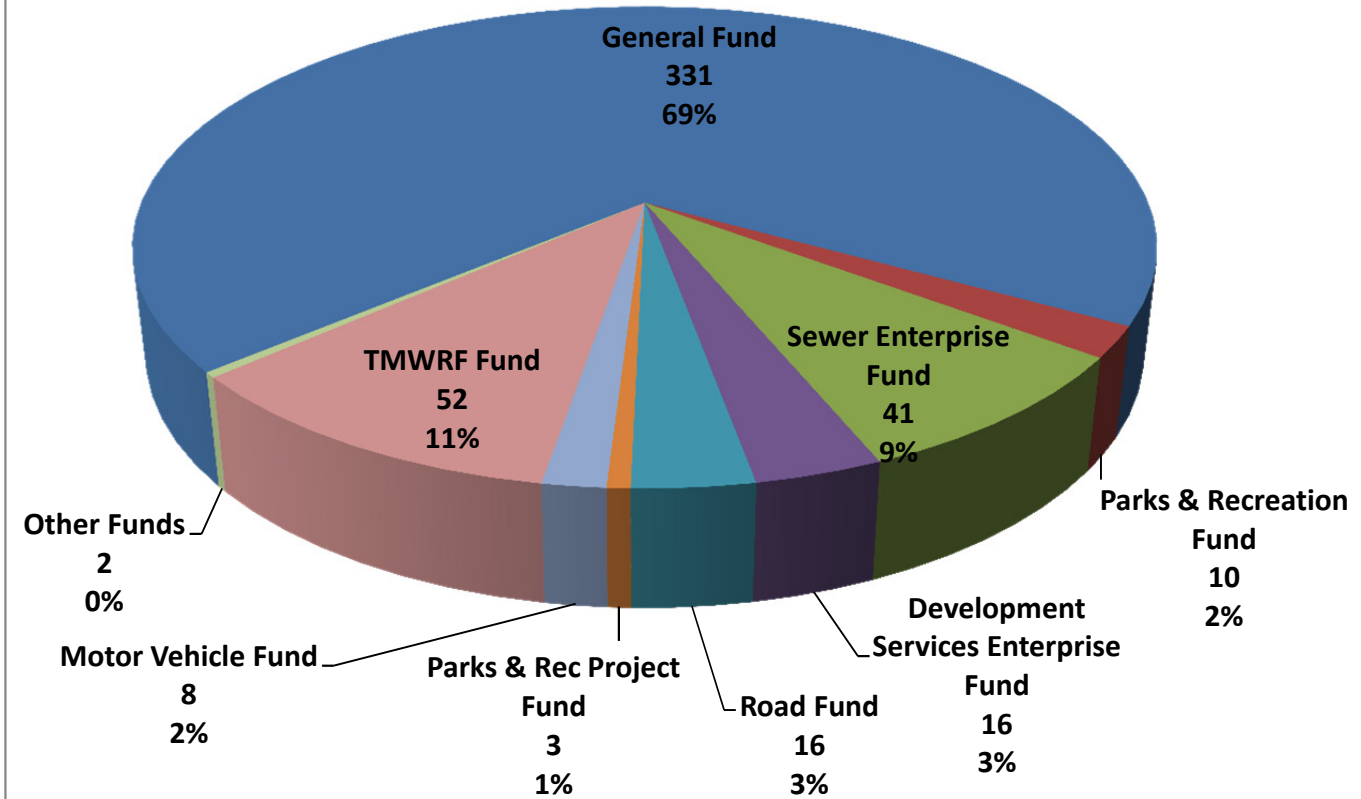
* **Special Pays** include Bilingual, Education Incentive, and Special Assignment

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

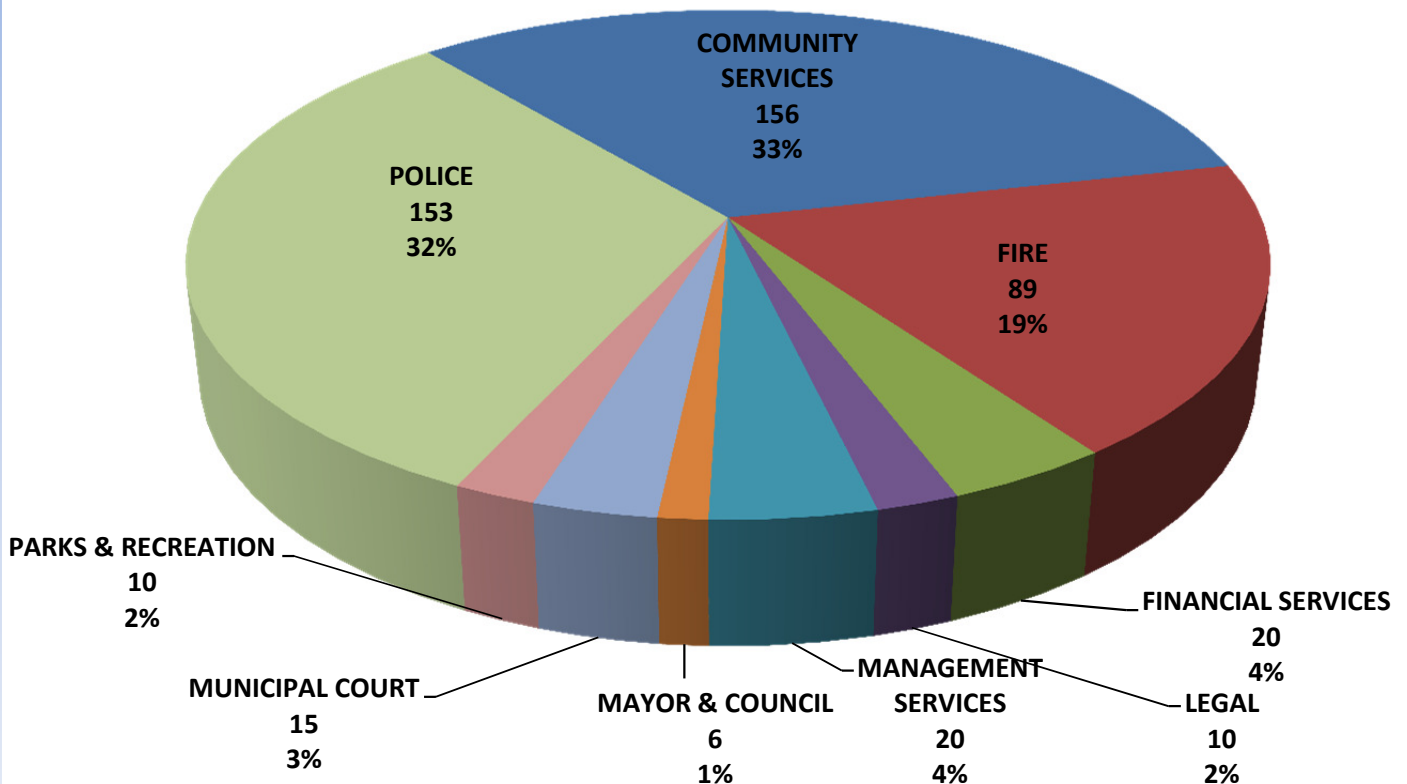
*** **Health insurance** costs include Health Insurance Fund contributions & premiums, Sick Leave Conversion and NV PEB Subsidy

**** **Temporary FTE's** considered all Parks & Rec Fund temporary employees as 1/3 FTE and all other temporary employees as 1/2 FTE

City of Sparks FY16 Budgeted FTE Counts by *Fund*
(excluding temporary employees)



City of Sparks FY16 Budgeted FTE Counts by *Department*
(excluding temporary employees)



Mayor & City Council - FY16 Budgeted Employee Complement

FY16 Budgeted Salaries & Benefits

	General Fund
Salaries & Wages	303,882
Overtime/Premium Pays*	0
Benefits	219,965
Total Salaries & Benefits	523,847
FTE's (filled)	6.0
FTE's (funded vacancies)	
Temporary FTE's**	
FY16 New Needs	
Total FTE's in FY16 Budget	6.0

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

** **Temporary FTE's** considered all Parks & Rec Fund temporary employees as 1/3 FTE and all other temporary employees as 1/2 FTE

All positions filled, vacant, temporary & newly added via FY16 New Needs

Position Title	Filled	Vacant	Temporary FTE's	FY16 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	0	0	6

Management Services Department - FY16 Budgeted Employee Complement

FY16 Budgeted Salaries & Benefits

	General Fund	Sewer Enterprise Fund	Total
Salaries & Wages	1,527,661	79,887	1,607,548
Overtime/Premium Pays*	6,400	1,550	7,950
Benefits	1,944,189	52,564	1,996,753
Total Salaries & Benefits	3,478,250	134,001	3,612,251
FTE's (filled)	15.7	2.3	18.0
FTE's (funded vacancies)	2.0		2.0
Temporary FTE's**			0.0
FY16 New Needs			0.0
Total FTE's in FY16 Budget	17.7	2.3	20.0

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

**Temporary FTE's considered all Parks & Rec Fund temporary employees as 1/3 FTE and all other temporary employees as 1/2 FTE

All positions filled, vacant, temporary & newly added via FY16 New Needs

Position Title	Filled	Vacant	Temporary FTE's	FY16 New Needs	Total
Admin Analyst Sr	1				1
Administrative Assistant/CF	1				1
Administrative Services Director	1				1
Assistant City Clerk/Records Coordinator	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	2	2			4
Customer Services Mgr	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 Technician	1				1
TOTAL	18	2	0.0	0	20.0

City Attorney - FY16 Budgeted Employee Complement

FY16 Budgeted Salaries & Benefits

	General Fund
Salaries & Wages	914,022
Overtime/Premium Pays*	0
Benefits	503,029
Total Salaries & Benefits	1,417,051
FTE's (filled)	10.0
FTE's (funded vacancies)	
Temporary FTE's**	
FY16 New Needs	
Total FTE's in FY16 Budget	10.0

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

** Temporary FTE's considered all Parks & Rec Fund temporary employees as 1/3 FTE and all other temporary employees as 1/2 FTE

All positions filled, vacant, temporary & newly added via FY16 New Needs

Position Title	Filled	Vacant	Temporary FTE's	FY16 New Needs	Total
Administrative Assistant/CF	1				1
Assistant City Attorney II	1				1
Assistant City Attorney Sr	2				2
Chief Assistant City Attorney	1				1
City Attorney	1				1
Legal Office Assistant	1				1
Legal Secretary II - Criminal	1				1
Legal Secretary Sr	1				1
Victim Advocate	1				1
TOTAL	10	0	0.0	0	10.0

Municipal Court - FY16 Budgeted Employee Complement

FY16 Budgeted Salaries & Benefits

	General Fund
Salaries & Wages	1,137,534
Overtime/Premium Pays*	0
Benefits	731,413
Total Salaries & Benefits	1,868,947
FTE's (filled)	14.0
FTE's (funded vacancies)	1.0
Temporary FTE's**	0.5
FY16 New Needs	
Total FTE's in FY16 Budget	15.5

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

**Temporary FTE's considered all Parks & Rec Fund temporary employees as 1/3 FTE and all other temporary employees as 1/2 FTE

All positions filled, vacant, temporary & newly added via FY16 New Needs

Position Title	Filled	Vacant	Temporary FTE's	FY16 New Needs	Total
Admin Asst to the Judges	1				1
Marshal	5				5
Muni Court Clerk II	4	1			5
Muni Court Clerk/Int II	1		0.5		2
Municipal Court Administrator	1				1
Municipal Court Judge	2				2
TOTAL	14	1	0.5	0	15.5

Financial Services Department - FY16 Budgeted Employee Complement

FY16 Budgeted Salaries & Benefits

	General Fund	Sewer Enterprise Fund	Total
Salaries & Wages	1,398,338	70,841	1,469,179
Overtime/Premium Pays*	8,750	0	8,750
Benefits	733,969	32,123	766,092
Total Salaries & Benefits	2,141,057	102,964	2,244,021
FTE's (filled)	19.3	0.7	20.0
FTE's (funded vacancies)			0.0
Temporary FTE's**	0.5		0.5
FY16 New Needs			0.0
Total FTE's in FY16 Budget	19.8	0.7	20.5

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

** **Temporary FTE's** considered all Parks & Rec Fund temporary employees as 1/3 FTE and all other temporary employees as 1/2 FTE

All positions filled, vacant, temporary & newly added via FY16 New Needs

Position Title	Filled	Vacant	Temporary FTE's	FY16 New Needs	Total
Accountant I	1				1
Accountant II	2				2
Accountant Sr	1				1
Accounting Mgr	1				1
Accounting Specialist II	3				3
Admin Analyst Sr	1				1
Budget Administrator	1				1
Finance Services Director	1				1
IT Manager	1				1
IT Support Specialist I	2				2
Payroll Technician	1				1
Systems Analyst I	2		0.5		3
Systems Analyst Senior	1				1
Systems Support Specialist	2				2
TOTAL	20	0	0.5	0	20.5

Police Department - FY16 Budgeted Employee Complement

FY16 Budgeted Salaries & Benefits

General Fund	
Salaries & Wages	10,680,723
Overtime/Premium Pays*	2,547,060
Benefits	7,857,122
Total Salaries & Benefits	21,084,905
FTE's (filled)	145.0
FTE's (funded vacancies)	6.0
Temporary FTE's**	1.0
FY16 New Needs	2.0
Total FTE's in FY16 Budget	154.0

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

** **Temporary FTE's** considered all Parks & Rec Fund temporary employees as 1/3 FTE and all other temporary employees as 1/2 FTE

All positions filled, vacant, temporary & newly added via FY16 New Needs

Position Title	Filled	Vacant	Temporary FTE's	FY16 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	22				22
Emergency Com Supervisor	3			2	5
Emergency Communication Dispatcher	11	1			12
IT Support Specialist II	1		0.5		2
Police Assistant II	4				4
Police Chief	1				1
Police Lieutenant	5				5
Police Office Asst I	1				1
Police Office Asst II	8	1			9
Police Officer	61	4			65
Police Records Supervisor	3				3
Police Sergeant	10				10
Property Evidence Tech I	1		0.5		2
Property Evidence Tech II	1				1
Sergeant Detective	3				3
Systems Analyst Senior	1				1
Terminal Agency Coord	1				1
Victim Advocate	1				1
TOTAL	145	6	1	2	154

Fire Department - FY16 Budgeted Employee Complement

FY16 Budgeted Salaries & Benefits

	General Fund	Development Services Enterprise Fund	Total
Salaries & Wages	7,597,650	78,448	7,676,098
Overtime/Premium Pays*	1,288,726	4,950	1,293,676
Benefits	5,050,751	43,572	5,094,323
Total Salaries & Benefits	13,937,127	126,970	14,064,097
FTE's (filled)	83.0	1.0	84.0
FTE's (funded vacancies)	5.0		5.0
Temporary FTE's**			0.0
FY16 New Needs			0.0
Total FTE's in FY16 Budget	88.0	1.0	89.0

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

** **Temporary FTE's** considered all Parks & Rec Fund temporary employees as 1/3 FTE and all other temporary employees as 1/2 FTE

All positions filled, vacant, temporary & newly added via FY16 New Needs

Position Title	Filled	Vacant	Temporary FTE's	FY16 New Needs	Total
Administrative Assistant	1				1
Assistant Fire Marshal	1				1
Fire Apparatus Operator	21				21
Fire Battalion Chief	5				5
Fire Captain	22	1			23
Fire Chief	1				1
Fire Marshal	1				1
Fire Prev Inspector II	4				4
Firefighter	26	4			30
IT Support Specialist II reclassified to Support Specialist Senior	1				1
Office Specialist reclassified to Admin					
Secretary	1				1
TOTAL	84	5	0.0	0	89.0

Community Services Department - FY16 Budgeted Employee Complement

FY16 Budgeted Salaries & Benefits

	General Fund	Sewer Enterprise Fund	Development Services Enterprise Fund	Road Fund	Parks & Rec Project Fund	Motor Vehicle Fund	TMWRF	Other Funds	Total
Salaries & Wages	1,476,847	2,455,685	1,089,328	1,075,762	221,917	533,494	3,676,885	119,342	10,649,260
Overtime/Premium Pays*	12,142	100,260	30,000	31,000	19,900	11,550	505,000	1,700	711,552
Benefits	913,683	1,506,484	633,622	686,363	125,091	337,905	2,113,873	64,132	6,381,153
Total Salaries & Benefits	2,402,672	4,062,429	1,752,950	1,793,125	366,908	882,949	6,295,758	185,174	17,741,965
FTE's (filled)	19.4	34.0	9.4	14.6	3.0	8.1	48.0	1.7	138.2
FTE's (funded vacancies)	3.0	4.0	1.0	1.0			4.0		13.0
Temporary FTE's**		0.5					0.5		1.0
FY16 New Needs			5.0						5.0
Total FTE's in FY16 Budget	22.4	38.5	15.4	15.6	3.0	8.1	52.5	1.7	157.2

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

** **Temporary FTE's** considered all Parks & Rec Fund temporary employees as 1/3 FTE and all other temporary employees as 1/2 FTE

Community Services Department - All positions filled, vacant, temporary & newly added via FY16 New Needs

Position Title	Filled	Vacant	Temporary FTE's	FY16 New Needs	Total
Admin Analyst Sr	1				1
Administrative Assistant	1				1
Administrative Secretary	3				3
Assistant Public Works Mgr	1				1
Asst Community Svcs Dir & City Engineer	1				1
Building Inspector I/II	3			2	5
Building Inspector Sr	1				1
Building Official	1				1
Capital Projects Coord I	1				1

Community Services Department - All positions filled, vacant, temporary & newly added via FY16 New Needs

Position Title	Filled	Vacant	Temporary FTE's	FY16 New Needs	Total
Capital Projects Mgr	1				1
Chemist I/II	5				5
City Planner	1				1
Civil Engineer Sr	2	2			4
Code Enforcement Officer II	2				2
Code Enforcement Officer Senior	1				1
Community Appearance Maintenance Worker I	1				1
Crew Supervisor	14				14
Deputy City Mgr for Community Services	1				1
Electrician I/II	2				2
Envir Control Officer I/II	3				3
Envir Control Supervisor	1				1
Equipment Mechanic II	4				4
Equipment Parts Technician	1				1
Equipment Service Worker	1				1
GT Specialist		1	0.5		2
Facilities Maintenance Worker III	1				1
Facilities Maintenance Worker IV	1				1
Housing Specialist	1				1
Infrastructure Coordinator I	1				1
Laboratory Manager	1				1
Laboratory Quality Assurance Officer	1				1
Maintenance Worker IV	2				2
Parks Maintenance Worker II/III	9	1			10
Permit Technician				1	1
Permit Technician Sr	1				1
Planner Sr	2	1			3
Plans Examiner Sr	1			1	2

Community Services Department - All positions filled, vacant, temporary & newly added via FY16 New Needs

Position Title	Filled	Vacant	Temporary FTE's	FY16 New Needs	Total
Property Agent		1			1
Public Works Insp II	2			1	3
Public Works Manager	1				1
Safety Coordinator	1				1
Streets Maintenance Worker II/IV	3	1			4
Systems Analyst Sr-GIS	1				1
TMWRF Maintenance Mgr	1				1
TMWRF Operations Mgr	1				1
Traffic Maintenance Worker III	3				3
Transportation Mgr	1				1
Transportation Svcs Coord I	1				1
Treatment Plant Mechanic I	2	1			3
Treatment Plant Mgr	1				1
Treatment Plant Process Engineer	1				1
Trtmt Plant E&I Tech I/II/III	7				7
Utility Maintenance Worker II/III/IV	19	2			21
Utility Mgr	1				1
Wastewater Plant Operator I/II/III	16	2			18
WW Systems Analyst	2	1			3
TMWRF Intern			0.5		1
TOTAL	138	13	1.0	5	157.2

Parks & Recreation Department - FY16 Budgeted Employee Complement

FY16 Budgeted Salaries & Benefits

	Parks & Rec Fund
Salaries & Wages	1,972,989
Overtime/Premium Pays*	227,200
Benefits	607,455
Total Salaries & Benefits	2,807,644
FTE's (filled)	9.0
FTE's (funded vacancies)	
Temporary FTE's**	44.0
FY16 New Needs	1.0
Total FTE's in FY16 Budget	54.0

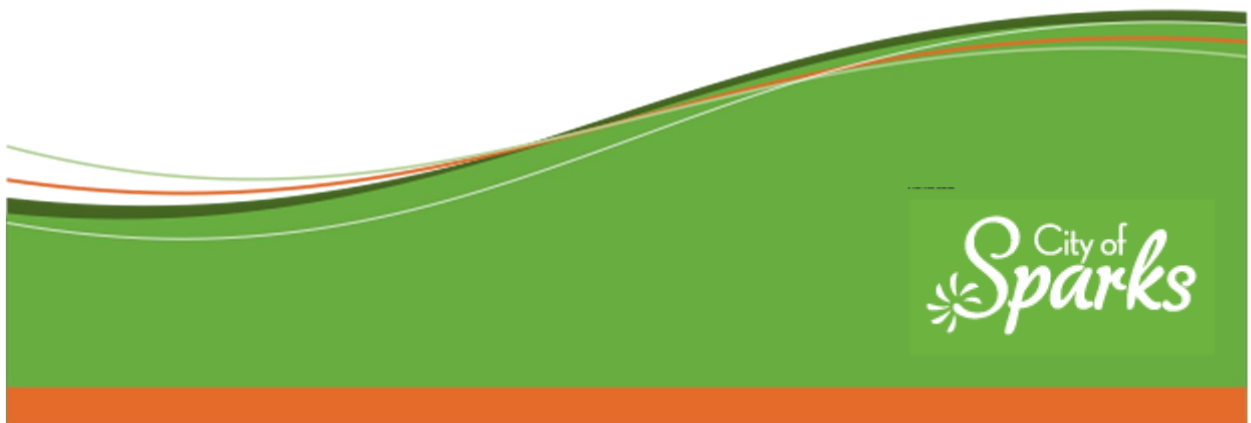
* Overtime/Premium Pays includes Overtime, Callback, Worked Holiday, Standby, Night Differential and comp bank cash outs

**Temporary FTE's considered all Parks & Rec Fund temporary employees as 1/3 FTE and all other temporary employees as 1/2 FTE

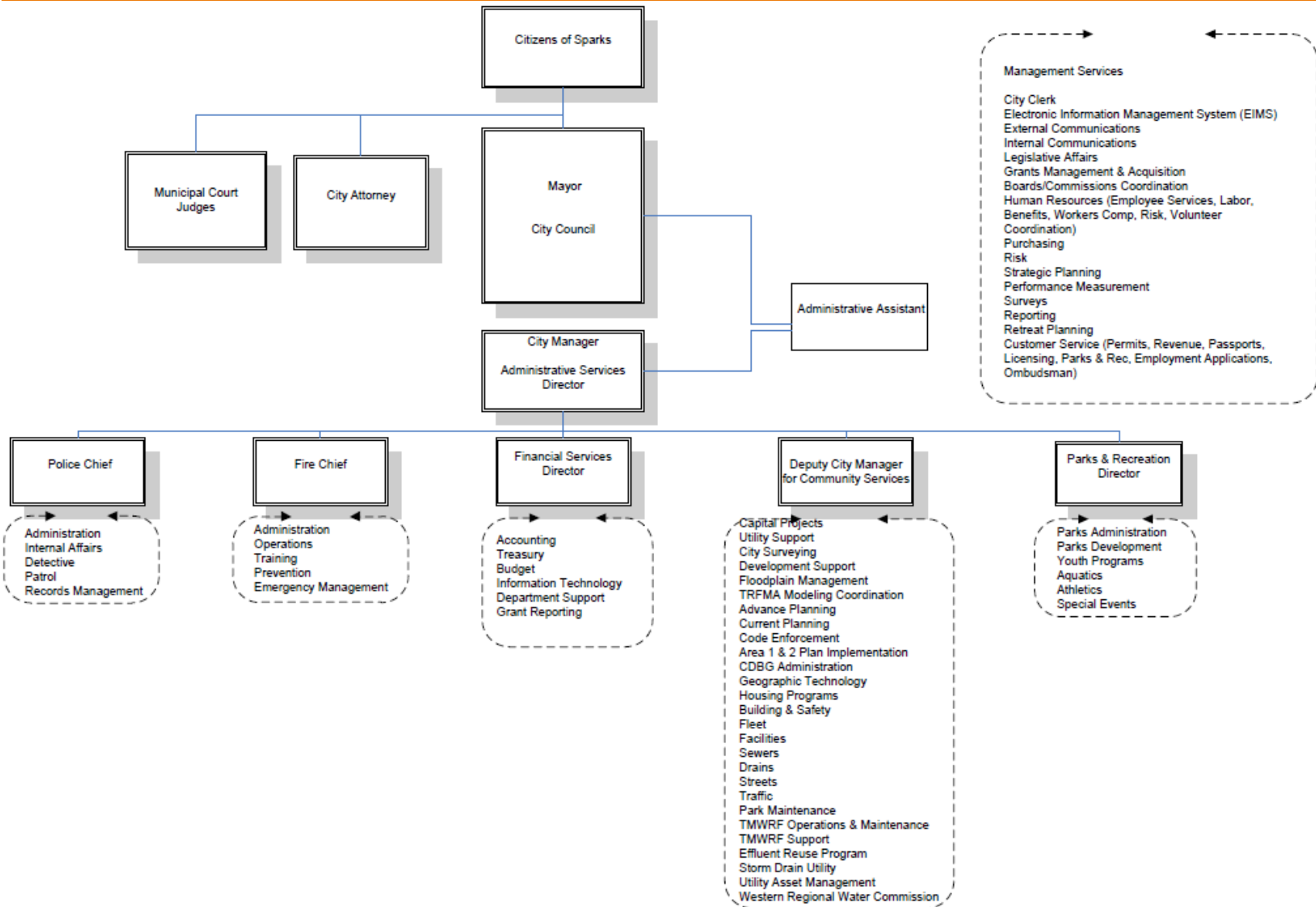
All positions filled, vacant, temporary & newly added via FY16 New Needs

Position Title	Filled	Vacant	Temporary FTE's	FY16 New Needs	Total
Administrative Secretary	1				1
Parks & Rec Director	1				1
Parks Dev & Ops Mgr	1				1
Recreation Specialist II	2				2
Recreation Supervisor	3				3
Special Events Supervisor	1				1
Office Assistant				1	1
Temporary Employees			44.0		44
TOTAL	9	0	44.0	1	54.0

Department Review



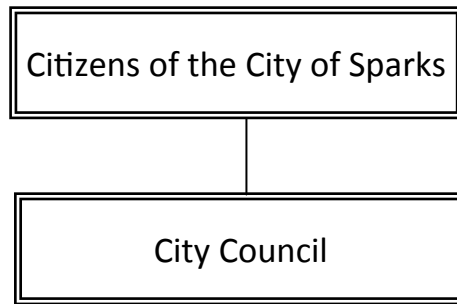
City of Sparks Organizational Chart



City Council

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

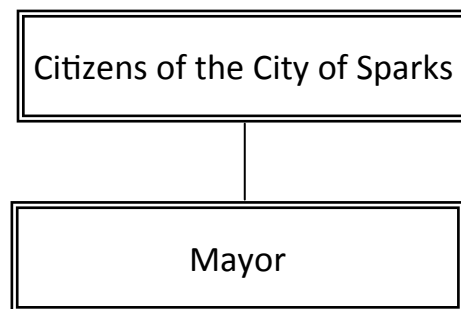
DEPARTMENT ORGANIZATIONAL CHART



Mayor

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

DEPARTMENT ORGANIZATIONAL CHART



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, Employee and Customer Relations, Contracts and Risk Management, and Organizational Efficiency and Reporting.

The City Manager has direct responsibility over the operational management of the City's departments and financial funds. The City Manager's Office serves the citizens and visitors of Sparks through the following Management Services Core 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 City Manager and Council.

City Clerk: Prepare and provide all public notifications, agendas for City Council meetings, and City Council/Joint Meetings and Redevelopment Agency meetings; perform tracking of all Council actions and records and retention management of all records in the City Clerk's custody; take and transcribe minutes for City Council meetings, City Council/Joint meetings and Redevelopment Agency meetings; codify City ordinances; 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
- **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

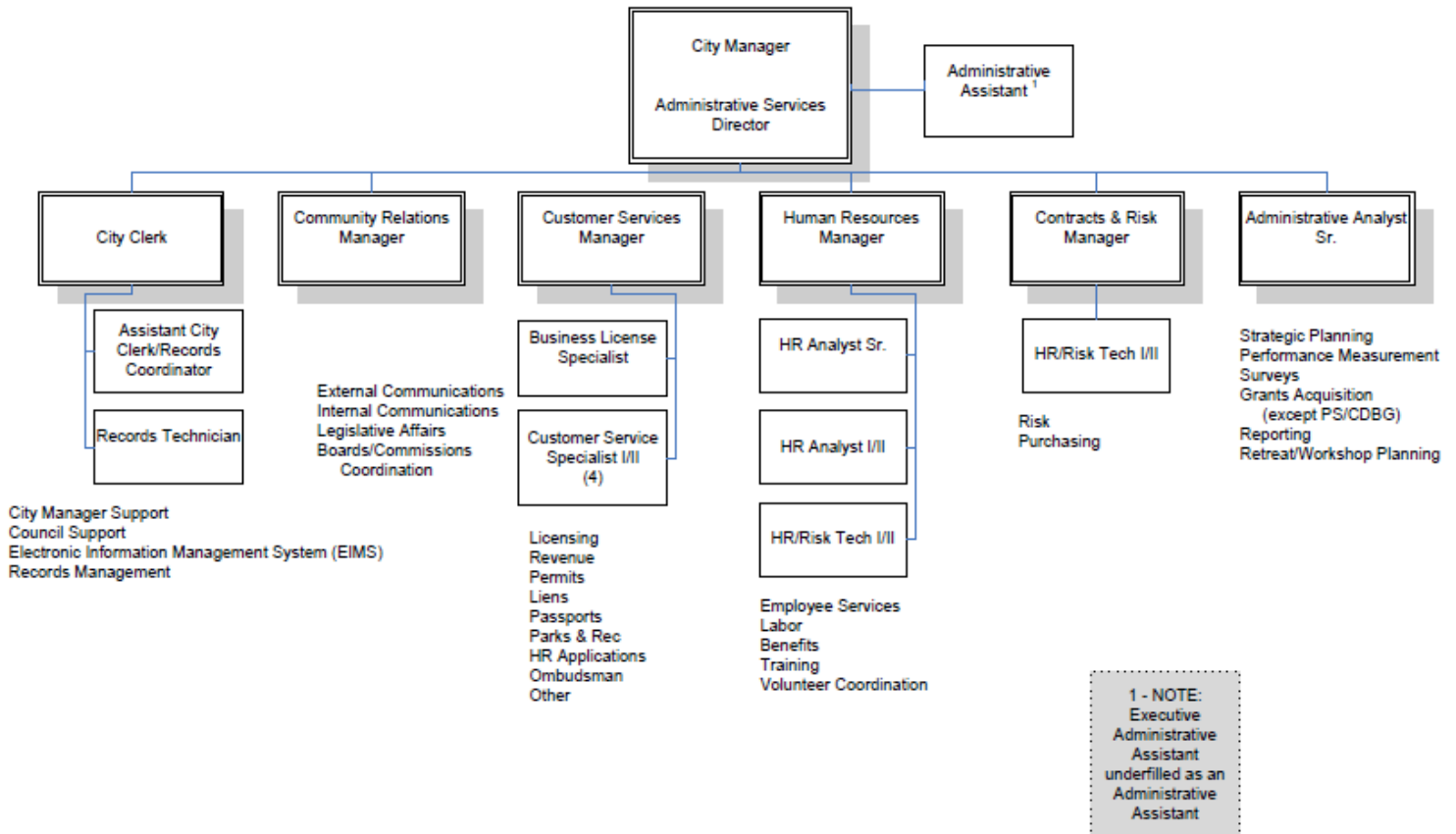
Employee & Customer Relations

- **Human Resources:** Administration of recruitment, employee services, promotional support, labor relations, benefits and worker’s compensation programs, and grievance resolution; job responsibility and compensation analysis; conduct external and internal supervisory and skill set training; and Volunteer coordination.
- **City-wide Customer Services:** Billing, payments processing, collections, and lien filing, where applicable; Business Licensing processing; U.S. Passport Services Agent; city program registration; and providing central city reception services.

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

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.

DEPARTMENT ORGANIZATIONAL CHART



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

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, interlocal agreements, and land transaction documents
- Advise City departments on legal questions arising in the conduct of City business

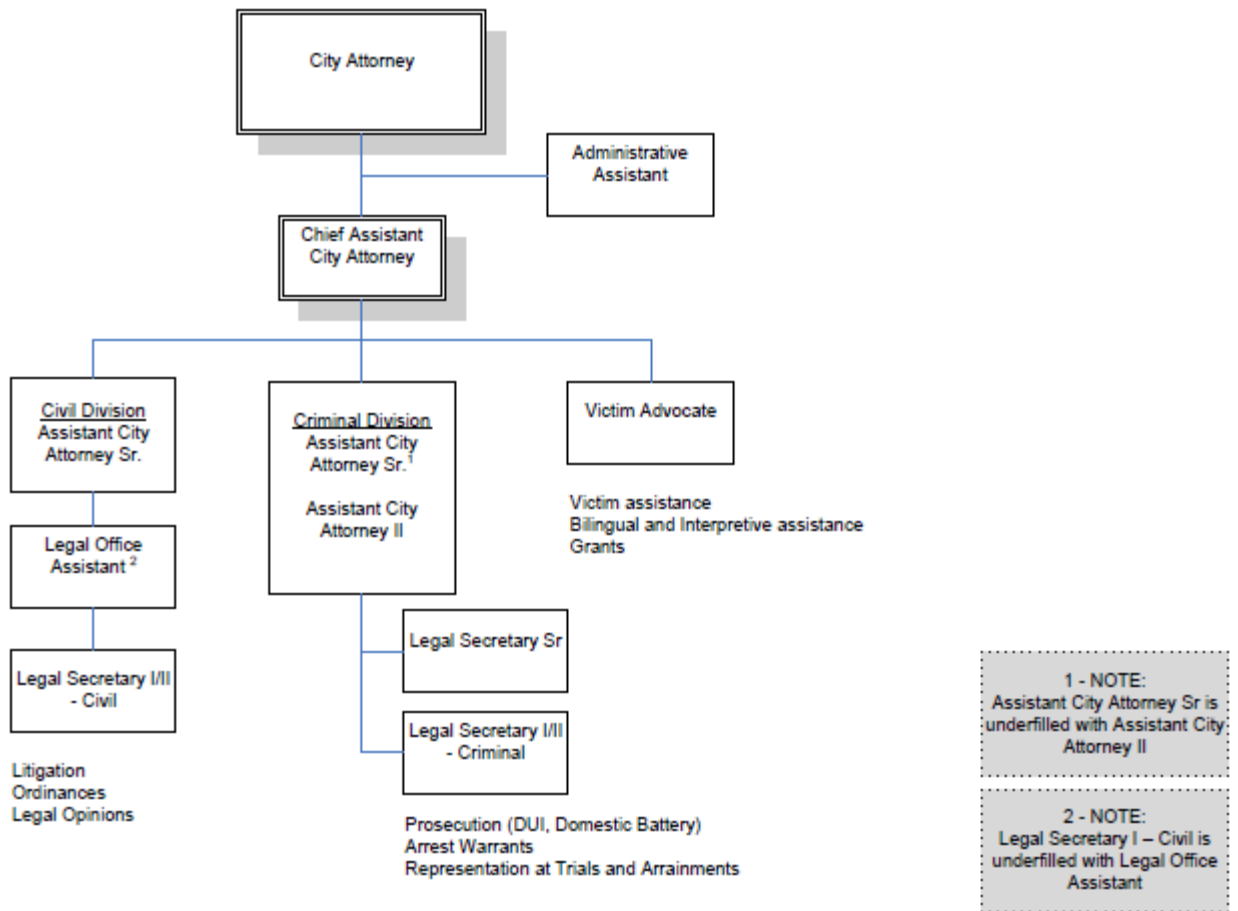
Criminal Division

- 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



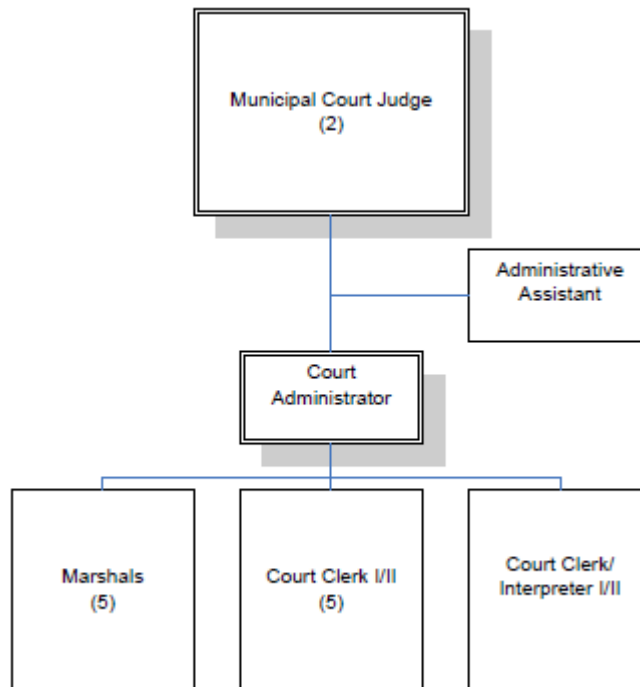
Municipal Court

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



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:

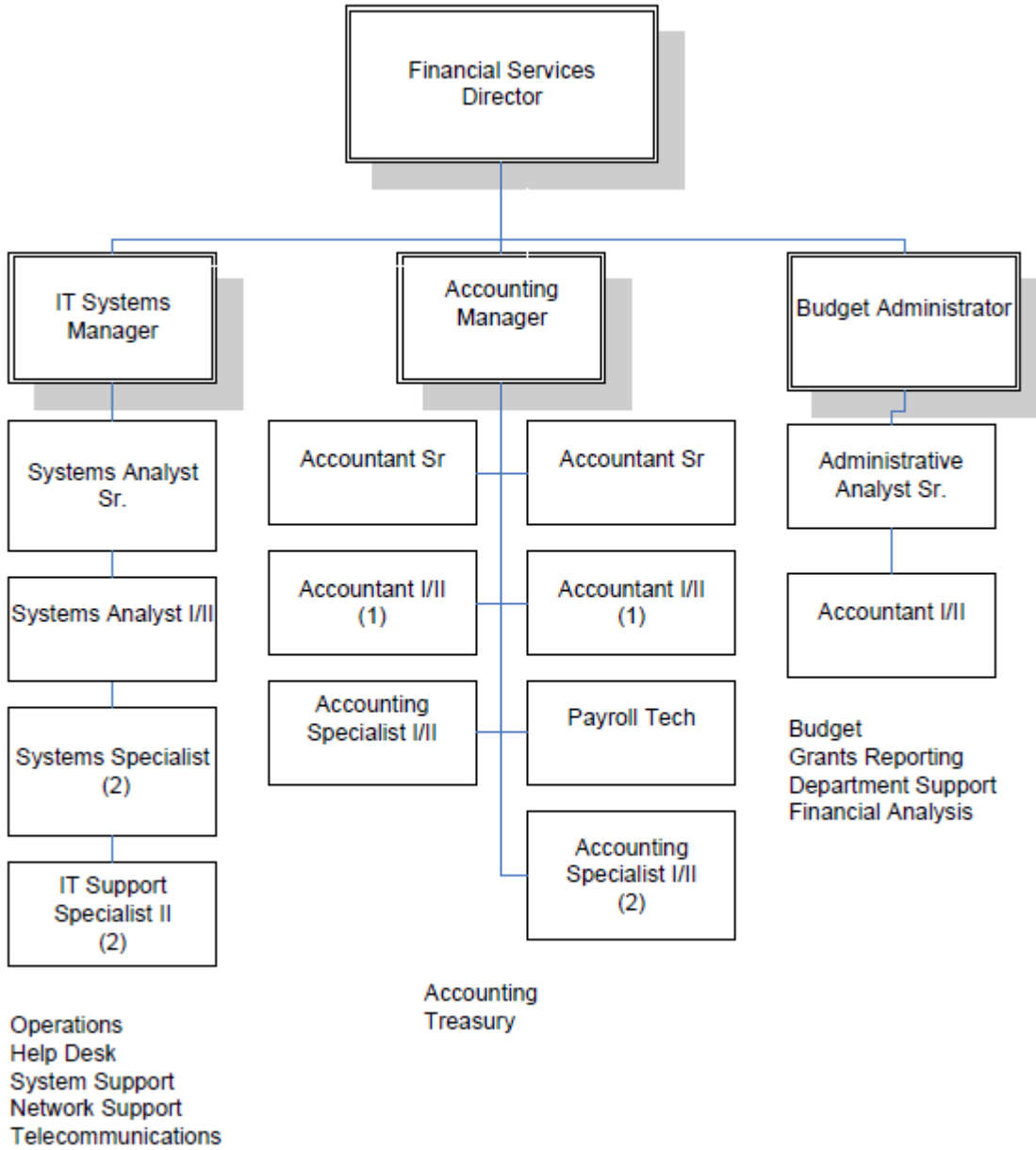
Administration: Provide leadership and administrative services for the Financial Services Department and coordinate the financial and information technology needs of City departments and stakeholders; Acts as the Chief Financial Officer of the Redevelopment Agency and provides accounting, budgeting, 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: Works with the City Manager and Financial Services Director to provide credible budget and fiscal planning analysis and management strategies to enhance service delivery to the City of Sparks Residents. Provides departmental support and coordinates with individual departments to provide a flexibly working plan for operating the City in the coming year. Focus is on communication, accuracy and transparency. Develops and compiles performance measurement information which is included in the annual budget process and used by departments throughout the year to measure progress in meeting performance goals and objectives. Provides citywide expense and revenue analysis and projections. Prepares the tentative and final budget documents in accordance with Nevada Revised Statutes, as well as the City Manager's Final Budget Recommendations and other reports and financial analysis as needed.

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



Police Department

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



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

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

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

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

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

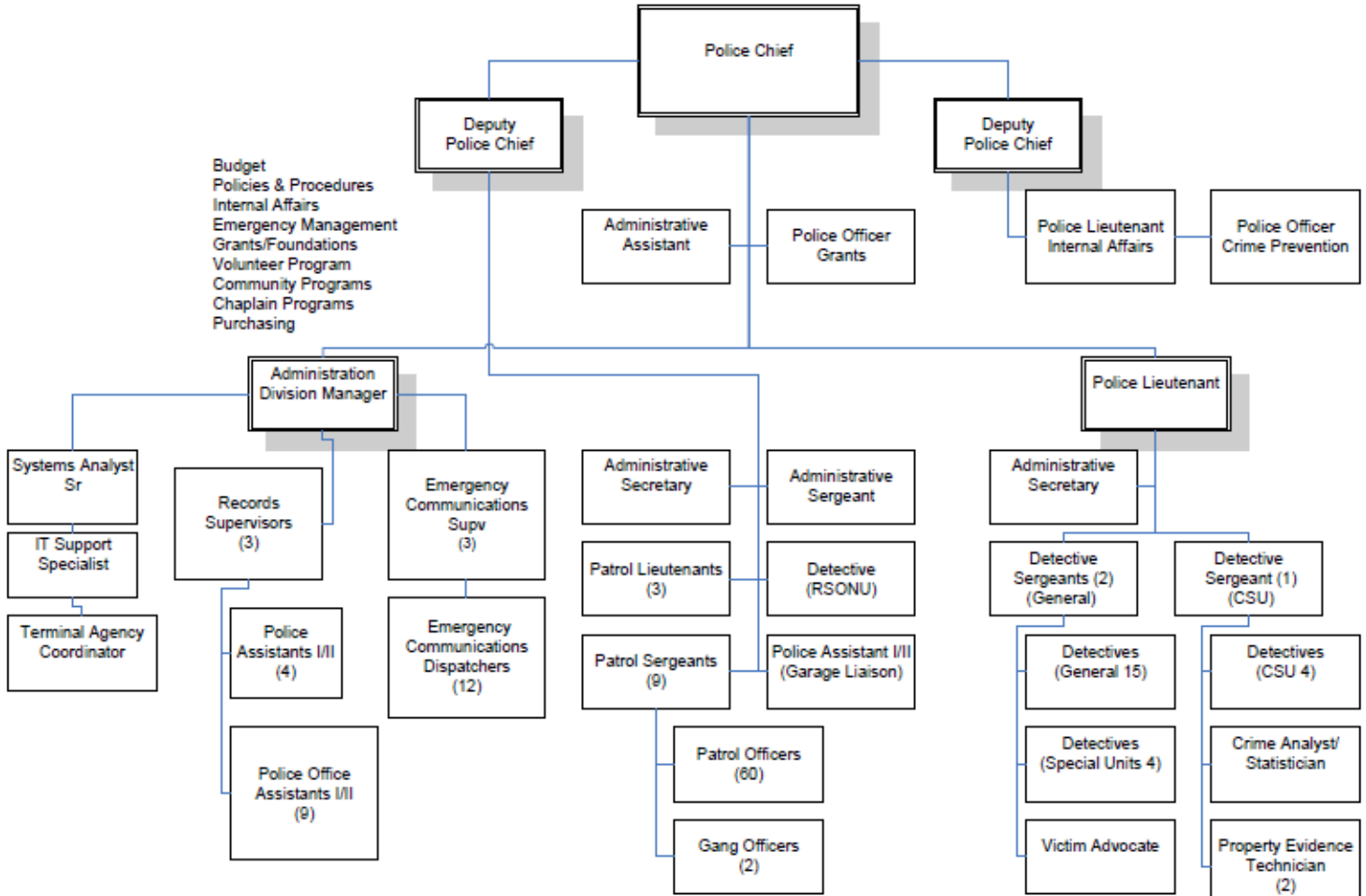
- Deliver uniformed police response to emergency and non-emergency calls for service
- Perform service delivery through a Community Policing Philosophy and proactive problem solving strategies including the ComStat model
- Provide specialized support activities to the department and community through special units such as SWAT, Regional Gang Unit, Consolidated Bomb Squad, K-9 Unit and Mounted Unit
- Coordinate and perform risk assessment of all special events in the City

- Provide safe streets and highways through enforcement of traffic laws and investigation of traffic accidents
- Coordinate mandatory and specialized annual police officer in-service training courses that meet the Nevada Commission on Peace Officers Standards and Training requirements
- Assists Human Resources in the physical abilities phase of the police officer testing process
- Conducts thorough police applicant background investigations in a timely manner
- Continues partnership with regional law enforcement agencies in coordinating and training newly hired officers in the Northern Nevada Law Enforcement Academy

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

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

DEPARTMENT ORGANIZATIONAL CHART



Communications
 Records/Report Processing
 Records Management
 Identification Unit
 Police Assistants (Front Desk/Field Response)
 Information Technology
 Terminal Agency Coordinator
 False Alarm Mgmt

Patrol
 K-9/Traffic/Regional Gang/Mounted/Bomb Units
 Training
 SWAT Team
 Domestic Abuse Response Team
 Trauma Intervention Program
 Explorer Program
 Misdemeanor Follow-up

Crime Investigations (People and Property)
 Crime Suppression
 Victim Advocate
 Property/Evidence Unit
 Extraditions
 Special Teams/Programs
 HIDTA



Fire Department

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



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

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

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

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

Fire Operations

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

Emergency Services

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

Non-Emergency Support Services

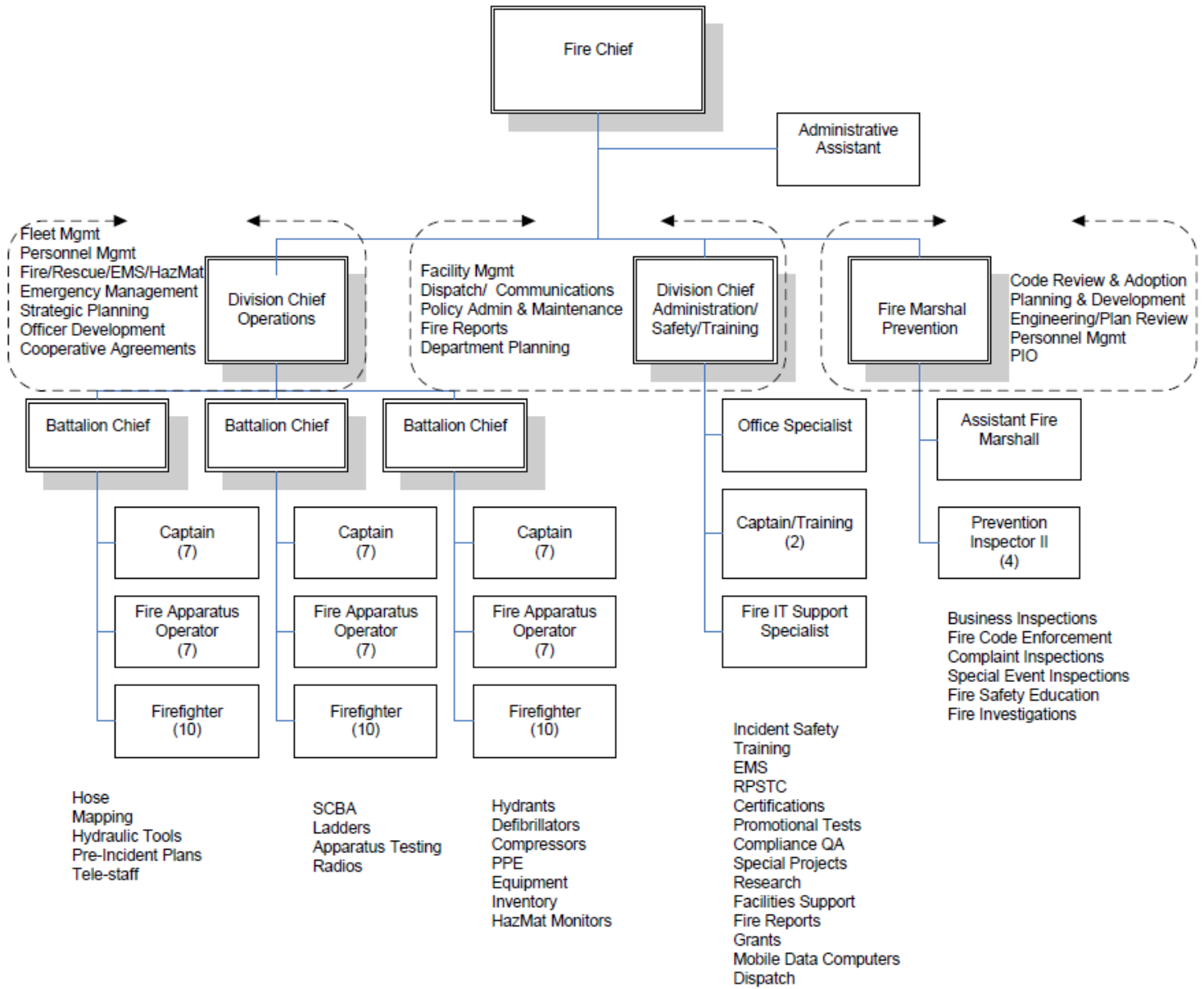
- Perform equipment testing and maintenance
- Provide maps and pre-incident planning
- Administer personnel management and development
- Perform project management

Fire Training and Safety

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

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

DEPARTMENT ORGANIZATIONAL CHART



Community Services



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

Administration

- Provide management, supervision, direction and support for middle management/divisional staff and for services they provide
- Manage and analyze the department's divisional budgets and fiscal internal controls; manage department records including personnel, travel & training and 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, and 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 lighting
- **Fleet & Equipment Services:** Responsible for the requisition, repair, and maintenance of all of the City's fleet according to national standards and federal laws. Maintain a fleet parts inventory, secure a safe and reliable fuel source, and respond to the special needs of the various City departments
- **Park Maintenance:** Maintain a safe, accessible and aesthetic parks system totaling 594 developed park and trail acres
- **Sanitary Sewer & Effluent Maintenance:** Maintain sanitary sewer lines, sewage lift stations, and reclaimed water system
- **Storm System Maintenance and Street Sweeping:** Maintain storm drain lines and ditches, and catch basins
- **Street / Traffic Maintenance:** Maintain a safe, accessible roadway system totaling 650 lane miles. Provide Graffiti Removal and Identification Program (GRIP) review and removal services

Planning & Community Enhancement Division

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

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

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

Truckee Meadows Water Reclamation Facility

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

- **Administration** - Develops and implements budget management and cost tracking procedures; plans and develops future wastewater needs for the community; maintains compliance with all regulatory bodies; collaborates on regional water management efforts
- **Plant Operations** - Operates wastewater treatment facility and provides effluent water for reuse; assures NPDES permit compliance at all times; administers and operates septage receiving operations for the metropolitan area and surrounding communities within a 150 mile radius
- **Plant Maintenance** - Performs routine preventative and corrective maintenance; evaluates facility and process equipment, buildings and grounds for serviceability and state of repair. Repair, overhaul and install plant equipment
- **Laboratory** - Performs analysis for wastewater treatment plant process control and compliance with the discharge regulations; conducts testing for the Truckee River sampling/monitoring program; and conducts all testing on the septage waste collected at the wastewater treatment plant
- **Environmental Control** - 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

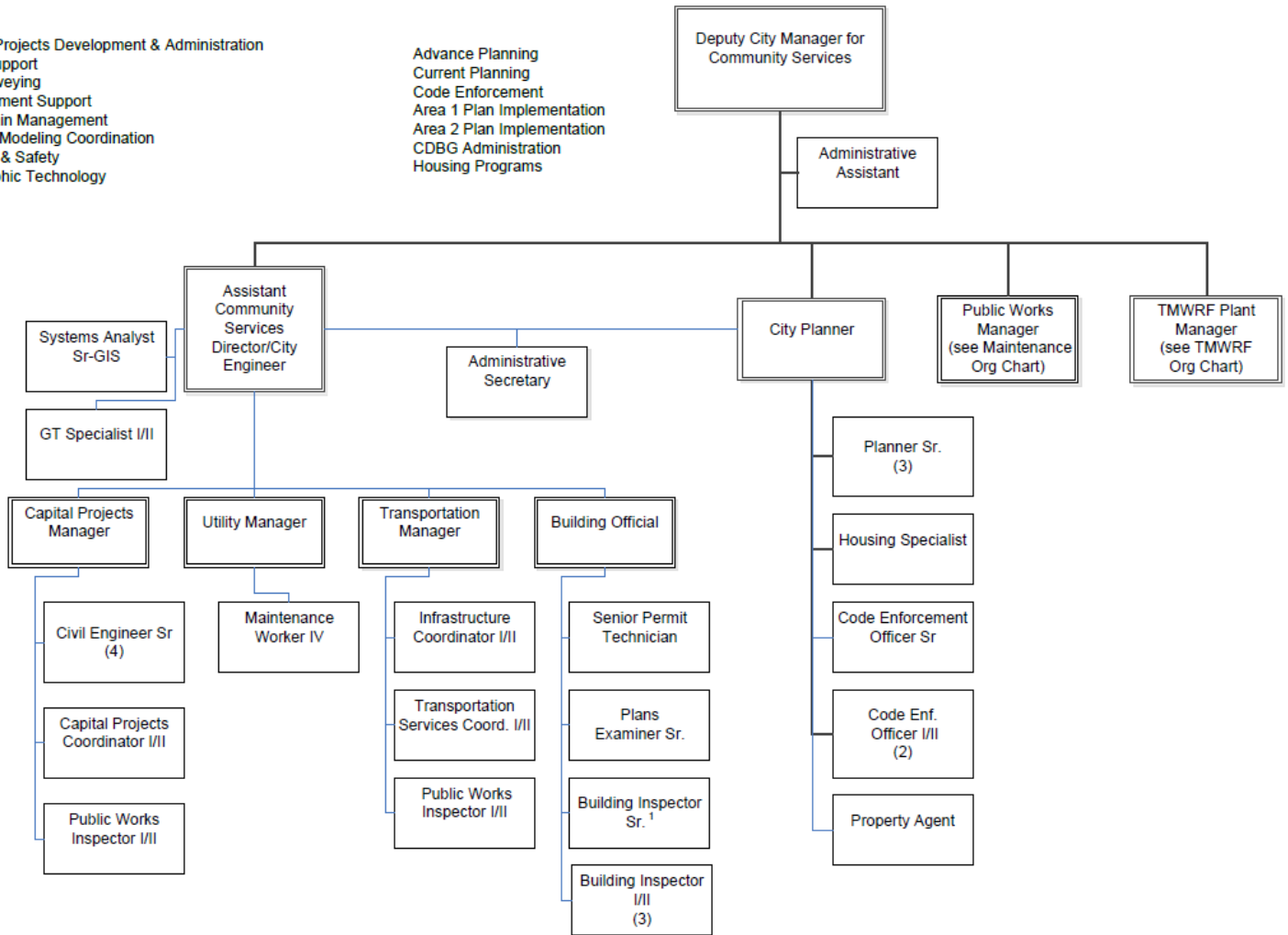
Utility Engineering and Support Services Division

- 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

Capital Projects Development & Administration
 Utility Support
 City Surveying
 Development Support
 Floodplain Management
 TRFMA Modeling Coordination
 Building & Safety
 Geographic Technology

Advance Planning
 Current Planning
 Code Enforcement
 Area 1 Plan Implementation
 Area 2 Plan Implementation
 CDBG Administration
 Housing Programs

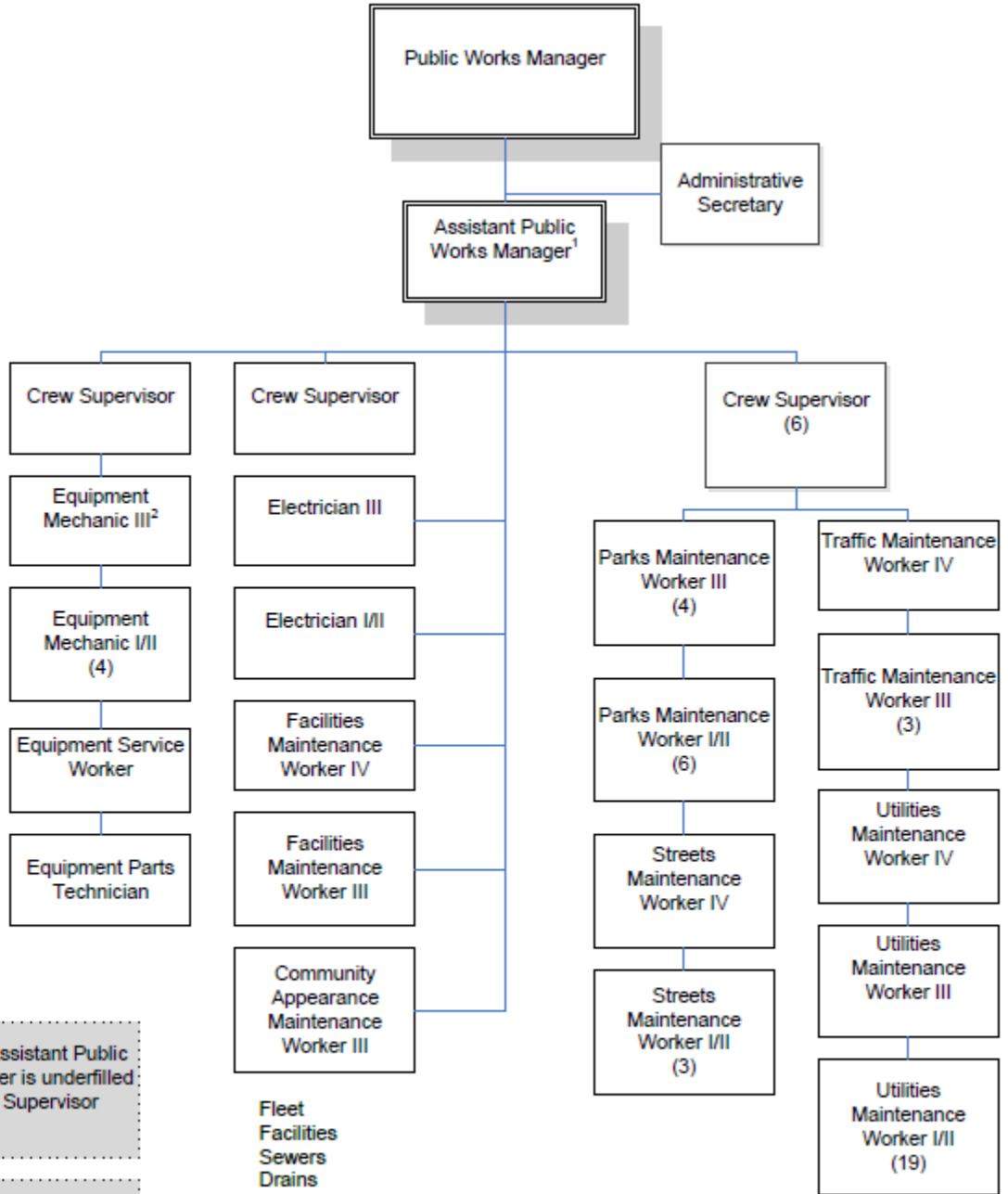


1 - NOTE:
 Building Inspector Sr. underfilled as a Building Inspector I/II



DEPARTMENT ORGANIZATIONAL CHART (Continued)

(As of 1/12/15)



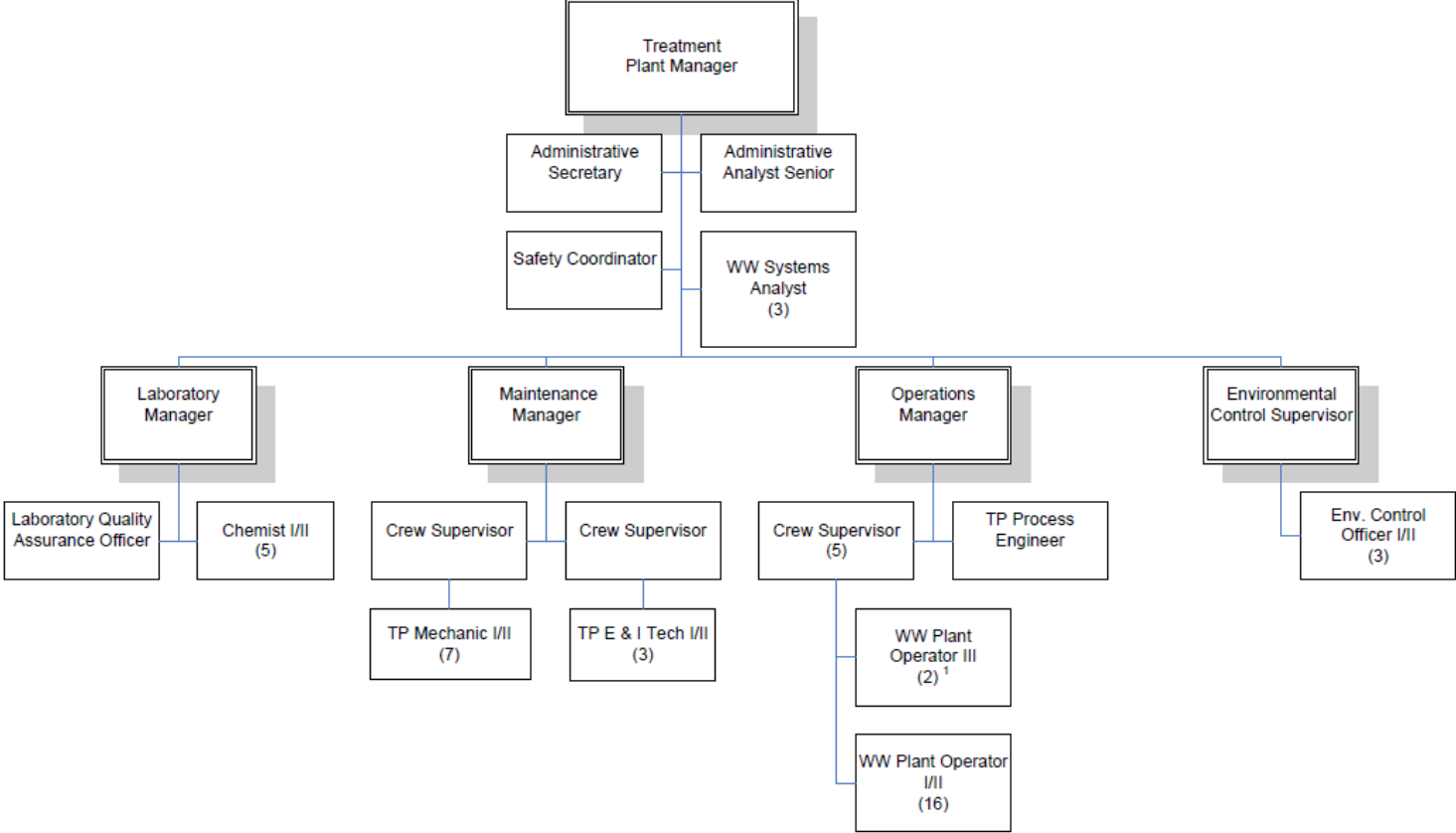
1 – NOTE: Assistant Public Works Manager is underfilled with Crew Supervisor

2 - NOTE: Equipment Mechanic III is underfilled with Equipment Mechanic I/II

- Fleet
- Facilities
- Sewers
- Drains
- Streets
- Traffic
- Parks
- Snow Removal
- Community Service
- Maintenance Management Tracking



DEPARTMENT ORGANIZATIONAL CHART (Continued)



1 - NOTE:
WW Plant Operator III
underfilled as WW
Plant Operator I (2)



Parks and Recreation



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

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

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

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

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

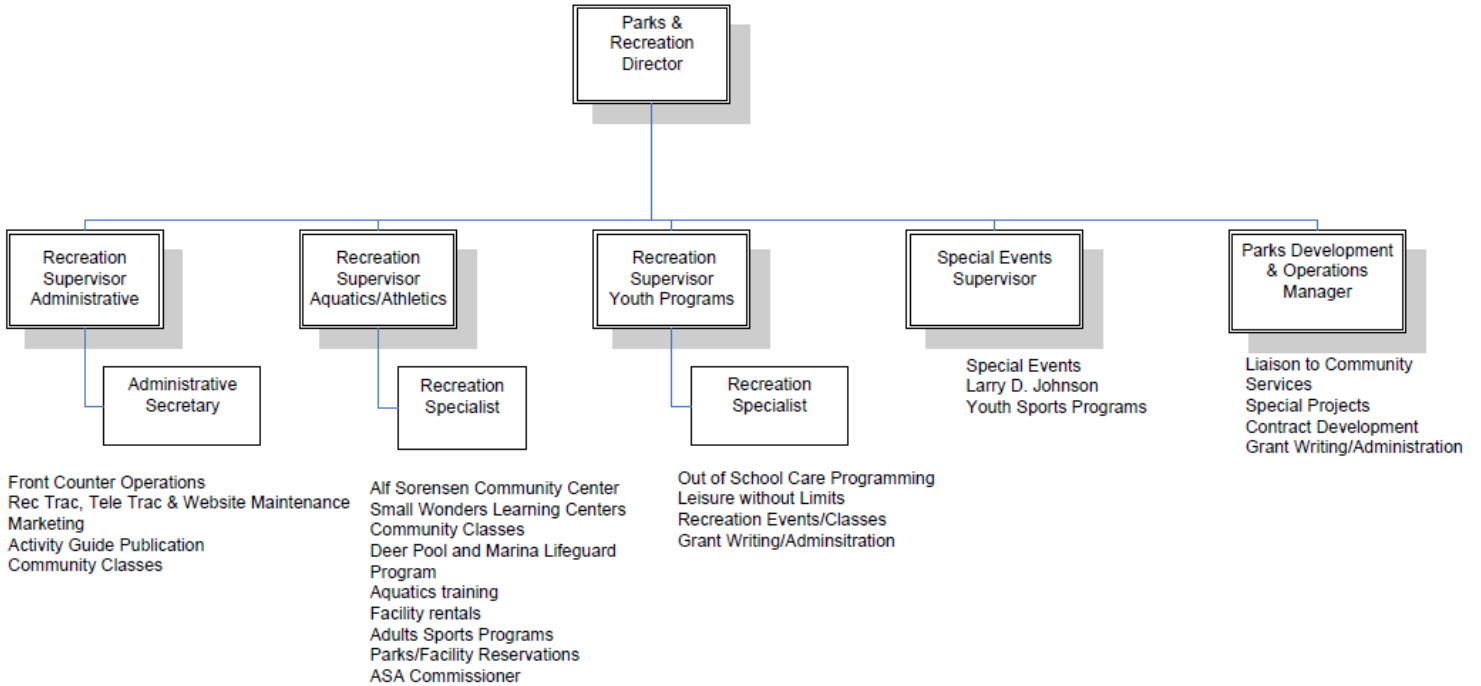
Recreation Programs/Services: Develop, administer and coordinate programs and services for all ages and abilities ranging from youth/adult sports, kids out-of-school programs, community classes, swimming lessons/aquatic programs, arts and programming for people with disabilities.

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

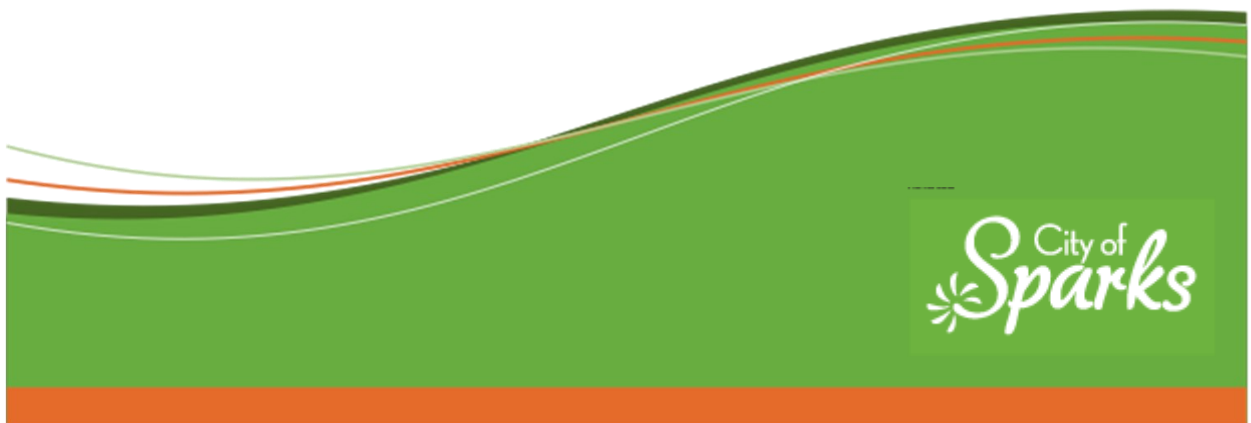
Marketing: Broaden awareness of parks and recreation services, programs and events and the related benefits, and encourage/engage community participation.



DEPARTMENT ORGANIZATIONAL CHART



Appendix A: FY16-FY20 Capital Improvement Plan



CITY OF SPARKS

Five Year Capital Improvement Plan 2015/16 - 2019/20

Proj. #	Project Description	Total Budget 2015-2016
ROAD FUND (1401): Transportation Systems Street Projects		
PAVEMENT MANAGEMENT PROGRAM		
Planned Capital Improvements		
16-0500	Street Improvements - Corrective & Rehab (see "2016 Rehab" map)	\$ 3,000,000
16-0501	Sidewalk Rehabilitation	\$ 250,000
16-0502	Alley, Parking Lot and Pathway - Rehab	\$ 200,000
Annual Recurring Capital Projects & Maintenance/Materials		
16-0503	Street & Alley Surfaces - Preventative (see "2016 Prev" map)	\$ 400,000
16-0590	Annual Pavement Management Program Support:	\$ 100,000
16-0591	Annual Street Surface Maintenance and Materials	\$ 260,625
TRAFFIC PROGRAM		
16-0600	Traffic Signal Software and Controller Upgrades	\$ 270,000
16-0690	Traffic Safety	\$ 75,000
16-0691	Electrical System Upgrades	\$ 100,000
16-0692	MUTCD Sign Compliance Requirements	\$ 50,000
16-0693	Traffic Signs and Paint	\$ 108,000
TOTAL ROAD FUND PROJECTS		\$ 4,813,625
CAPITAL PROJECTS FUND (1404): City Facilities Projects		
CITY FACILITIES		
Planned Capital Improvements		
16-1000	Annual City Wide Elevator Retrofit & Upgrades	\$ 100,000
16-1001	Special Event Signage	\$ 9,000
16-1002	Alf Preschool & Lobby HVAC modifications	\$ 5,000
16-1003	Police Dept.- HVAC System Retrofit 1st/2nd/Basement Design	\$ 60,000
16-1004	City Hall HVAC Upgrades and Construction	\$ 1,700,000
16-1005	City Hall Carpet Replacement for Stairs and Attorney's Area Project	\$ 28,000
Annual Recurring Capital Projects & Maintenance/Materials		
080730	IT Sustainability Plan (City's Wildly Important Goal WIG) - HARDWARE	\$ 237,920
080731	IT Sustainability Plan (City's Wildly Important Goal WIG) - SOFTWARE	\$ 75,000
16-1090	Annual Citywide Facilities Improvements	\$ 100,000
16-1091	City Lighting Energy Retrofits	\$ 25,000
16-1092	Annual Maintenance Contract for Photovoltaic Systems	\$ 14,000
TOTAL CAPITAL PROJECTS-CITY FACILITIES		\$ 2,353,920

CITY OF SPARKS

Five Year Capital Improvement Plan 2015/16 - 2019/20

Proj. #	Project Description	Total Budget 2015-2016
CAPITAL FACILITIES FUND (1405): Capital Facilities Projects		
CAPITAL FACILITIES PROJECTS		
Planned Capital Improvements		
16-1500	UPS System Upgrade Police Department	\$ 20,000
16-1501	Fire Station 1 - 3rd Floor Shower Room Remodel	\$ 65,000
16-1502	Fire Station #1 - Digital Control System Project	\$ 100,000
16-1503	Finance/IT Restroom Renovation	\$ 40,000
TOTAL CAPITAL FACILITIES PROJECTS		\$ 225,000
PARKS & RECREATION PROJECTS (1402): Capital Improvements		
PARKS & RECREATION PROJECTS		
Planned Capital Improvements		
16-1600	Alf Sorensen Gym Floor Replacement Project	\$ 250,000
16-1601	Alf Shower Improvement Project	\$ 100,000
16-1602	Pah Rah Park Restroom Project	\$ 300,000
Annual Recurring Capital Projects & Maintenance/Supplies		
16-1690	Bike Path Rehabilitation	\$ 100,000
16-1691	Annual Sports Court Rehabilitation Project	\$ 20,000
16-1692	Nursery Re-Stock	\$ 5,000
16-1693	Sports Fields Grass Turf Replacement	\$ 15,000
16-1694	Marina Park Landscape, Path Modifications, and Upgrades	\$ 30,000
16-1695	Victorian Square Enhancements	\$ 150,000
16-1696	Annual Park Facilities Improvements	\$ 45,000
TOTAL PARKS AND RECREATION CAPITAL PROJECTS		\$ 1,015,000
GOLDEN EAGLE REGIONAL PARK PROJECTS		
Planned Capital Improvements		
16-1700	Install Fence and Concrete Around the Multi-Use Fields	\$ 140,000
Annual Recurring Capital Projects & Maintenance/Supplies		
16-1790	Annual GERP Site & Facilities Improvements	\$ 25,000
TOTAL PARKS AND RECREATION CAPITAL PROJECTS		\$ 1,180,000
PARK CONSTRUCTION TAX DIST #1 (1406): Park District #1 Capital Projects		
PARK DISTRICT #1 PROJECTS		
16-1890	Annual Park District #1 Improvements	\$ 50,000
TOTAL PARK CONSTRUCTION TAX DIST #1 PROJECTS		\$ 50,000

CITY OF SPARKS

Five Year Capital Improvement Plan 2015/16 - 2019/20

Proj. #	Project Description	Total Budget 2015-2016
PARK CONSTRUCTION TAX DIST #2 (1407): Park District #2 Capital Projects		
PARK DISTRICT #2 PROJECTS		
16-1990	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		
16-2090	Annual Park District #3 Improvements	\$ 225,000
TOTAL PARK CONSTRUCTION TAX DIST #3 PROJECTS		\$ 225,000
VICTORIAN SQUARE ROOM TAX (1415): Victorian Square Room Tax Projects		
VICTORIAN SQUARE ROOM TAX PROJECTS		
Planned Capital Improvements		
16-2100	Victorian Square Infrastructure Improvement Project Phase 1 Annual Recurring Capital Projects & Maintenance/Supplies	\$ 350,000
16-2190	Victorian Square Development Contribution	\$ 50,000
TOTAL VICTORIAN SQUARE ROOM TAX PROJECTS		\$ 400,000
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) (1203): Capital Projects		
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECTS		
16-2290	Pedestrian and Street Improvements	\$ 300,000
TOTAL CDBG PROJECTS		\$ 300,000
MUNICIPAL COURT ADMINISTRATIVE ASSESSMENT FUND (1208):		
MUNICIPAL COURT ADMIN ASSESSMENT PROJECTS		
16-2390	Annual Municipal Court Facility Improvements	\$ 30,000
TOTAL MUNICIPAL COURT PROJECTS		\$ 30,000
STREET CUT FUND (1224):		
STREET CUT PROJECTS		
16-2490	Street Cut Repair Contract	\$ 200,000
TOTAL STREET CUT PROJECTS		\$ 200,000

CITY OF SPARKS

Five Year Capital Improvement Plan 2015/16 - 2019/20

Proj. #	Project Description	Total Budget 2015-2016
SPARKS UTILITIES (1600's): Sanitary sewer, storm drain, and effluent projects		
SEWER PROJECTS		
EXPANSION / REHABILITATION OF SEWER INFRASTRUCTURE SYSTEMS		
16-6590	TMWRF Projects	\$ 1,533,993
16-6591	Radio Site Upgrades Phase 2	\$ 200,000
16-6592	Annual Sewer System Rehab	\$ 400,000
16-6593	Annual Sewer System Street Improvement Coordination	\$ 100,000
SEWER OPERATIONAL EFFICIENCY PROJECTS		
16-6594	Sewer Water Rights/TROA	\$ 75,000
16-6597	Annual Contingency for Emergencies	\$ 250,000
FUND 1630, Subtotal		\$ 2,558,993
STORM DRAIN PROJECTS		
EXPANSION / REHABILITATION OF STORM DRAINS INFRASTRUCTURE SYSTEMS		
16-6600	Sparks Marina Pump Station Rehabilitation	\$ 450,000
16-6601	Bergin Way Storm Drain System	\$ 100,000
16-6690	Annual Storm Drain Street Improvement Coordination	\$ 500,000
16-6691	Annual Storm Drain System Dam, Ditch, Flood & Drainage Structures	\$ 200,000
STORM DRAINS OPERATIONAL EFFICIENCY PROJECTS		
16-6693	FEMA CRS/CAV	\$ 50,000
16-6695	Storm Drain Outreach Maintenance Program	\$ 15,000
16-6696	Annual Contingency for Emergencies	\$ 250,000
FUND 1640, Subtotal		\$ 1,565,000
EFFLUENT REUSE PROJECTS		
EFFLUENT REUSE OPERATIONAL EFFICIENCY PROJECTS		
16-6790	Effluent Metered Site Upgrades	\$ 25,000
16-6791	Annual Contingency for Emergencies	\$ 150,000
16-6792	Effluent Master Plan	\$ 150,000
FUND 1650, Subtotal		\$ 325,000
TOTAL SEWER IMPROVEMENT FUNDS		\$ 4,448,993
RIVERFLOOD PROJECTS - FUND 1641		
RIVER FLOOD PROJECTS		
16-6800	North Truckee Drain Relocation Phase 3	\$ 25,000,000
TOTAL RIVER FLOOD PROJECTS		\$ 25,000,000
TOTAL SEWER IMPROVEMENT FUNDS & RIVERFLOOD PROJECTS		\$ 29,448,993

CITY OF SPARKS

Five Year Capital Improvement Plan 2015/16 - 2019/20

Proj. #	Project Description	Total Budget 2015-2016
MOTOR VEHICLE FUND (1702):		
CITY VEHICLE AND EQUIPMENT REPLACEMENTS		
16-7500	Vehicle & Equipment Replacement Plan - current year	\$ 1,469,220
100902	Fire Apparatus Replacement Plan - 1702	\$ 551,250
TOTAL MOTOR VEHICLE RELATED PROJECTS		\$ 2,020,470

City of Sparks

Five Year Capital Improvement Plan 2015/16 - 2019/20

Project # Project Description	FY16	FY17	FY18	FY19	FY20
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ROAD FUND (1401): Transportation Systems, Road Improvements & related road maintenance projects

Capital Resources

Funding Available from Prior Year	4,064,503	2,254,262	807,575	838,469	896,746
Fuel Tax Revenues	2,070,872	2,112,289	2,154,535	2,197,626	2,241,578
TMWA MUA Revenue	709,810	724,006	738,486	753,256	768,321
Electric and Gas Franchise Fees	2,245,600	2,290,512	2,336,322	2,383,049	2,430,710
Miscellaneous Revenue/Expenses	34,200	25,000	25,000	25,000	25,000
Less Road Maintenance Personnel	(2,057,098)	(2,118,811)	(2,182,375)	(2,247,847)	(2,315,282)
Total Available For Road Projects	7,067,887	5,287,258	3,879,543	3,949,553	4,047,073

PAVEMENT MANAGEMENT PROGRAM

Planned Capital Improvements

Street Improvement - Corrective / Rehabilitation

16-0500 Street Improvements - Corrective & Rehab (see "2016 Rehab" map)	3,000,000	3,000,000	1,500,000	1,500,000	1,500,000
16-0501 Sidewalk Rehabilitation	250,000	200,000	250,000	250,000	250,000
16-0502 Alley, Parking Lot and Pathway - Rehab	200,000	200,000	200,000	200,000	200,000

Annual Recurring Capital Projects and Maintenance / Materials

16-0503 Street & Alley Surfaces - Preventative (see "2016 Prev" map)	400,000	375,000	375,000	375,000	375,000
16-0590 Annual Pavement Management Program Support: Design/Geotechnical Support RTC- 2011-12 / 2015-16 Fuel TAX Supported Roadway Projects and NDOT Enhancement Supported Projects Real Property / Right of Way Services	100,000	100,000	100,000	100,000	100,000
16-0591 Annual Street Surface Maintenance and Materials for: Crack Seal and Road Surfacing	260,625	268,444	276,497	284,792	293,336
Sub-total	4,210,625	4,143,444	2,701,497	2,709,792	2,718,336

TRAFFIC PROGRAM

Planned Capital Improvements

16-0600 Traffic Signal Software and Controller Upgrades	270,000				
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Annual Recurring Capital Projects and Maintenance/Supplies

16-0690 Traffic Safety Safe Route To School Plan Updates Citywide Signal Coordination/Capacity Improvements Traffic Calming Enhancements	75,000	75,000	75,000	75,000	75,000
16-0691 Electrical System Upgrades Traffic Signal Detection Upgrades Traffic Signal Conflict Monitor Replacement Projects Traffic Computer Maintenance and Upgrades Traffic Signal LED Replacement Program Contracting Services - Street Sign & Traffic Signal Electrical	100,000	100,000	100,000	100,000	100,000
16-0692 MUTCD Sign Compliance Requirements Program	50,000	50,000	50,000	50,000	50,000
16-0693 Traffic Signs and Paint Traffic Paint Materials Street Signs	108,000	111,240	114,577	118,015	121,555
Sub-total	603,000	336,240	339,577	343,015	346,555

TOTAL ROAD FUND PROJECTS	4,813,625	4,479,684	3,041,074	3,052,806	3,064,891
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City of Sparks

Five Year Capital Improvement Plan 2015/16 - 2019/20

Project # Project Description	FY16	FY17	FY18	FY19	FY20
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CAPITAL PROJECTS FUND (1404): Acquisition and construction of fixed assets and rehabilitation of capital facilities.

Capital Resources

Funding Available from Prior Year	1,079,484	242,110	656,610	1,131,110	1,978,110
General Fund Transfer for Public Works Projects	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000
Unspent Bond Proceeds Dedicated to Debt Service	(204,624)	0	0	0	0
Miscellaneous Revenue/Expenses	8,250	8,500	8,500	8,500	8,500
Total Available For Capital Projects	2,283,110	1,650,610	2,065,110	2,539,610	3,386,610

CITY FACILITIES

Planned Capital Improvements

16-1000 Annual City Wide Elevator Retrofit & Upgrades	100,000	100,000	100,000	100,000	100,000
16-1001 Special Event Signage	9,000				
16-1002 Alf Preschool & Lobby HVAC modifications	5,000				
16-1003 Police Dept. - HVAC System Retrofit 1st/2nd/Basement Design	60,000				
16-1004 City Hall HVAC Upgrades and Construction	1,700,000				
16-1005 City Hall Carpet Replacement for Stairs and Attorney's Area Project	28,000				
City Hall Basement Carpet Replacement Project		25,000			
Alf Sorensen Boiler System Replacement		175,000			
Fire Department Station 1 - Security System Replacement		25,000			
Police Dept. - Window Energy Efficiency Project		15,000			
Police Dept. - HVAC System Retrofit 1st/2nd/Basement Construction		425,000			
Maintenance Yard Main Building Carpet Replacement Project		15,000			
City Hall Roof Trim Replacement Project		50,000			
Fire Department Station 1 - Carpet Replacement			95,000		
City Hall Carpet Replacement Community Services Wing			25,000		
C Street Garage Rehab Phase 2			550,000		
Police Dept. - Parking Lot Paving Project Unimproved Area				225,000	
Police Dept. - Evidence Building Bird Netting Project				7,500	
Police Dept. - Records Area Remodel				65,000	
Police Dept. - Basement Painting Project					17,000
Fire Department Station 4 - Carpet Replacement					45,000
Police Dept. - Dispatch Expansion Project					350,000
Sub-total	1,902,000	830,000	770,000	397,500	512,000

Annual Recurring Capital Projects and Maintenance/Supplies

16-1090 Annual Citywide Facilities Improvements	100,000	100,000	100,000	100,000	100,000
16-1091 City Lighting Energy Retrofits	25,000	25,000	25,000	25,000	25,000
16-1092 Annual Maintenance Contract for Photovoltaic Systems	14,000	14,000	14,000	14,000	14,000
City Facilities ADA Mitigation Improvements		25,000	25,000	25,000	25,000
Sub-total	139,000	164,000	164,000	164,000	164,000

TOTAL CAPITAL PROJECTS	2,041,000	994,000	934,000	561,500	676,000
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City of Sparks

Five Year Capital Improvement Plan 2015/16 - 2019/20

Project # Project Description	FY16	FY17	FY18	FY19	FY20
Capital Resources - IT Sustainability Plan #1 - Hardware					
Funding Available from Prior Year	42,162	87,831	89,246	123,123	110,910
General Fund transfer	283,589	440,475	269,297	164,247	200,000
Total Available For Capital Projects	325,751	528,306	358,543	287,370	310,910

Annual Recurring Capital Projects and Maintenance/Supplies					
080730 IT Sustainability Plan (City's Wildly Important Goal WIG) -	237,920	439,060	235,420	176,460	108,320
Sub-total	237,920	439,060	235,420	176,460	108,320

TOTAL CAPITAL PROJECTS - IT Sustainability Plan #1	237,920	439,060	235,420	176,460	108,320
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Capital Resources - IT Sustainability Plan #2 - Software					
Funding Available from Prior Year	0	113,000	41,000	18,000	42,000
General Fund transfer	188,000	493,000	182,000	114,000	0
Total Available For Capital Projects	188,000	606,000	223,000	132,000	42,000

Annual Recurring Capital Projects and Maintenance/Supplies					
080731 IT Sustainability Plan (City's Wildly Important Goal WIG) -	75,000	565,000	205,000	90,000	210,000
Sub-total	75,000	565,000	205,000	90,000	210,000

TOTAL CAPITAL PROJECTS - IT Sustainability Plan #2	75,000	565,000	205,000	90,000	210,000
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TOTAL CAPITAL PROJECTS FUND 1404	2,353,920	1,998,060	1,374,420	827,960	994,320
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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	331,396	295,122	408,183	553,489	652,682
Ad Valorem Taxes designated for Capital Projects per NRS 354.59815 & 354.598155	186,761	190,496	194,306	198,192	202,156
Miscellaneous Revenue/Expenses	1,965	1,965	1,000	1,000	1,000
Total Available For Capital Projects	520,122	487,583	603,489	752,682	855,838

CAPITAL FACILITIES PROJECTS

Planned Capital Improvements					
16-1500 UPS System Upgrade Police Department	20,000				
16-1501 Fire Station 1 - 3rd Floor Shower Room Remodel	65,000				
16-1502 Fire Station #1 - Digital Control System Project	100,000				
16-1503 Finance/IT Restroom Renovation	40,000				
Special Events Area CCTV		60,000			
Secondary Heater for Maintenance Yard Vehicle Storage Building Project		19,400			
Maintenance Yard Bull Pen Ventilation Improvement Project			50,000		
Citywide Re-Keying/Security Improvements				100,000	100,000
Sub-total	225,000	79,400	50,000	100,000	100,000

TOTAL CAPITAL PROJECTS - CAPITAL FACILITIES	225,000	79,400	50,000	100,000	100,000
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City of Sparks

Five Year Capital Improvement Plan 2015/16 - 2019/20

Project # Project Description	FY16	FY17	FY18	FY19	FY20
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PARKS & RECREATION PROJECTS (1402): Park Improvement Projects, including Sparks Marina.

Capital Resources

Funding Available from Prior Year	505,737	245,979	412,179	624,851	924,112
Electric and Gas Franchise Fees	1,122,800	1,145,256	1,168,161	1,191,524	1,215,355
Miscellaneous Revenue/Expenses	2,400	2,000	2,000	2,000	2,000
Less Park and Recreation Personnel	(369,958)	(381,057)	(392,488)	(404,263)	(416,391)
Total Available For Capital Projects	1,260,979	1,012,179	1,189,851	1,414,112	1,725,076

PARKS & RECREATION PROJECTS

Planned Capital Improvements

16-1600 Alf Sorensen Gym Floor Replacement Project	250,000				
16-1601 Alf Shower Improvement Project	100,000				
16-1602 Pah Rah Park Restroom Project	300,000				
C Street Parking Garage(s) - Video Surveillance Upgrades		40,000			
Oppio Park Parking Lot		175,000			
Victorian Amphitheater Side Enclosure - Phase 2			180,000		
Shadow Mountain Barn Replacement Project				95,000	
LDJ Window Coverings On South Side Fitness Center Windows				10,000	
Marina Amphitheater Project					150,000
Sub-total	650,000	215,000	180,000	105,000	150,000

Annual Recurring Capital Projects and Maintenance/Supplies

16-1690 Bike Path Rehabilitation	100,000	100,000	100,000	100,000	100,000
16-1691 Annual Sports Court Rehabilitation Project	20,000	20,000	20,000	20,000	20,000
16-1692 Nursery Re-Stock	5,000	5,000	5,000	5,000	5,000
16-1693 Sports Fields Grass Turf Replacement	15,000	15,000	15,000	15,000	15,000
16-1694 Marina Park Landscape, Path Modifications, and Upgrades	30,000	30,000	30,000	30,000	30,000
16-1695 Victorian Square Enhancements	150,000	170,000	170,000	170,000	170,000
16-1696 Annual Park Facilities Improvements	45,000	45,000	45,000	45,000	45,000
Sub-total	365,000	385,000	385,000	385,000	385,000

TOTAL CAPITAL PROJECTS PARKS AND RECREATION	1,015,000	600,000	565,000	490,000	535,000
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Capital Resources - Golden Eagle Regional Park

Funding Available from Prior Year	693,320	721,281	552,610	382,763	211,706
GERP Facility Rentals, Sponsorship, Advertising, and Lighting Revenue	77,000	45,000	45,000	45,000	45,000
GERP Concession Franchise Fee & Park Fees	149,996	100,000	100,000	100,000	100,000
Miscellaneous Revenue	4,000	505	505	505	505
Less Golden Eagle Regional Park Operations	(38,035)	(39,176)	(40,351)	(41,562)	(42,809)
Total Available For Capital Projects	886,281	827,610	657,763	486,706	314,403

GOLDEN EAGLE REGIONAL PARK PROJECTS

Planned Capital Improvements

16-1700 Install Fence and Concrete Around the Multi-Use Fields	140,000				
Synthetic Turf Replacement		250,000	250,000	250,000	250,000
Sub-total	140,000	250,000	250,000	250,000	250,000
Annual Recurring Capital Projects and Maintenance/Supplies					
16-1790 Annual GERP Site & Facilities Improvements	25,000	25,000	25,000	25,000	25,000
Sub-total	165,000	275,000	275,000	275,000	275,000

TOTAL CAPITAL PROJECTS - GERP	165,000	275,000	275,000	275,000	275,000
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TOTAL PARKS AND REC PROJECTS FUND 1402	1,180,000	875,000	840,000	765,000	810,000
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City of Sparks

Five Year Capital Improvement Plan 2015/16 - 2019/20

Project # Project Description	FY16	FY17	FY18	FY19	FY20
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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	282,305	319,285	345,285	346,285	347,285
Budgeted Residential Park Construction Tax	86,000	75,000	50,000	50,000	50,000
Miscellaneous Revenue/Expenses	980	1,000	1,000	1,000	1,000
Total Available For Neighborhood Parks	369,285	395,285	396,285	397,285	398,285

PARK DISTRICT #1 PROJECTS

Park District #1 Park Improvement Projects

16-1890 Annual Park District 1 Improvements	50,000	50,000	50,000	50,000	50,000
Sub-total	50,000	50,000	50,000	50,000	50,000

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

Capital Resources

Funding Available from Prior Year	878,766	770,345	662,019	491,864	321,709
Budgeted Residential Park Construction Tax	111,829	111,829	50,000	50,000	50,000
Miscellaneous Revenue/Expenses	4,750	4,845	4,845	4,845	4,845
Total Available For Neighborhood Parks	995,345	887,019	716,864	546,709	376,554

PARK DISTRICT #2 PROJECTS

Park District #2 Park Improvement Projects

16-1990 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	820,330	757,746	695,278	555,278	415,278
Budgeted Residential Park Construction Tax	156,616	156,616	70,000	70,000	70,000
Miscellaneous Revenue/Expenses	5,800	5,916	15,000	15,000	15,000
Total Available For Neighborhood Parks	982,746	920,278	780,278	640,278	500,278

PARK DISTRICT #3 PROJECTS

Park District #3 Park Improvement Projects

16-2090 Annual Park District 3 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 #3	225,000	225,000	225,000	225,000	225,000
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City of Sparks

Five Year Capital Improvement Plan 2015/16 - 2019/20

Project # Project Description	FY16	FY17	FY18	FY19	FY20
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VICTORIAN SQUARE ROOM TAX (1415): Capital projects and land acquisitions in the Victorian Square.

Capital Resources

Funding Available from Prior Year	2,584,683	2,889,433	3,064,973	3,291,926	3,670,936
Anticipated Victorian Square Room Tax Revenues	693,000	713,790	735,204	757,260	779,978
Miscellaneous Revenue/Expenses	11,750	11,750	11,750	11,750	11,750
Total Available For Room Tax Projects	3,289,433	3,614,973	3,811,926	4,060,936	4,462,664

VICTORIAN SQUARE ROOM TAX PROJECTS

Planned Capital Improvements

16-2100	Victorian Square Infrastructure Improvement Project Phase 1	350,000				
	Victorian Square Infrastructure Improvement Project Phase 2 & 5		500,000			
	Victorian Square Infrastructure Improvement Project Phase 3			470,000		
	Victorian Square Infrastructure Improvement Project Phase 4				340,000	
	Victorian Square Infrastructure Improvement Project Phase 6					300,000
	Sub-total	350,000	500,000	470,000	340,000	300,000

Annual Recurring Capital Projects and Maintenance/Supplies

STORM	Victorian Square Development Contribution	50,000	50,000	50,000	50,000	50,000
	Sub-total	50,000	50,000	50,000	50,000	50,000

TOTAL VICTORAIN SQUARE ROOM TAX PROJECTS	400,000	550,000	520,000	390,000	350,000
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COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) (1203): Projects that; benefit low and moderate income people; help to prevent or eliminate slum and blight; or meet an urgent need such as a natural disaster.

Capital Resources

Funding Available from Prior Year	0	0	0	0	0
Grant Award	300,000	300,000	300,000	300,000	300,000
Total Available For CDBG Projects	300,000	300,000	300,000	300,000	300,000

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECTS

Planned Capital Improvements

16-2290	Pedestrian and Street Improvements (see "2016 CDBG Pedestrian & Street Improvement" Map)	300,000	300,000	300,000	300,000	300,000
	Sub-total	300,000	300,000	300,000	300,000	300,000

TOTAL CDBG CAPITAL PROJECTS	300,000	300,000	300,000	300,000	300,000
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MUNICIPAL COURT ADMINISTRATIVE ASSESSMENT FUND (1208): Projects that enhance or support municipal court facilities and operations.

Capital Resources

Funding Available from Prior Year	88,363	113,363	8,363	8,363	8,363
Admin Assessment Fees per NRS 176.0611	55,000	55,000	55,000	55,000	55,000
Total Available For Muni Court Projects	143,363	168,363	63,363	63,363	63,363

City of Sparks

Five Year Capital Improvement Plan 2015/16 - 2019/20

Project # Project Description	FY16	FY17	FY18	FY19	FY20
MUNICIPAL COURT ADMIN ASSESSMENT PROJECTS					
<i>Planned Capital Improvements</i>					
Security/Entrance Remodel		140,000			
Sub-total	0	140,000	0	0	0
<i>Annual Recurring Capital Projects and Maintenance/Supplies</i>					
16-2390 Annual Municipal Court Facility Improvements	30,000	20,000	55,000	55,000	55,000
Sub-total	30,000	20,000	55,000	55,000	55,000
TOTAL MUNI COURT CAPITAL PROJECTS	30,000	160,000	55,000	55,000	55,000

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

<i>Capital Resources</i>					
Funding Available from Prior Year	280,309	273,768	270,528	270,640	274,192
Street Cut Permits	250,000	255,000	260,100	265,302	270,608
Miscellaneous Revenue/Expenses	60	60	60	100	100
Less Street Cut personnel and operational costs	(56,601)	(58,299)	(60,048)	(61,850)	(63,705)
Total Available For Street Cut Projects	473,768	470,528	470,640	474,192	481,194

STREET CUT PROJECTS					
<i>Annual Recurring Capital Projects and Maintenance/Supplies</i>					
16-2490 Street Cut Repair Contract	200,000	200,000	200,000	200,000	200,000
Sub-total	200,000	200,000	200,000	200,000	200,000
TOTAL STREET CUT PROJECTS	200,000	200,000	200,000	200,000	200,000

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

<i>Capital Resources</i>					
Capital Funding Available from Prior Year	2,081,097	1,026,428	(2,415,173)	(2,817,135)	(4,168,837)
Connection Fees	2,270,580	2,315,992	2,362,311	2,409,558	2,457,749
Sun Valley TMWRF capital contributions	1,117,796	686,518	800,760	704,094	744,773
Miscellaneous Revenue	320,840	20,529	0	0	0
System Reinvestment Transfer from Operating	4,172,229	4,172,229	4,172,229	4,172,229	4,172,229
Operational Efficiency Projects paid for out of Operating Funds	965,000	565,000	415,000	415,000	415,000
Debt Service	(5,452,121)	(4,874,453)	(4,614,282)	(4,614,282)	(4,614,282)
Total Resources Available for Utilities Projects	5,475,421	3,912,242	720,846	269,463	(993,368)

SEWER PROJECTS					
<i>EXPANSION / REHABILITATION OF SEWER INFRASTRUCTURE SYSTEMS</i>					
16-6590 TMWRF Projects	1,533,993	4,062,415	1,922,981	2,823,300	2,660,176
16-6591 Radio Site Upgrades Phase 2	200,000				
16-6592 Annual Sewer System Rehab	400,000	400,000	400,000	400,000	400,000
16-6593 Annual Sewer System Street Improvement Coordination	100,000	100,000	100,000	100,000	100,000
*Annual Road Ahead					
*RTC Road Ahead					
Sub-total	2,233,993	4,562,415	2,422,981	3,323,300	3,160,176

City of Sparks

Five Year Capital Improvement Plan 2015/16 - 2019/20

Project # Project Description	FY16	FY17	FY18	FY19	FY20
SEWER OPERATIONAL EFFICIENCY PROJECTS					
Rate Study 5 Year Update		75,000			
16-6594 Sewer Water Rights/TROA	75,000	75,000	75,000	75,000	75,000
16-6597 Annual Contingency for Emergencies	250,000	100,000	100,000	100,000	100,000
Sub-total	325,000	250,000	175,000	175,000	175,000
TOTAL SANITARY SEWER PROJECTS	2,558,993	4,812,415	2,597,981	3,498,300	3,335,176

STORM DRAIN PROJECTS

EXPANSION / REHABILITATION OF STORM DRAINS INFRASTRUCTURE SYSTEMS

16-6600 Sparks Marina Pump Station Rehabilitation	450,000				
16-6601 Bergin Way Storm Drain System	100,000	500,000			
16-6690 Annual Storm Drain Street Improvement Coordination	500,000	500,000	500,000	500,000	500,000
*Annual Road Ahead Projects					
*RTC Road Ahead Projects					
*Curb, Gutter, Sidewalk Projects					
16-6691 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					
Sub-total	1,250,000	1,200,000	700,000	700,000	700,000

STORM DRAINS OPERATIONAL EFFICIENCY PROJECTS

Rate Study 5 Year Update		50,000			
16-6693 FEMA CRS/CAV	50,000	50,000	50,000	50,000	50,000
16-6695 Storm Drain Outreach Maintenance Program	15,000	15,000	15,000	15,000	15,000
16-6696 Annual Contingency for Emergencies	250,000	100,000	100,000	100,000	100,000
Sub-total	315,000	215,000	165,000	165,000	165,000
TOTAL STORM DRAINS PROJECTS	1,565,000	1,415,000	865,000	865,000	865,000

EFFLUENT REUSE PROJECTS

EXPANSION / REHABILITATION OF EFFLUENT REUSE INFRASTRUCTURE SYSTEMS

Sub-total	0	0	0	0	0
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EFFLUENT REUSE OPERATIONAL EFFICIENCY PROJECTS

16-6790 Effluent Metered Site Upgrades	25,000	25,000	25,000	25,000	25,000
16-6791 Annual Contingency for Emergencies	150,000	50,000	50,000	50,000	50,000
16-6792 Effluent Master Plan	150,000				
Rate Study 5 Year Update		25,000			
Sub-total	325,000	100,000	75,000	75,000	75,000
TOTAL EFFLUENT REUSE PROJECTS	325,000	100,000	75,000	75,000	75,000

TOTAL SEWER UTILITIES PROJECTS

4,448,993	6,327,415	3,537,981	4,438,300	4,275,176
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Capital Resources - RIVER FLOOD

Funding Available from Prior Year	6,400,497	4,588,005	5,344,660	6,112,532	6,891,620
River Flood User Fees	3,010,030	3,026,112	3,037,329	3,048,545	3,048,545
River Flood Connection Fees	79,238	35,543	35,543	35,543	35,543
Bond/Loan Proceeds	20,000,000				
Contribution from the Flood Project					
Miscellaneous Revenue	98,240	40,000	40,000	40,000	40,000
Debt Service (\$20M, 3% , 10 years)		(2,345,000)	(2,345,000)	(2,345,000)	(2,345,000)
Total Available For RIVER FLOOD Capital Projects	29,588,005	5,344,660	6,112,532	6,891,620	7,670,708

City of Sparks

Five Year Capital Improvement Plan 2015/16 - 2019/20

Project # Project Description	FY16	FY17	FY18	FY19	FY20
RIVER FLOOD PROJECTS					
<i>Planned Capital Improvements</i>					
16-6800 North Truckee Drain Relocation Phase 3	25,000,000				
Sub-total	25,000,000	0	0	0	0
TOTAL CAPITAL PROJECTS - RIVER FLOOD	25,000,000	0	0	0	0
TOTAL SEWER UTILITIES PROJECTS FUNDS 1630-1651	29,448,993	6,327,415	3,537,981	4,438,300	4,275,176

MOTOR VEHICLE FUND (1702): Vehicle replacement and capital improvements to the vehicle maintenance facility.

<i>Capital Resources</i>					
Funding Available from Prior Year	1,600,173	360,978	1,231,510	2,978,445	4,816,131
Vehicle Rent and Replacement Cost Contributions from other Funds	3,079,034	3,232,986	3,394,635	3,564,367	3,742,585
Fuel Reimbursement from other Funds	574,649	2,000,000	2,000,000	2,000,000	2,000,000
Miscellaneous Revenue	81,000	107,000	107,000	107,000	107,000
Less transfer to General Fund	(1,000,000)	0	0	0	0
Less Motor Vehicle Fund personnel, services & supplies, debt service	(2,504,658)	(2,629,890)	(2,761,385)	(2,899,454)	(3,044,427)
Total Available For Vehicle Replacement and Capital Projects	1,830,198	3,071,074	3,971,760	5,750,357	7,621,289

CITY VEHICLE AND EQUIPMENT REPLACEMENTS

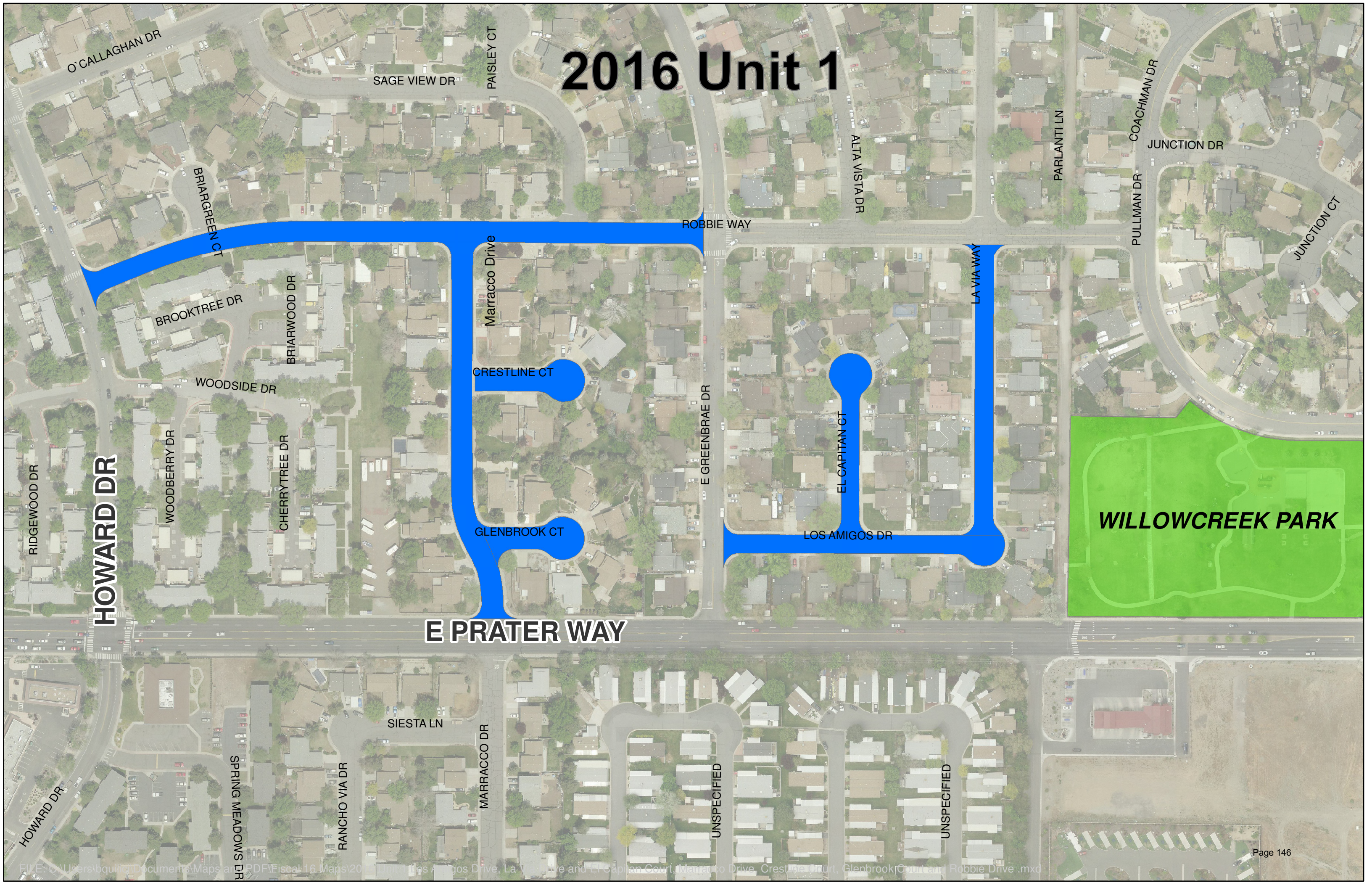
16-7500 Vehicle & Equipment Replacement Plan - current year	1,469,220	1,839,564	993,315	934,226	934,226
Sub-total	1,469,220	1,839,564	993,315	934,226	934,226
TOTAL MOTOR VEHICLE RELATED PROJECTS	1,469,220	1,839,564	993,315	934,226	934,226

Capital Resources - Fire Apparatus Replacement Plan

Funding Available from Prior Year	0	38,743	199,924	332,163	434,016
General Fund transfer	589,993	739,993	739,993	739,993	734,054
Total Available For Fire Apparatus Replacement	589,993	778,736	939,917	1,072,156	1,168,069

100902 Fire Apparatus Replacement Plan - 1702	551,250	578,813	607,753	638,141	670,048
Sub-total	551,250	578,813	607,753	638,141	670,048
TOTAL Fire Apparatus Replacement Plan	551,250	578,813	607,753	638,141	670,048
TOTAL VEHICLE & APPARATUS REPLACEMENT FUND 1702	2,020,470	2,418,377	1,601,068	1,572,367	1,604,274
Replacement Cost Contributions from other Funds					

2016 Unit 1



HOWARD DR

E PRATER WAY

WILLOWCREEK PARK

2016 Unit 2

REED HIGH SCHOOL

N MC CARRAN BLVD

BARING BLVD

FIRE 2

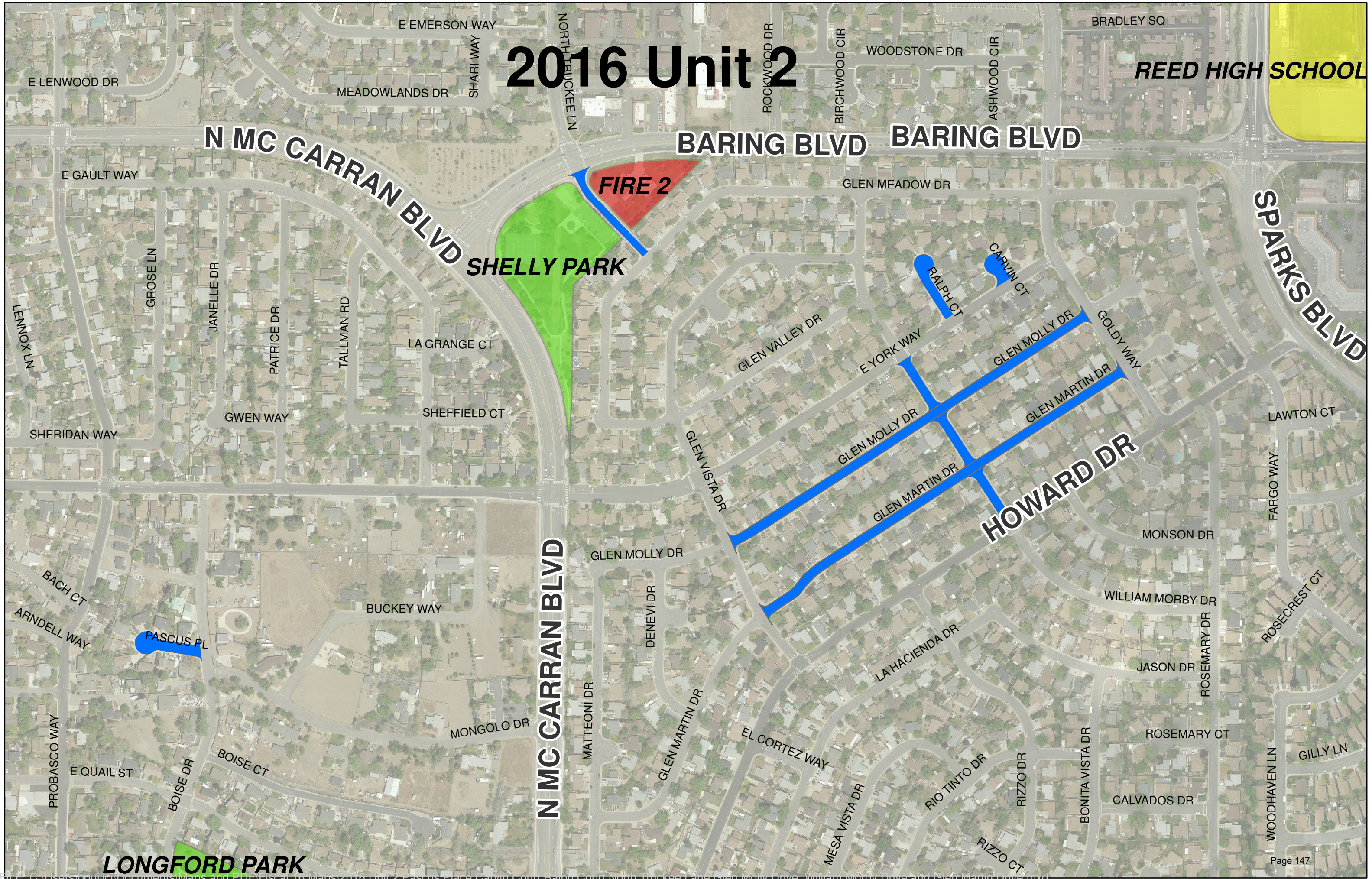
SHELLY PARK

SPARKS BLVD

HOWARD DR

N MC CARRAN BLVD

LONGFORD PARK



2016 Unit 3

WEDEKIND RD

ADEL WAY

SUE WAY

PLYMOUTH WAY

ZEPHYR WAY

YORK WAY

MANCHESTER WAY

LONDON CIR

VANCE WAY

BYRD DR

TYLER WAY

TRABERT WAY

MEADOWVALE WAY

16TH ST

OPPIO ST

CHESTER SQ

OPPIO ST

16TH ST

17TH ST

CHLORIS CIR

GAULT WAY

DODSON WAY

PLYMOUTH WAY

ZEPHYR WAY

XMAN WAY

WELLING WAY

UPTON WAY

SBRAGIA WAY

RUSSELL WAY

14TH ST

11TH ST

OPPIO PARK

SPARKS MIDDLE SCHOOL

AGNES RISLEY SCHOOL

ALICE MAXWELL SCHOOL

ROCK BLVD

SULLIVAN LN

19TH ST

18TH ST

TRABERT CIR

DELAWARE CT

BURROWS CT

S MACKENZIE CIR

PONDEROSA DR

CAPURRO WAY

2016 Unit 4

HOWARD DR

SPARKS BLVD

VAN METER PARK

KATHERINE DUNN SCHOOL



2016 Prevent Area 1

LOS ALTOS PKWY

LOS ALTOS PKWY

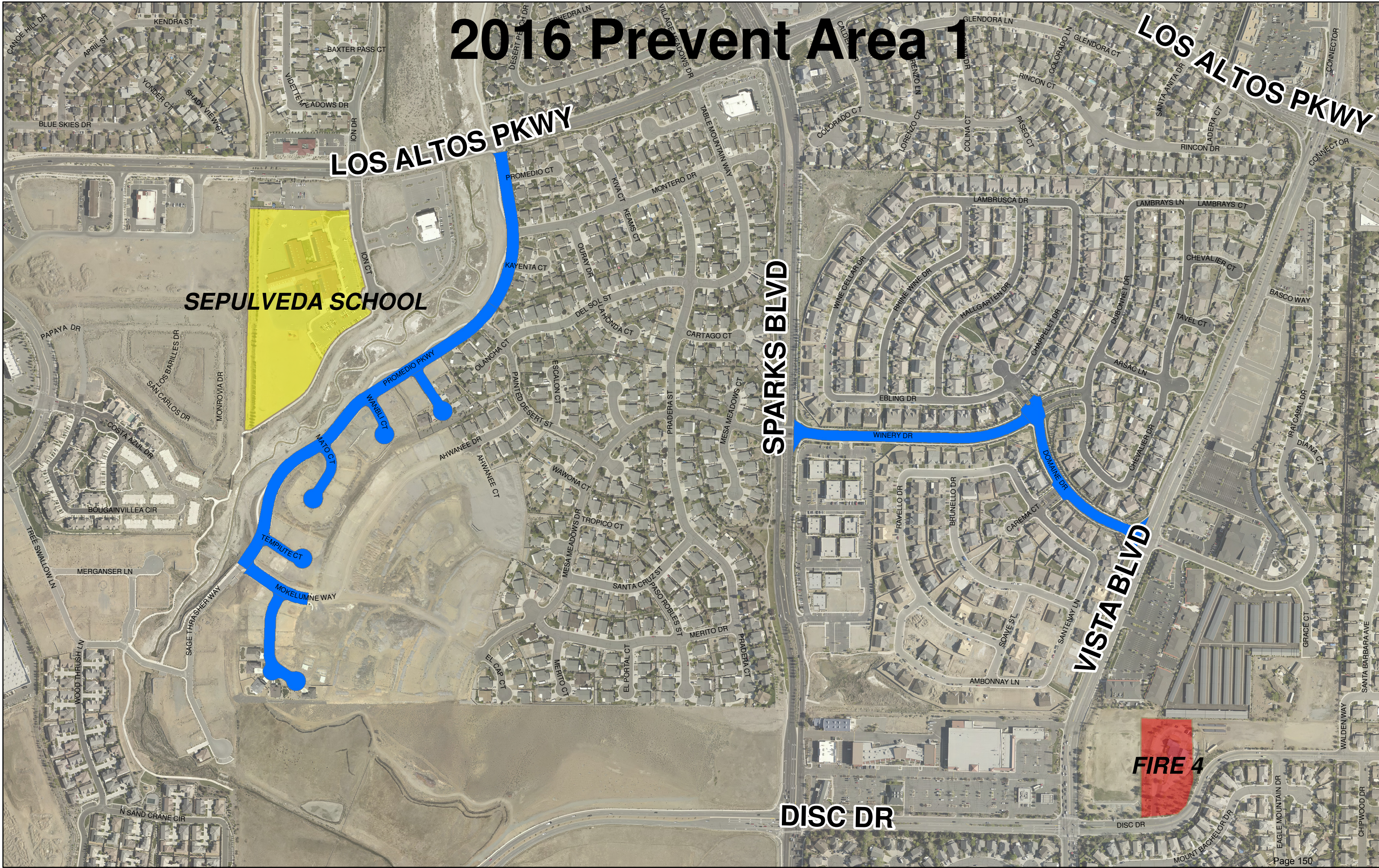
SEPULVEDA SCHOOL

SPARKS BLVD

VISTA BLVD

DISC DR

FIRE 4



2016 Prevent Area 2

WEDEKIND REGIONAL PARK

LES HICKS Jr. PARK

PAH RAH MOUNTAIN PARK

JERRY WHITEHEAD SCHOOL

AIMONE PARK

SHADOW MOUNTAIN SPORTS COMPLEX

ALF SORENSEN COMMUNITY CENTER

REED HIGH SCHOOL

N MC CARRAN BLVD

BARING BLVD

FIRE 2

SHELLY PARK

HOWARD DR

SPARKS BLVD

VISTA BLVD VISTA BLVD

CITY RECREATION CENTER

LOU MENDIVE MIDDLE SCHOOL

LLOYD DIEDRICHSEN SCHOOL

CHURCH PARK

VAN METER PARK

2016 Prevent Area 3



PYRAMID WAY

SPARKS BLVD

Eagle Pass Road

Silver Coyote Drive

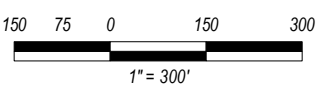
Henry Orr Parkway

COYOTE SPRINGS PARK

2016 Prevent Area 4



Lazy Five Regional Park



NOTE: The scale and configuration of all information shown hereon are approximate only and are NOT intended as a guide for design or survey work. Reproduction is NOT permitted without prior written permission from the City of Sparks.



Legend

- FY 2016
- FY 2017 - 2020

projects_20150331.mxd



CDBG Projects

LILLARD DR

BRIERLEY WAY

SALOMON CT

WISTA BLVD

Phase 3



Phase 1 (Completed)

E GREG ST

Phase 2 (Completed)

LARKIN CIR

HULDA CT
HULDA WAY

SPARKS BLVD



FY16 Vehicle Replacement List and Fire Apparatus Replacement Plan

Priority	Dept.	Division	Vehicle #	Current Mileage	Current Condition	Expected Life Miles	Purchase Price	Replacement Cost	Replacement Class Code	Replacement Vehicle Type	Carry Over	Deferable	Replace With	Replacement Number	Notes	life of vehicle	program - pull from RTA
one	Community Services	TMWRF	24A	93016	poor	15 years/ 15000	\$23,010.00	\$40,000.00	18	3/4 pickup 4X4	yes	no	3/4 pickup 4X4	4401			15 091344
one	PD	Patrol	216K	124280	poor	5 years/ 125000	\$26,062.25	\$65,000.00	9	SUV 4X4	no	no	Tahoe	2600			5 091344
one	PD	SWAT	236B	18265	fair	20 years/ 125000	\$28,382.71	\$200,000.00	48	trailer	yes	no	trailer	2700			20 091539
one	PD	Patrol	241K	121548	poor	125000	\$25,813.25	\$65,000.00	9	SUV 4X4	no	yes	Tahoe	2601			5 091344
one	PD	Patrol	244J	124116	poor	125000	\$26,062.25	\$65,000.00	9	SUV 4X4	no	no	Tahoe	2602			5 091344
one	PD	Patrol	234L	112254	poor	125000	\$38,252.30	\$65,000.00	9	SUV 4X4	no	no	Tahoe	2603			5 091344
one	PD	Patrol	252E	124311	poor	125000	\$25,581.00	\$65,000.00	9	SUV 4X4	no	no	Tahoe	2604			5 091344
one	PD	Patrol	260C	119541	poor	125000	\$26,062.25	\$65,000.00	9	SUV 4X4	no	no	Tahoe	2605			5 091344
one	PD	Patrol	217G	135343	poor	125000	\$41,820.71	\$65,000.00	9	SUV 4X4	no	no	Tahoe	2607			5 091344
one	PD	Patrol	742A	na	fair	20 years	\$7,170.00	\$65,000.00	9	SUV 4X4	no	no	Tahoe	2606			5 091543
two	FD	FD Prevention	304D	74699	fair	10 years/ 125000	\$18,708.61	\$40,000.00	14	1/2 pickup 4x4	no	yes	1/2 pickup 4x4	3003	1/2 short bed p/u, 4wd, extended cab, basic bed cap, traffic advisor. (maybe red lights too)		10 101632
two	FD	FD Engineering	310c	80412	fair	10 years/ 125000	\$22,521.37	\$40,000.00	14	1/2 pickup 4x4	no	yes	1/2 pickup 4x4	3004	1/2 short bed p/u, 4wd, extended cab, basic bed cap, traffic advisor. (maybe red lights too)		10 101383
two	FD	FD Prevention	317A	72339	fair	10 years/ 125000	\$25,109.50	\$40,000.00	14	1/2 pickup 4x4	no	yes	1/2 pickup 4x4	3005	1/2 short bed p/u, 4wd, extended cab, basic bed cap, traffic advisor. (maybe red lights too)		10 101632
one	FD	FD training	316A	64625	fair	10 years/ 125000	\$31,701.96	\$50,000.00	14	3/4 pickup 4X4	no	no	extend cab short bed	3006	3/4 4wd p/u extended cab, short bed w/HD metal cap, light pkg, truck vault center console		10 101631
two	Community Services	Sewer Engineering	439A	61636	fair	20 years/ 125000	\$20,074.73	\$30,000.00	18	1/2 pickup 2wd	no	yes	1/2 pickup 2wd	4203			20 130600
two	Community Services	Sewer Engineering	460B	39976	fair	20 years/ 125000	\$17,260.18	\$35,000.00	18	1/2 pickup 4x4	no	yes	crew cab p/u	4402	1/2 short bed p/u, 4wd, crew cab, traffic advisor (maybe reissue 453C instead of new)		20 130600
one	Community Services	Street Maintenance	508C	49404	poor	20 years/ 125000	\$26,895.97	\$45,000.00	24	Flatbed	no	no	F450	4702			20 99-1401
one	Community Services	Drains O&M	526B	67676	poor	20 years/ 125000	\$27,503.51	\$50,000.00	24	Small Dump	no	no	F550	4703			20 130585
one	Community Services	Drains O&M	723F	2692	poor	15 years/ 7500 hours	\$90,493.63	\$75,000.00	37	refurbish	yes	no	refurbish	723F	Install Hydraulic thumb - refurbish same time as 736D		15 130585
one	Community Services	Drains O&M	736D	6621 Hours	poor	15 years/ 7500 hours	\$93,926.00	\$150,000.00	37	refurbish	yes	no	refurbish	736D	refurbish instead of replace		15 130585
one	Community Services	Parks Maintenance	441C	99771	poor	20 years/ 125000	\$20,869.94	\$31,000.00	21	chassis	no	no	one ton	4700	reuse utility body		20 130520
one	Community Services	Parks Maintenance	457B	82834	poor	20 years/ 125000	\$19,990.50	\$40,000.00	21	chassis	no	no	one ton	4701	utility baody install by Champion Chevrolet		20 130520
one	Community Services	Parks Maintenance	534A	53429	poor	20 years/ 125000	\$30,210.00	\$45,000.00	24	Flatbed	no	no	F450	4703			20 130520
one	Community Services	Parks Maintenance	608B	4033hrs	poor	20 years/ 7500 hours	\$10,329.00	\$35,000.00	36	air compressor	no	no	same	7611			20 130520
three	Community Services	Parks Maintenance	946A	260 hours	fair	20 years/ 7500 hours	\$25,873.50	\$3,220.00	30	Walk behind debris vacuum	no	yes	Walk behind debris vacuum	9100			20 130520
							Total	\$1,469,220.00									

FIRE APPARATUS REPLACEMENT PLAN - dates reflect order/pay dates not in serv dates, 5% annual inflationary	FY16	FY17	FY18	FY19	FY20
FUNDING FOR PLAN:					
*Utilized expiring lease pymnt amts then fund annually for \$700,000 per J Cronk	\$ 550,000.00	\$ 700,000.00	\$ 700,000.00	\$ 700,000.00	\$ 700,000.00
*Additional funding including sale of old apparatus.					
*Vehicle #3201 cost recovery to be discontinued as part of this program - 11.5 yrs remain @fy15	\$ 10,297.00	\$ 10,297.00	\$ 10,297.00	\$ 10,297.00	\$ 10,297.00
*Vehicle #343385 cost recovery to be discontinued as part of this program - 4.8 yrs remain @fy15	\$ 29,696.00	\$ 29,696.00	\$ 29,696.00	\$ 29,696.00	\$ 23,756.80
resource subtotal:	\$ 589,993.00	\$ 739,993.00	\$ 739,993.00	\$ 739,993.00	\$ 734,053.80
REPLACEMENT OF CURRENT LEASED APPARATUS - orig purchase price in Col C - replacement cost with inflation in 5 yr plan.					
PUMPER #3	\$ 525,000.00	\$ (551,250.00)			
PUMPER #4	\$ 525,000.00	\$ (578,812.50)			
PUMPER #5	\$ 525,000.00		\$ (607,753.13)		
PUMPER #6	\$ 525,000.00			\$ (638,140.78)	
PUMPER #7	\$ 525,000.00				\$ (670,047.82)

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Five Year Capital Improvement Plan 2015/16 - 2019/20 - Project Descriptions

Project. #	Project Title	Project Description
16-0500	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 2015-2016 is included in this book.
16-0501	Sidewalk Rehab	
16-0502	Alley, Parking Lot and Pathway Rehab	
16-0503	Street & Alley Surfaces - Preventative	
16-0590	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>
16-0591	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>
16-0600	Traffic Signal Software and Controller Upgrades	There is a stressing need for upgrading our traffic signal system software and signal controllers. Our current system (ACTRA) is obsolete and incompatible with our new software. The ACTRA system is no longer supported by the manufacturer (Siemens) and runs on the outdated Microsoft XP platform along with a deficiency in available RAM (8 vs. 12). To upgrade the existing controllers is the same cost as a new controller.

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Five Year Capital Improvement Plan 2015/16 - 2019/20 - Project Descriptions

Project. #	Project Title	Project Description
16-0690	Traffic Safety	<p>This funding now combines three previously independent projects into one source of funding for traffic safety improvements:</p> <ol style="list-style-type: none"> 1. Safe Routes to Schools 2. Citywide Signal Coordination/Capacity Improvements 3. Traffic Calming Enhancements <p>These funds are intended to be used as a part of studies, reviews, and/or infrastructure and equipment that improve overall traffic safety in the City of Sparks. The City regularly works with WCSD on improvements for safe routes to schools, doing traffic counts and controller upgrades for signals, and studies in areas of growth that may require traffic calming improvements</p>
16-0691	Electrical Systems Upgrade	<p>This funding now combines five previously independent projects into one source of funding for traffic signal electrical upgrades:</p> <ol style="list-style-type: none"> 1. Traffic Signal Detection Upgrades 2. Traffic Signal Conflict Monitor Replacement Projects 3. Traffic Signal Computer Maintenance and Upgrades 4. Traffic Signal LED Replacement Program 5. Contracting Services-Traffic Signal Electrical <p>These funds are intended to be used as a part of installation, replacement, and/or upgrade of electrical system components of the traffic signal systems.</p>
16-0692	MUTCD Sign Compliance Requirements Review Program	<p>The Federal Highway Administration (FHWA) established 23 CFR Part 655 of the Federal Register on January 22, 2008. This document establishes national traffic sign retro reflectivity standards and implementation time frames. Signage that fall below the standard must be replaced based on an on-going sign assessment and sign management program. These new standards will be included in the 2009 Manual on Uniform Traffic Control Devices (MUTCD). Staff has four years to implement the standard. This program will replace substandard signage beginning in the fifth year.</p>
16-0693	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>
16-1000	Capital Projects - City Facilities - Annual City Wide Elevator Retrofit & Upgrades	<p>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.</p>

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Five Year Capital Improvement Plan 2015/16 - 2019/20 - Project Descriptions

Project. #	Project Title	Project Description
16-1001	Capital Projects - City Facilities - Special Event Signage	This project is for the purchase of sign materials and installation of signs along Victorian Avenue to help patrons of special events be able to identify their location. This is especially vital when in need of emergency assistance and being able to identify to the dispatcher their location. This project was developed from the Emergency Management teams review of incidents at special events and developing a better response. It is estimated that approximately 24 signs will be needed for Victorian Ave between Pyramid Way and 15th Street.
16-1002	Capital Projects - City Facilities - Alf Preschool & Lobby HVAC modifications.	This project is for the modification of the existing HVAC system providing cooling and heating in the Lobby/Preschool area at Alf Sorensen Community Center.
16-1003	Capital Projects - City Facilities - Police Department HVAC System Retrofit 1st/2nd/Basement Design	This project will consist of the design of HVAC system upgrades at the Police Department. It will include the installation of a standalone system for the basement and modification of the existing system for the 1st and 2nd floors. This will provide a more efficient balanced system to the facility.
16-1004	Capital Projects - City Facilities - City Hall HVAC Upgrades and Construction	This project is for the construction and installation of a new HVAC system at City Hall along with installing an HVAC control system to reduce maintenance time troubleshooting the system. The old system is requiring increased maintenance, uses more energy to operate, and does not provide uniform heating and cooling.
16-1005	Capital Projects - City Facilities - Annual Carpet Replacement - Stairs & Attorney's Area	The carpet on the stairs and in the attorney's office of City Hall is worn, frayed, and deteriorating rapidly. The carpet is in need of replacement in these areas.
	Capital Projects - City Facilities - Annual Carpet Replacement - City Hall 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 basement of City Hall will need replacement in Fiscal Year 2014-2015.
	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 - Fire Department Station 1 Security System Replacement	The current security system is operating on the obsolete Windows XP Operating System. This system has been isolated off the city network and is functioning as a standalone system. The system is beginning to show it's age and eventually the system will become inoperable. The existing security system is in need of replacement.

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Five Year Capital Improvement Plan 2015/16 - 2019/20 - Project Descriptions

Project. #	Project Title	Project Description
	Capital Projects - City Facilities - Police Department Window Energy Efficiency Project	The Police Department 2nd Floor Window Treatment Project is planned to install window treatments (shades) all along the South, East, and West windows on the second floor. The existing windows do not have treatment and due to thermal heating from the sun in the summer and winter it creates heating/cooling issue throughout the building that is impossible to regulate. Mechanical/Electrical Issue
	Capital Projects - City Facilities - Police Department HVAC System Retrofit 1st/2nd/Basement Construction	This project will consist of the design of HVAC system upgrades at the Police Department. It will include the installation of a standalone system for the basement and modification of the existing system for the 1st and 2nd floors. This will provide a more efficient balanced system to the facility.
	Capital Projects - City Facilities - Carpet Replacement - Maintenance Yard Main Building Carpet Replacement Project	Existing carpet has a limited life and when carpet begins to deteriorate and fray replacement is required over time. The carpeting at the Maintenance Yard Main Building is planned for Fiscal Year 2016-2017.
	Capital Projects - City Hall - Roof Trim Replacement 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. The metal roof trim is deteriorating to a point near failure and requires replacement.
	Capital Projects - City Facilities - Carpet Replacement - Fire Department Station 1 Project	Existing carpet has a limited life and when carpet begins to deteriorate and fray replacement is required over time. The carpeting at Fire Station 1 is planned for Fiscal Year 2016-2017.
	Capital Projects - City Facilities - Annual Carpet Replacement - City Hall Community Services Wing	Existing carpet has a limited life and when carpet begins to deteriorate and fray replacement is required over time. The carpet in the basement of City Hall will need replacement in Fiscal Year 2016-2017.
	Capital Projects - City Facilities - C Street Garage Rehab Phase 2	This project is the second phase of rehabilitation of the C Street Parking Garage. The project will include obtaining professional services for a major evaluation by a structural engineer, design and construction/rehabilitation of the two stairwells, and crack sealing and painting of the structure.
	Capital Projects - City Facilities - Police Department Parking Lot Paving Project Unimproved Area	This project will construct additional asphalt cement parking area at the Police Department in the existing dirt unimproved area within the security fence.
	Capital Projects - City Facilities - Police Department Evidence Building Bird Netting Project	The Police Department Evidence Building Bird Netting Project will install bird netting and spikes throughout the facility to help eradicate birds from this facility. The birds are creating a continual maintenance issue, as well as possible contamination of evidence. Maintenance Issue.

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Five Year Capital Improvement Plan 2015/16 - 2019/20 - Project Descriptions

Project. #	Project Title	Project Description
	Capital Projects - City Facilities - Police Department Records Area Remodel	This project will construct four new offices in the existing records area on the 1st Floor at the Police Department. These offices will be for the sergeants and lieutenants.
	Capital Projects - City Facilities - Police Department Basement Painting Project	This project is for the preparation and painting of the basement.
	Capital Projects - City Facilities - Carpet Replacement - Fire Department Station 4 Project	Existing carpet has a limited life and when carpet begins to deteriorate and fray replacement is required over time. The life expectancy is longer at Fire Station 4 with replacement planned in Fiscal Year 2016-2017.
	Capital Projects - City Facilities - Police Department Dispatch Expansion Project	This project will design and construct the expansion of the existing Dispatch area into the adjacent conference room on the 2nd floor.
16-1090	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.
16-1091	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.
16-1092	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.
	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.

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Five Year Capital Improvement Plan 2015/16 - 2019/20 - Project Descriptions

Project. #	Project Title	Project Description
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.
16-1500	Capital Facilities - Facilities - UPS System Upgrade Police Department	This project is for the removal of the existing 10KVa system and installation of the old City Hall 20kva Uninterruptable Power Supply (UPS) at the police station.
16-1501	Capital Projects - City Facilities - Fire Station No 1 3rd Floor Shower Room Remodel	This project will consist of the design and construction of the Fire Station No. 1 crew shower room.
16-1502	Capital Facilities - Facilities - Fire Station No 1 - Digital Control System Project	The Fire Station No 1 Digital Control System Project is for the installation of the Allerton Digital Control System which reduces heating and cooling cost as well as improves maintenance identification of problems. Mechanical Issue.
16-1503	Capital Facilities - Facilities - Finance/IT Restroom Renovation	The Finance/IT restroom in the north wing of City Hall is in dire need of renovation. The floor is buckling and unsafe from water penetrating the floor and there are no ADA accessible restroom in that area of City Hall. This project will remove and replace the floor, fix water damage, install new tile, and make the restrooms ADA accessible.
	Capital Facilities - Facilities - Special Events Area CCTV	This project will be for purchase and installation of CCTV camera's and associated hardware in the Victorian Square and Sparks Marina areas to aid emergency responders during special events. This may also include areas at Golden Eagle Regional Park. This project was developed from the Emergency Management Team meetings.
	Capital Facilities - Facilities - Secondary Heater for Maintenance Yard Vehicle Storage Building Project	The Secondary Heater for Maintenance Yard Vehicle Storage Building will provide a back up redundant heating source for the new vehicle storage building. The existing heating system is a green waste oil system that periodically shuts down and requires reset. The secondary system would be tied to an existing gas line and be sized to provide enough warm air to protect the equipment in this building. It would have a set point to come on incase of the primary waste oil system going off line during non working hours. Mechanical/Electrical Issue.

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Five Year Capital Improvement Plan 2015/16 - 2019/20 - Project Descriptions

Project. #	Project Title	Project Description
	Capital Facilities - Facilities - Maintenance Yard Bull Pen Ventilation Improvement Project	This project will upgrade the existing ventilation system. The existing system does not provide proper ventilation of the facility.
	Capital Facilities - Facilities - Citywide Re-Keying/Security Improvements	This project will be phased over several years re-keying and providing security upgrades to all City Buildings. The first phase of the project would begin at City Hall. FY15/16 - FY19/20
16-1600	Parks and Recreation - Alf Sorenson Gym Floor Replacement	In July of 2014 bubbles began to form in various areas of the Alf Sorenson gym floor. There is moisture infiltrating through the existing slab on grade below the floor which is causing the maple floor to swell and raise up. This funding will remedy the moisture problem along with remove and replace the existing floor that has been damaged by moisture.
16-1601	Parks and Recreation - Alf Sorenson Shower Improvement	The shower rooms in Alf Sorenson have been showing signs of water infiltration into the walls which is causing moisture damage on the exterior of the walls. This project will include redoing the walls and floor base along with tiling and all other items required to fix the moisture problem and improve aesthetics.
16-1602	Parks and Recreation - Pah Rah Park Restroom Project	This project is for the removal and replacement of the existing bathroom at Pah Rah Park. The existing structure has become dilapidated and maintenance intensive. With the addition of the "All Abilities" Playground it has been determined a new structure needs to be constructed.
	Parks and Recreation - C Street Parking Garage(s) Video Surveillance Upgrades	Both parking garages off of C Street are vandalized on a regular basis. There is existing surveillance systems, but they are outdated and at times do not work. Upgrading the video surveillance system would help reduce vandalism and provide higher quality recordings.
	Parks and Recreation - Oppio Park Parking Lot	This project is for the construction of a new parking lot for Oppio Park on the east side of the park north of Sparks Middle School. This will improve access for residents using the park.
	Parks and Recreation - Victorian Amphitheatre Side Enclosure - Ph. 2	This is Phase 2 of enclosing the Victorian Amphitheater. This would provide bird screens and roll up doors to enclose the Amphitheater when not in use. This will reduce vandalism and prevent birds from entering the building.
	Parks and Recreation - 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.

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Five Year Capital Improvement Plan 2015/16 - 2019/20 - Project Descriptions

Project. #	Project Title	Project Description
	Parks and Recreation - LDJ Window Coverings on South Side Fitness Center Windows	The windows on the fitness center at LDJ face due south and it gets very warm in that room during the summer months. This project will provide a method of reducing the heat that radiates into the room and improve cooling efficiency.
	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.
16-1690	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.
16-1691	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.
16-1692	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.
16-1693	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.
16-1694	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.
16-1695	Parks and Recreation - Victorian Square Enhancements	This project is the revitalization of Victorian Ave between Pyramid Way to 15th Street.
16-1696	Parks and Recreation - Annual Park Facility Improvement Project	Funding will be specifically for projects at the City's various park facilities. It will be used for unforeseen issues that arise throughout the year at these facilities and are beyond the City's staff ability to correct. Projects will be developed by the Community Services Engineering & Maintenance and Parks staff as facility issues arise.

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Five Year Capital Improvement Plan 2015/16 - 2019/20 - Project Descriptions

Project. #	Project Title	Project Description
16-1700	Parks and Recreation - Golden Eagle Regional Park (GERP) - Installation of Fence and Concrete Around Multi-Use Fields	The multi use fields have a 6 ft. wide area of decorative rock installed around two sides of the field. This rock migrates onto the field and into the adjacent grass along with weeds growing within the rock landscaping. This creates extra maintenance, can damage the fields, and may be a safety concern. This project would remove the rock and replace it with concrete. Also unauthorized ATV's drive onto the fields occasionally. This project remedies that problem by installing fence around the east side of the field.
	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.
16-1790	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.
16-1890	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.
16-1990	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.
16-2090	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.
16-2100	Room Tax Projects - Victorian Square Infrastructure Improvement Project Phase 1	This is an infrastructure project that is aimed at upgrading and improving the overall aesthetics and safety of Victorian Square. The project has been broken up into four phases starting from Pyramid Way moving west. The first phase includes the section along Victorian Avenue on the north and south side from Pyramid Way to 10th Street.
	Room Tax Projects - Victorian Square Infrastructure Improvement Project Phase 2	This is an infrastructure project that is aimed at upgrading and improving the overall aesthetics and safety of Victorian Square. The project has been broken up into four phases starting from Pyramid Way moving west. The second phase includes the section along Victorian Avenue on the north and south side from 10th Street to 11th Street.
	Room Tax Projects - Victorian Square Infrastructure Improvement Project Phase 3	This is an infrastructure project that is aimed at upgrading and improving the overall aesthetics and safety of Victorian Square. The project has been broken up into four phases starting from Pyramid Way moving west. The third phase includes the section along Victorian Avenue on the north and south side from 11th Street to the newer core plaza area south of the theater.

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Five Year Capital Improvement Plan 2015/16 - 2019/20 - Project Descriptions

Project. #	Project Title	Project Description
	Room Tax Projects - Victorian Square Infrastructure Improvement Project Phase 4	This is an infrastructure project that is aimed at upgrading and improving the overall aesthetics and safety of Victorian Square. The project has been broken up into four phases starting from Pyramid Way moving west. The fourth phase includes the section along Victorian Avenue on the north and south side from the newer core plaza area south of the theater and ending at 15th Street.
16-2190	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.
16-2290	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.
	Municipal Court - Security/Entrance Remodel	The security area along with the vestibule at the Muni-Court are becoming outdated. This project will improve public access and security of the existing Municipal Court Building.
16-2390	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.
16-2490	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.
16-6590	Sparks Utilities Projects - Sewer System - TMWRF Projects	Truckee Meadows Water Reclamation Facility (TMWRF) capital projects as approved by the JCC.
16-6592	Sparks Utilities Projects - Sewer System - Sewer System Rehabilitation Project	<p>Appropriations for this project will allow for sewer infrastructure rehabilitation and replacements as needed and/or identified as part of the utility assessment condition program. Coordination with selected Rehab/Recon Road Work Projects as scheduled for future years shall be considered.</p> <p>It is anticipated that one comprehensive Annual Sewer Rehabilitation Project will be developed to address the highest priority/risk lines as identified. There is a current list of defective sewer lines, primarily based on the results of the condition assessment program, being maintained for the development of</p>
		These appropriations are for sewer infrastructure rehabilitations in support of annual RTC Regional Road Projects. This may include removal and replacement /lining/bursting of SS main/laterals, SSMH's, and SSMH Lids.

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Five Year Capital Improvement Plan 2015/16 - 2019/20 - Project Descriptions

Project. #	Project Title	Project Description
16-6593	Sparks Utilities Projects - Sewer System - Sewer System Street Improvement Coordination - Annual Road Ahead and RTC Road Ahead	<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>Identified project areas include: Ashwood, Woodstone, Rockwood, Palmwood, Sandwood, Pinewood, Baywood, and Del Rosa. Additional Sparks Road Ahead project areas may be funded that are not currently listed but moved ahead by the City of Sparks due to positive competitive bidding.</p>
	Sparks Utilities Projects - Sewer System - Rate Study 5 Year Update	5-year rate study Update, equity analysis.
16-6594	Sparks Utilities Projects - Sewer System - Sewer Water Rights/TROA	The Cities of Reno and Sparks currently have been granted 6,700 acre-feet of ground water under our public right of ways. Through the TROA negotiations, the Cities and TMWRF are investing and building up a water rights fund to purchase water rights for downstream water quality through instream flows. Sparks share for this future investment is approximately \$10 million of the \$30 million total water right program. This item is to specifically purchase water rights that would go toward expanded effluent use.
16-6595	Sparks Utilities Projects - Sewer System - Large Diameter Maintenance and Assessments	Bi-annual system cleaning and maintenance for large diameter sewers
16-6596	Sparks Utilities Projects - Sewer System - Real Property/Right of Way Services	This funding is for Real Property/Right of Way Consultant Services that may be required throughout the year for Sanitary Sewer related projects.

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Five Year Capital Improvement Plan 2015/16 - 2019/20 - Project Descriptions

Project. #	Project Title	Project Description
16-6597	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>
16-6600	Sparks Utilities Projects - Storm Drain System - Sparks Marina Pump Station Rehabilitation	Replacement and upgrade of Sparks Marina Lake Pump Stations.
16-6601	Sparks Utilities Projects - Storm Drain System - Bergin Way Storm Drain System	Improvements to Bergin Way and Glendale Boulevard drainage system to alleviate localized flooding. Approximately 3200 linear feet of new piping.

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Five Year Capital Improvement Plan 2015/16 - 2019/20 - Project Descriptions

Project. #	Project Title	Project Description
16-6690	Sparks Utilities Projects - Storm Drain System - Annual Street Improvement Coordination - Annual Road Ahead Projects, RTC Road Ahead Projects and Curb, Gutter, Sidewalk Projects	These appropriations are for sewer infrastructure rehabilitations in support of annual RTC Regional Road Projects. This may include removal and replacement /lining/bursting of SS main/laterals, SSMH's, and SSMH Lids.
		These appropriations are for sanitary sewer infrastructure rehabilitations in support of annual Sparks Road Ahead Projects. This may include removal and replacement /lining/bursting of SS main/laterals, SSMH's, and SSMH Lids. Identified project areas include: Ashwood, Woodstone, Rockwood, Palmwood, Sandwood, Pinewood, Baywood, and Del Rosa. Additional Sparks Road Ahead project areas may be funded that are not currently listed but moved ahead by the City of Sparks due to positive competitive bidding.
		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.
16-6691	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 project sites include: Orr Ditch North Truckee Ditch - Howard Dr, Goldy Wy to N Truckee Drain Greenbrae Dr Storm Drain - 36in backyard line between Pyramid and Stanford
		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.
	Sparks Utilities Projects - Storm Drain System - Storm Drain Master Plan Update	5-year master plan update in anticipation of 17/18 Rate Study
	Sparks Utilities Projects - Storm Drain System - Rate Study 5 Year Update	5-year rate study Update, equity analysis
16-6693	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.

CITY OF SPARKS

Five Year Capital Improvement Plan 2015/16 - 2019/20 - Project Descriptions

Project. #	Project Title	Project Description
16-6694	Sparks Utilities Projects - Storm Drain System - Real Property/Right of Way Services	This funding is for Real Property/Right of Way Consultant Services that may be required throughout the year for Storm Drain related projects.
16-6695	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.
16-6696	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>
16-6790	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 2015/16 - 2019/20 - Project Descriptions

Project. #	Project Title	Project Description
16-6791	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>
16-6792	Sparks Utilities Projects - Effluent System - Effluent Master Plan Update	5-year master plan update in anticipation of 17/18 Rate Study. A regional effluent reuse master planning effort is anticipated for FY16.
	Sparks Utilities Projects - Effluent System - Rate Study 5 Year Update	5-year rate study Update, equity analysis.
16-6800	Sparks Utilities Projects - Storm Drain System - RIVERFLOOD - North Truckee Drain Relocation Ph. 2	Phase 2 of North Truckee Drain project. Funded by Bond Proceeds to be repaid by River Flood funding.
	Sparks Utilities Projects - Storm Drain System - RIVERFLOOD - North Truckee Drain Relocation Ph. 3	Phases 3 and 4 of the North Truckee Drain Relocation project. Phase 3 extends from westerly end of Phase 1 to interception of existing North Truckee Drain ditch. Phase 4 continues Phase 3 westerly, including UPRR crossing and I-80 connection.
16-7500	Municipal Yard - City Vehicle & Equipment Replacement - Replacement Plan	Each year, the Fleet Management Group approves a list of vehicles needing replacement based on many factors such as age of the vehicle, mileage and maintenance history. A spreadsheet contained in this CIP document provides a complete listing of these vehicles. Funding is through depreciation, maintenance and repair rates charged to departments/programs that use Equipment Services.

City of Sparks Redevelopment Agency
Five Year Capital Improvement Plan 2015/16 - 2019/20

Project #	Project Description	FY16	FY17	FY18	FY19	FY20
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REDEVELOPMENT AREA I: Projects in the downtown area funded by property taxes.

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

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

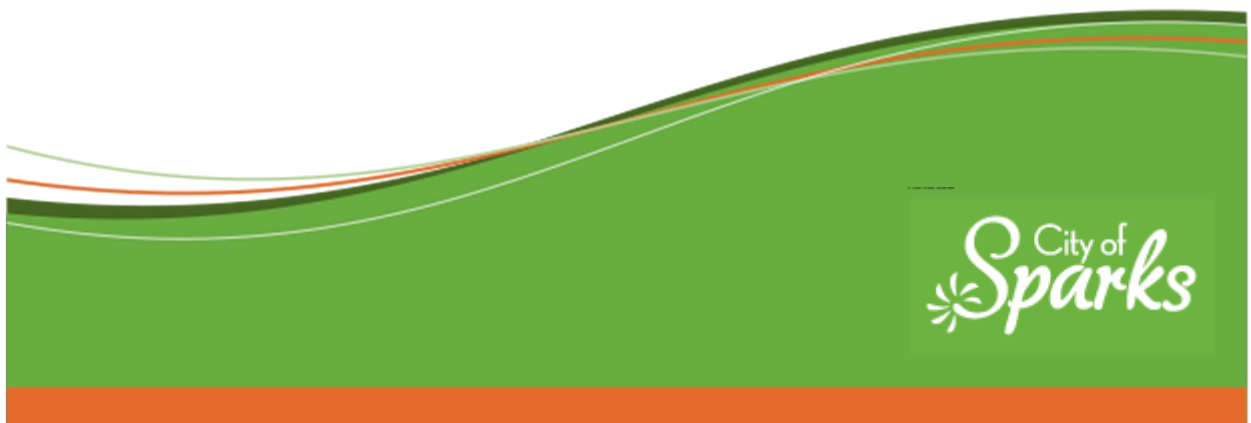
Redevelopment Area II Projects		Planned Capital Improvements				
NO PROJECTS SLATED		0	0	0	0	0
	Sub-total	0	0	0	0	0
TOTAL REDEVELOPMENT AREA II PROJECTS		0	0	0	0	0

CITY OF SPARKS REDEVELOPMENT AGENCY

Five Year Capital Improvement Plan 2015/16 - 2019/20 - Project Descriptions

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

Appendix B: New Needs



FY16 New Needs Summary

With on-going costs projected through FY18

General Fund								City Manager Recommendation
Page	Dept Priority	Core Service	New Need	FY16	FY17	FY18		
Community Services Department								
179	1	City Administration	Consulting services for Comprehensive (Master) Plan update	100,000	0	0	X	
180	2	City Svc #17 - CSD Parks Maintenance	2 Park Maintenance Workers I/II	212,542	150,674	155,820		
181	3	City Svc #17 - CSD Parks Maintenance	Additional funds for Fertilizer	30,000	30,000	30,000		
190	6	City Svc #09 - CSD Streets Maint	Additional funds for contract employees	50,000	50,000	50,000		
Community Services General Fund Total				392,542	230,674	235,820		
Police Department								
182	1	City Svc #04 - SPD Detectives	Retain Victim Advocate (with expiration of Grant)	24,968	25,904	25,904	X	
183	2	City Svc #03 - SPD Communications/Dispatch	2 Communication Supervisors (underfilled with Dispatchers & delayed hiring in FY16)	115,617	172,672	182,698	X	
184	3	City Svc #06 - SPD Records	Geographic Technology Specialist II for Police/Fire	80,165	84,887	88,131		
185	4	City Svc #13 - SPD Property & Evidence	Property Management System for Evidence	29,443	1,275	1,275	X	
Police Department General Fund Total				250,193	284,738	298,008		
Fire Department								
186-187	1	City Svc #08 - SFD Prevention	Fire Prevention Inspector OR Inspector/Plans Examiner	105,021	116,842	122,400		
Fire Department General Fund Total				105,021	116,842	122,400		
Management Services Department								
188	1	City Administration	Increase contribution to EDawn from \$80k to \$100k	20,000	20,000	20,000	X	
Management Services Department General Fund Total				20,000	20,000	20,000		
Total General Fund				767,756	652,254	676,228		

FY16 New Needs Summary

With on-going costs projected through FY18

Other Funds								City Manager Recommendation
Page	Dept Priority	Core Service	New Need	FY16	FY17	FY18		
Parks & Recreation Fund								
189	1	City Administration	Office Assistant - Net zero cost due to reduction in temps and other expenses	0	0	0	X	
Parks & Rec Fund Total				0	0	0		
Road Fund								
190	1	N/A ¹	Additional funds for contract employees	50,000	50,000	50,000		
Road Fund Total				50,000	50,000	50,000		
Sewer Operations Fund								
191	1	N/A ¹	Pretreatment Program Inspection Software	100,000				
Sewer Operations Fund Total				100,000	0	0		
Drains Operations Fund								
192	1	N/A ¹	4WD vehicle for Supervisors	38,568	5,568	5,568	X	
Drains Operations Fund Total				38,568	5,568	5,568		
Development Services Enterprise Fund								
193	1	City Svc #07 - CSD Buildings & Safety	1 Public Works Inspectors I/II	116,647	90,566	93,810	X	
193	1	City Svc #07 - CSD Buildings & Safety	1 Public Works Inspectors I/II	116,647	90,566	93,810		
194	2	City Svc #07 - CSD Buildings & Safety	1 Building Inspector	113,624	95,544	99,119	X	
194	2	City Svc #07 - CSD Buildings & Safety	1 Building Inspector	113,624	95,544	99,119	X	
194	2	City Svc #07 - CSD Buildings & Safety	1 Building Inspector	113,624	95,544	99,119		
194	2	City Svc #07 - CSD Buildings & Safety	1 Building Inspector	113,624	95,544	99,119		
195	3	City Administration	Space planning services - one-stop customer/development services facility	35,000	0	0	X	

FY16 New Needs Summary

With on-going costs projected through FY18

<u>Page</u>	<u>Dept</u> <u>Priority</u>	<u>Core Service</u>	<u>New Need</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>City Manager Recommendation</u>
Development Services Enterprise Fund Continued							
196	4	City Svc #07 - CSD Buildings & Safety	<i>Building Plans Examiner</i>	102,000	104,796	105,966	X
197	5	City Svc #07 - CSD Buildings & Safety	<i>Permit Technician</i>	68,664	72,286	76,194	X
198		City Administration	Development Services Fee Study	46,530			X
199	6	City Svc #07 - CSD Buildings & Safety	Contract Inspection Services	225,000	0	0	
200	7	City Administration	<i>Assistant or Associate Planner</i>	98,741	102,080	106,360	
201	8	City Svc #07 - CSD Buildings & Safety	<i>Deputy Building Official</i>	160,737	136,860	142,433	
202	9	City Administration	<i>Development Services Manager</i>	139,479	147,030	153,452	
Development Services Fund Total				1,563,941	1,126,360	1,168,501	
Vehicle Fund							
203	1	N/A ¹	<i>Mechanic I/II (General Fund impact approx. \$56k in additional vehicle rent charges)</i>	83,196	87,977	91,301	
Vehicle Fund Total				83,196	87,977	91,301	
Total Other Funds				1,835,705	1,269,905	1,315,370	
Total FY16 New Needs Requests				2,603,461	1,922,159	1,991,598	

Summary of all FY16 New Needs Requests

	<i>General Fund</i>	<i>Other Funds</i>	<i>Total</i>
Full-time positions	6.5	13	19.5
Personnel Costs	\$353,127	\$1,340,607	\$1,693,734
Other Costs	\$414,629	\$495,098	\$909,727
Total	\$767,756	\$1,835,705	\$2,603,461

Summary of FY16 New Needs Recommended by City Manager

	<i>General Fund</i>	<i>Other Funds</i>	<i>Total</i>
Full-time positions	2.5	6	8.5
Personnel Costs	\$140,585	\$514,559	\$655,144
Other Costs	\$149,443	\$120,098	\$269,541
Total	\$290,028	\$634,657	\$924,685

FY16 New Needs Request Form

New Need brief description:

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

Contact:

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

Check all that apply & fill in cost estimates:

	FY16 costs	FY17 costs	FY18 costs
<input type="checkbox"/> New Equipment			

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

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

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

	FY16 costs	FY17 costs	FY18 costs
<input checked="" type="checkbox"/> Professional Service	100,000		

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

One time

<input type="checkbox"/> Personnel (Need City Manager pre-approval for submission to New Needs)						
	Position Title	Salary	Benefits	Total FY16	Total FY17	Total FY18
1				0		
2				0		
3				0		
<i>Total</i>		0	0	0	0	0

Description of New Need

To proceed with FY 2016 Strategic Plan goal 3.1 ("Complete an update of the city's Comprehensive Plan by FY17"), as well as goal 6.1 ("Actively Engage Community Stakeholders"), the City needs an engagement strategy for involving the community (residents, business community and other stakeholders) in the preparation of the plan. Staff envision relying to a greater degree on "new", technology-based outreach methods (e.g., use of on-line survey tools like Survey Monkey) to gather input and, though still important, to a lesser degree on traditional public outreach methods like public workshops. The requested funds are to hire an appropriate consulting firm to help design and implement the outreach effort. The consultant would be managed by a combination of Adam Mayberry and a planner.

FY16 New Needs Request Form - email shemmerling@cityofsparks.us by 12/12/14

New Need brief description:

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

Contact:

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

Check all that apply & fill in cost estimates:

	FY16 costs	FY17 costs	FY18 costs
New Equipment	78,396	8,396	8,396

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

One time purchase of two new vehicles for new employees, and ongoing maintenance and cost recovery expense.

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

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

	FY16 costs	FY17 costs	FY18 costs
<input checked="" type="checkbox"/> Professional Service			

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

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

	Position Title	Salary	Benefits	Total FY16	Total FY17	Total FY18
1	Park Maintenance Worker I/II (bottom of range of a II)	37,777	29,296	67,073	71,139	73,712
2	Park Maintenance Worker I/II (bottom of range of a II)	37,777	29,296	67,073	71,139	73,712
3				0		
	Total	75,554	58,592	134,146	142,278	147,424

Description of New Need

The new need is for two new permanent full time parks maintenance workers and a truck for each employee.

The parks maintenance section has identified three areas where specialized knowledge and training are required. The first being maintaining the play equipment in our park system. The second area is the maintenance of the backflow protection systems in the city and the third area is the maintenance of the tree inventory in the city.

These specialties require certifications that must be kept current. The number of play structures, backflow prevention devices, and trees in the city, as well as the liability associated with these areas require that we have a full time employees assigned to the maintenance of this infrastructure.

The addition of two full time employees will allow us to assign personnel to these maintenance items on a routine basis without neglecting some other aspect of park maintenance.

FY16 New Needs Request Form - email shemmerling@cityofsparks.us by 12/12/14

New Need brief description:

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

Contact:

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

Check all that apply & fill in cost estimates:

	FY16 costs	FY17 costs	FY18 costs
<input checked="" type="checkbox"/> New Equipment	30,000	30,000	30,000

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

This budget item is for the addition of funds to purchase fertilizer for the park system.

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

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

	FY16 costs	FY17 costs	FY18 costs
<input type="checkbox"/> Professional Service			

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

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

	Position Title	Salary	Benefits	Total FY16	Total FY17	Total FY18
1				0		
2				0		
3				0		
	Total	0	0	0	0	0

Description of New Need

At some point in the past the funds for fertilizer were removed from parks maintenance. We need to reinstate those monies to provide for the purchase of fertilizer and other chemicals required to maintain the grass and landscaping in the city. Additionally, the City is now required to report the amount of fertilizer used per annum to the EPA as part of our stormwater discharge permit. Having a line item and budget amount specific to fertilizer will aid in this reporting and reduce audit questions.

FY16 New Needs Request Form - email shemmerling@cityofsparks.us by 12/12/14

New Need brief description:

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

Contact:

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

Check all that apply & fill in cost estimates:

<input type="checkbox"/> New Equipment	FY16 costs	FY17 costs	FY18 costs	
	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	
Please describe any one-time vs. on-going costs including maintenance:				
<input style="width: 100%; height: 100%;" type="text"/>				

<input type="checkbox"/> Equip Replacement Plan (non-vehicle)	FY16 costs	FY17 costs	FY18 costs	
	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	
Please attach detailed list of equipment to be replaced that identifies the year the replacement is expected and the expected cost.				

<input type="checkbox"/> Professional Service	FY16 costs	FY17 costs	FY18 costs	
	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	
Please describe any one-time vs. on-going costs:				
<input style="width: 100%; height: 100%;" type="text"/>				

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

	Position Title	Salary	Benefits	Total FY16	Total FY17	Total FY18
1	One Victim Advocate (Cost differential with expiration of Grant)	24,968		24,968	25,904	25,904
2						
3						
	<i>Total</i>	<u>24,968</u>	<u>0</u>	<u>24,968</u>	<u>25,904</u>	<u>25,904</u>

Description of New Need

One Victim Advocate Position:
 This position has existed at the Police Department for approximately 5 years. It was partially funded by a grant last year in the amount of \$24,968.00. This grant funding is expiring this year, and it cannot be renewed for this position any longer. The grant funded \$24,968.00 of this position, and we are requesting this amount now be funded through the general fund. There is also approximately 3.75% of a wage increase available until the person holding this position reaches top of range. That percentage increase is reflected in the FY17 and FY18 Totals.

FY16 New Needs Request Form - email shemmerling@cityofsparks.us by 12/12/14

New Need brief description:

Two Communications Supervisor Positions (EMCOMSVR)

Requesting Department:

Police Department

Departmental
Priority # ---->

2

(1, 2, 3, etc.)

Contact:

Brian Miller

Agresso Fund & Program Number:

Fund 1101, KS 090201, Prog 091345

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

Check all that apply & fill in cost estimates:

New Equipment

FY16 costs	FY17 costs	FY18 costs

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

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

FY16 costs	FY17 costs	FY18 costs

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

Professional Service

FY16 costs	FY17 costs	FY18 costs

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

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

	Position Title	Salary	Benefits	Total FY16	Total FY17	Total FY18
1	Emergency Communications Dispatcher in FY16 & Supervisor in FY17 & FY18	41,894	30,636	72,530	86,336	91,349
2	Emergency Communications Dispatcher in FY16 & Supervisor in FY17 & FY18	41,894	30,636	72,530	86,336	91,349
3				0		
	Total	83,788	61,272	145,060	172,672	182,698

Description of New Need

Two Emergency Communications Supervisor Positions:

Two dispatch positions were lost during the recession. Since that time it has been clear those positions need to be recovered due to the work load and safety issues for Police and Fire. Recovery of the two dispatch positions was recommended in the PERF department study. Some new demands are also coming to dispatch. Next Generation 911 will come with new duties. These include monitoring 911 texts, photos and even videos through the 911 system. We use a lot of overtime to cover normal sick and annual days. Dispatch has been missing radio traffic for the Fire department because of the volume of police calls.

We are requesting the two new positions be supervisor positions. Currently we have three supervisors in dispatch for 24/7 operations. At maximum this provides 120 hours of supervisory coverage a week. This leaves a minimum of 48 hours a week with no supervisor in dispatch. In addition, dispatch supervisors work as dispatchers during their shift. Currently they have little time to complete supervisor duties because they staff a dispatch position.

If approved, we will likely hire two dispatcher positions first. Promotions to supervisor will not occur until well into, or at the end of, the next fiscal year. This would equate to approximately \$26,000 in salary savings in FY16.

FY16 New Needs Request Form - email shemmerling@cityofsparks.us by 12/12/14

New Need brief description:

Geographic Technology Specialist II for Police/Fire

Requesting Department:

Police Department

Departmental
Priority # ---->

3

(1, 2, 3, etc.)

Contact:

Brian Miller

Aggresso Fund & Program Number:

Fund 1101, KS 090201, Prog 090203

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

Check all that apply & fill in cost estimates:

New Equipment

FY16 costs	FY17 costs	FY18 costs

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

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

FY16 costs	FY17 costs	FY18 costs

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

Professional Service

FY16 costs	FY17 costs	FY18 costs

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

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

	Position Title	Salary	Benefits	Total FY16	Total FY17	Total FY18
1	Geographic Technology Specialist II Police/Fire	47,735	32,430	80,165	84,887	88,131
2						
3				0		
Total		47,735	32,430	80,165	84,887	88,131

Description of New Need

Both the police and fire departments have a significant need for GIS related functions within the two departments. Both departments have been struggling to keep up with GIS demands. Technology continues to move toward more and more GIS based information. Every activity, no matter what discipline, has one thing in common. All have a location. GIS work draws correlations between activities using locations that transcend beyond simple mapping. Correlating locations creates the ability to conduct advanced analysis and is a strong step toward "predictive policing". In addition, both departments are moving to Tiburon which will require significant work in GIS to facilitate the transition. Specific functions of this position will include: Populate various feature classes using ArcGIS 10.2 with data extracted from various sources to support the Public Safety Dispatch Geodatabase and perform testing to verify the accuracy of the data; conduct special technical investigations and/or research in support of public safety systems; conduct field and office studies and analyze collected data; support current systems that use GIS based data such as crime analysis and mapping; perform GIS analysis; prepare map layouts; prepare graphic displays and similar materials; provide statistical and/or geographical data and output for public safety staff, representatives of other government agencies, and the public; assist public safety staff in deploying maps and related output to internal systems and related mobile devices.

FY16 New Needs Request Form - email shemmerling@cityofsparks.us by 12/12/14

New Need brief description:

New "BEAST" Property Management System for Evidence Section

Requesting Department:

Police Department

Departmental
Priority # ---->

3.5

(1, 2, 3, etc.)

Contact:

Brian Miller

Aggresso Fund & Program Number:

Fund 1101, KS 090401, Prog 091563, Acct 603445

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

Check all that apply & fill in cost estimates:

New Equipment

FY16 costs	FY17 costs	FY18 costs
29,443	1,275	1,275

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

First year costs of equipment and installation are \$28,443. Current M&R costs for the following years are \$1,275 per year.

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

FY16 costs	FY17 costs	FY18 costs

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

Professional Service

FY16 costs	FY17 costs	FY18 costs

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

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

	Position Title	Salary	Benefits	Total FY16	Total FY17	Total FY18
1						
2						
3						
	<i>Total</i>					

Description of New Need

The WCSO evidence section and crime laboratory will be switching to a new property management system called the BEAST. We recently learned the implementation of the system and data switch is scheduled for December of 2015. Sparks Police and WCSO currently use the same property management system because of the continuous movement of property and evidence between the two sections. We routinely use the crime lab for testing of DNA, fingerprints, illegal drugs and many other tests so having a seamless management system between the two sections is critical. This assists in accurate tracking of evidence and property. It also creates less opportunities for attorneys to attack the credibility of our evidence in court.

The Sparks Police Evidence section needs to move over to this system near the time WCSO switches over which will be in the next fiscal year. The initial cost of the system for Sparks is \$29,443. M&R after that first year will be \$1,275 each year.

FY16 New Needs Request Form - email shemmerling@cityofsparks.us by 12/12/14

New Need brief description:

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

Contact:

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

Check all that apply & fill in cost estimates:

New Equipment

FY16 costs	FY17 costs	FY18 costs

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

Equip Replacement Plan (non-vehicle)

FY16 costs	FY17 costs	FY18 costs

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

Professional Service

FY16 costs	FY17 costs	FY18 costs

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

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

	Position Title	Salary	Benefits	Total FY16	Total FY17	Total FY18
1	Fire Prevention Inspector	66,924	38,097	105,021	116,842	122,400
2				0		
3				0		
Total		66,924	38,097	105,021	116,842	122,400

Description of New Need

Fire Department New Need Request – FY16
Fire Prevention Inspector or Fire Plans Examiner/Prevention Inspector

Given the current Fire Department staffing compliment and the increase in building permit plan review and new business inspection needs, the Fire Department and City are facing the following challenges:

- Inability of the Fire Prevention Bureau (FPB) to meet the Business Fire Safety Inspection Frequency Schedule – currently 3 months behind.
- Assistant Fire Marshal (AFM) required to service an Inspection District resulting in less time devoted to AFM-level duties such as:
 - Training of Fire Prevention Bureau personnel
 - Availability as a supplemental Fire Plans Examiner
 - Supervision of FPB programs such as Project SAFE and Youth Fire Setters Intervention (these administrative duties currently are forced to be handled by Office Specialist)
 - Fire representative for City of Sparks at special events planning and management functions

- Fire representative for City of Sparks at special events planning and management functions
- Fire Marshal (FM) required to do fire plans checking resulting in less time devoted to executive-level activities such as:
 - Code Review and Development
 - New development review (to consult with developers, engineers, architects, contractors, and business owners)
 - Prevention Engineering Projects (Sierra Chemical methane facility improvements, Medical Marijuana butane production process, Tank Farm foam system retrofit)
 - Administrative management of the FPB
- No Fire Plans Examiner available at City planning counter to provide immediate assistance.
- Lack of dedicated Fire Safety Education Program for schools and businesses.

To address these challenges, the Fire Department proposes as a New Need the implementation of one of the following two options:

1. Hire a full-time Fire Inspector

Description: This position would be responsible for business fire safety inspections, fire safety education, and fire investigative duties.

Benefits:

- Position would assume the Inspection District currently being handled by the AFM resulting in the FPB to meet the Business Fire Safety Inspection Frequency Schedule.
- Position would allow the AFM to acquire the skills to become a supplemental fire plan examiner and the time to perform this duty. Additionally, the AFM would be able to provide appropriate time to provide FPB continual training, supervision of special FPB programs, and to spend more time in special event planning.
- Position would allow the FM to reduce his time commitment for fire plans review and allow more focus on code review and development, new development review, engineering projects, and administrative management of the FPB.

Funding Plan:

This position would be funded 100% by the General Fund.

2. Hire a combination Fire Plans Examiner / Fire Inspector

Description: This position would be responsible for all fire plans review, have additional responsibilities for new construction permit inspections, conduct business fire safety inspections on a part-time basis, and have an office in City Hall for immediate or quicker response to questions from developers, contractors, architects, business owners, and conduct same-day minor plans review.

Benefits:

The position will directly provide more efficient customer service through:

- Fire representative more readily available for counter questions.
- Quicker fire plan review turnaround including immediate review of minor projects.
- Day to day interaction with Building Plans Examiner and the Planning & Zoning departments.
- Ability to conduct new construction and business fire inspections.

These benefits will have these corresponding positive effects on the FPB:

- The removal of construction inspections and some business fire safety inspections will allow the current fire inspectors more time for business fire safety inspections resulting in a higher likelihood of meeting the inspection schedule.
- Will reduce the amount of time needed by the AFM to do business fire safety inspections so that he may focus more on the training, program supervision, and special events duties.
- Will remove all plans checking responsibilities from the FM so that his time can be totally focused on the executive-level duties of code review and development, new development review, engineering projects, and administrative management of the FPB.

Funding Plan:

This position would be funded by a combination of General and Enterprise funding.

FY16 New Needs Request Form - email shemmerling@cityofsparks.us by 12/12/14

New Need brief description:

Increase contribution to Economic Development Authority of Nevada (EDAWN) from \$80,000 to \$100,000

Requesting Department:

Management Services

Departmental
Priority # ---->

(1, 2, 3, etc.)

Contact:

Steve Driscoll

Agresso Fund & Program Number:

603125.059040.059041

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

Check all that apply & fill in cost estimates:

New Equipment

FY16 costs FY17 costs FY18 costs

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

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

FY16 costs FY17 costs FY18 costs

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

Professional Service

FY16 costs FY17 costs FY18 costs

20,000	20,000	20,000
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Please describe any one-time vs. on-going costs:

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

	Position Title	Salary	Benefits	Total FY16	Total FY17	Total FY18
1				0		
2				0		
3				0		
<i>Total</i>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Description of New Need

Based on current economic development performance as the single economic voice for City of Sparks and the region, we're suggesting an increase in the subsidy paid to EDawn to provide more economic development effort focused on Sparks.

FY16 New Needs Request Form - email shemmerling@cityofsparks.us by 12/12/14

New Need brief description: Office Assistant position for front counter at 98 Richards Way.

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

Contact: Tracy Domingues

Aggresso Fund & Program Number: Fund 1221
Program 121193 (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

<input type="checkbox"/> New Equipment	FY16 costs	FY17 costs	FY18 costs	
Please describe any one-time vs. on-going costs including maintenance:				

<input type="checkbox"/> Equip Replacement Plan (non-vehicle)	FY16 costs	FY17 costs	FY18 costs	
Please attach detailed list of equipment to be replaced that identifies the year the replacement is expected and the expected cost.				

<input type="checkbox"/> Professional Service	FY16 costs	FY17 costs	FY18 costs	
Please describe any one-time vs. on-going costs:				

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

	Position Title	Salary	Benefits	Total FY16	Total FY17	Total FY18
1	Office Assistant	31,788	27,534	59,322	64,080	66,314
2	Less one temp position	(14,160)	(3,946)	(18,106)	(18,106)	(18,106)
3	Operating cuts to be identified	(17,628)	(23,588)	(41,216)	(45,974)	(48,208)
Total		0	0	0	0	0

Description of New Need

If approved, this position will strengthen the Parks and Recreation's main office operations and provide much needed integrity and consistency with our increased volume. With a temporary position being vacated on 12/31/14 at an annual cost of \$18,106 (in FY14) the Parks and Recreation budget will net zero (\$41,216 difference to be eliminated with additional operating cuts to be identified) with this request.

FY16 New Needs Request Form - email shemmerling@cityofsparks.us by 12/12/14

New Need brief description:

Requesting Department: Departmental Priority # ----> **1401-1**
(1, 2, 3, etc.)

Contact: **Split between General Fund & Road Fund**

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

Check all that apply & fill in cost estimates:

New Equipment

	FY16 costs	FY17 costs	FY18 costs

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

Equip Replacement Plan (non-vehicle)

	FY16 costs	FY17 costs	FY18 costs

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

Professional Service

	FY16 costs	FY17 costs	FY18 costs
	100,000	100,000	100,000

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

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

	Position Title	Salary	Benefits	Total FY16	Total FY17	Total FY18
1				0		
2				0		
3				0		
Total		0	0	0	0	0

Description of New Need

The Streets and Parks maintenance sections have been utilizing contracted laborers for the last two years. This program has been successful in putting additional personnel into maintenance areas that desperately need help at a minimum cost to the city. These laborers have been utilized in functions where minimal training and knowledge are required. These people perform essential functions on a daily basis, however there is additional need for more of this type of labor on a year around basis to continue to maintain the park system in the manner that the citizens of Sparks expect, and to the service level that is required the by Parks and Recreation Department.

History of Manpower expenses for Street and Park Maintenance-All General Fund prior to this New Need request

	General Fund		Total
	Street Maint	Park Maint	
FY13 actuals	79,289	136,452	215,741
FY14 actuals	126,022	278,822	404,844
FY15 actuals YTD 12/24/14	52,393	163,305	215,698
FY15 Amended Budget	120,000	320,000	440,000

FY16 New Needs Request Form - email shemmerling@cityofsparks.us by 12/12/14

New Need brief description:

Pretreatment Program Inspection Software

Requesting Department:

Community Services

Departmental
Priority # ---->

1630-1
(1, 2, 3, etc.)

Contact:

Mike Drinkwater/ Toby Ebens

Agresso Fund & Program Number:

Fund 1630 130570

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

Check all that apply & fill in cost estimates:

New Equipment

FY16 costs	FY17 costs	FY18 costs
100,000		

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

Purchase of new Pretreatment inspection/permit software

Equip Replacement Plan (non-vehicle)

FY16 costs	FY17 costs	FY18 costs

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

Professional Service

FY16 costs	FY17 costs	FY18 costs

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

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

	Position Title	Salary	Benefits	Total FY16	Total FY17	Total FY18
1				0	0	0
2				0		
3				0		
Total		0	0	0	0	0

Description of New Need

Currently the pretreatment program utilizes home-grown software for tracking pretreatment permits and inspections. The pretreatment program has a need to upgrade/modernize permit and inspection tracking software to allow for integration with GIS, statistics for metric reporting as well as mobile inspection. The Department will look first to Acella to determine if an acceptable pretreatment module exists.

FY16 New Needs Request Form - email shemmerling@cityofsparks.us by 12/12/14

New Need brief description:

Requesting Department: Departmental Priority # ----> **1640-1**
(1, 2, 3, etc.)

Contact:

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

Check all that apply & fill in cost estimates:

	FY16 costs	FY17 costs	FY18 costs
New Equipment	38,568	5,568	5,568

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

One time purchase price of \$33,000, and ongoing cost recovery and M&R totaling \$5568 per year.

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

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

	FY16 costs	FY17 costs	FY18 costs
<input type="checkbox"/> Professional Service			

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

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

	Position Title	Salary	Benefits	Total FY16	Total FY17	Total FY18
1				0		
2				0		
3				0		
	Total	0	0	0	0	0

Description of New Need

This vehicle will be used to fill a shortage of four wheel drive vehicles for supervisory use at the maintenance yard. Over the past several years we have been reducing the number of vehicles in the fleet, and have been using hand me downs to replace aging or failing vehicles. We no longer have any hand me downs to choose from and need to add a vehicle to the fleet at the yard.

FY16 New Needs Request Form - email shemmerling@cityofsparks.us by 12/12/14

New Need brief description:

Public Works Inspector I/II- Addition of two (2) Inspectors to the CSD complement.

Requesting Department:

Community Services

Departmental
Priority # ---->

2201-1

(1, 2, 3, etc.)

Contact:

John Martini

Aggresso Fund & Program Number:

Fund 2201, Keyserv 130900, Program 130903

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

Check all that apply & fill in cost estimates:

New Equipment

FY16 costs	FY17 costs	FY18 costs
72,400	10,800	10,800

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)

Equip Replacement Plan (non-vehicle)

FY16 costs	FY17 costs	FY18 costs

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

Professional Service

FY16 costs	FY17 costs	FY18 costs

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

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

Position Title	Salary	Benefits	Total FY16	Total FY17	Total FY18
1 Public Works Inspector I/II (bottom of a II)	48,010	32,437	80,447	85,166	88,410
2 Public Works Inspector I/II (bottom of a II)	48,010	32,437	80,447	85,166	88,410
3					
Total	96,020	64,874	160,894	170,332	176,820

Description of New Need

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

FY16 New Needs Request Form - email shemmerling@cityofsparks.us by 12/12/14

New Need brief description:

Building Inspector II - Addition of four (4) building inspectors to the CSD complement.

Requesting Department:

Community Services

Departmental
Priority # ---->

2201-2

(1, 2, 3, etc.)

Contact:

Mark Meranda

Agresso Fund & Program Number:

Fund 2201, Keyserv 130900, Program 130903

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

Check all that apply & fill in cost estimates:

New Equipment

FY16 costs	FY17 costs	FY18 costs
108,600	16,200	16,200

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)

Equip Replacement Plan (non-vehicle)

FY16 costs	FY17 costs	FY18 costs

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

Professional Service

FY16 costs	FY17 costs	FY18 costs

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

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

Position Title	Salary	Benefits	Total FY16	Total FY17	Total FY18
1 Building Inspector I/II (mid-range of II)	52,596	33,878	86,474	91,494	95,069
2 Building Inspector I/II (mid-range of II)	52,596	33,878	86,474	91,494	95,069
3 Building Inspector I/II (mid-range of II)	52,596	33,878	86,474	91,494	95,069
4 Building Inspector I/II (mid-range of II)	52,596	33,878	86,474	91,494	95,069
Total	210,384	135,512	345,896	365,976	380,276

Description of New Need

Per Core Service #7 of the Strategic Plan, our target metric is to provide building inspection services with in one day of request. As of the first Quarter of FY 15, requests for building inspections are responded to in 2-3 days. Over the last 2 years, the number of new single family home permits has steadily risen and is approaching 400 permits/year. Based upon requests for new subdivisions (tentative maps and final maps) staff anticipates that the number of new single family home permits will rise to 600/year. The addition of four new building inspector I/II position will help to reduce the inspection turn-around time back to 1-2 days.

FY16 New Needs Request Form

New Need brief description: Consulting services for space planning for one stop customer/development services facility

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

Contact: John Martini, Assistant Community Services Director;
Armando Ornelas, City Planner

Agresso Fund & Program Number: Fund 2201, Program 130150 (if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

	FY16 costs	FY17 costs	FY18 costs
<input type="checkbox"/> New Equipment			

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

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

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

	FY16 costs	FY17 costs	FY18 costs
<input checked="" type="checkbox"/> Professional Service	35,000		

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

One time

<input type="checkbox"/> Personnel (Need City Manager pre-approval for submission to New Needs)	FY16 costs	FY17 costs	FY18 costs			
	Position Title	Salary	Benefits	Total FY16	Total FY17	Total FY18
1				0		
2				0		
3				0		
	<i>Total</i>	0	0	0	0	0

Description of New Need

This request is for funds to hire an architectural or other qualified firm to plan a new one stop customer/development services facility, most likely in leased office space. The consultant would work with city staff to determine which functions and staff would move off-site (i.e., leave City Hall), how much space would be needed immediately and through the next 5-10 years, and how the facility/space should be configured to best serve the needs of the City's customers, the staff directly serving them and staff supporting (e.g., public works engineering) the customer service and development services functions.

This new one stop customer/development services facility will be needed to serve an anticipated, substantial increase in land use entitlement applications and a variety of other permits and approvals (building and sign permits, business licenses). Activity levels are anticipated to increase due the generally improving regional economy as well as the development boost expected from Tesla and other large projects in Storey County. The current City Hall simply does not have the space for a larger customer service counter or to house more than a few additional staff. This request supports Strategic Plan Goal 5.4 ("Promote an environment for the development of commercial and industrial areas by FY17") and 6.2 ("Reset customer service standards for how we do business by FY 16).

FY16 New Needs Request Form - email shemmerling@cityofsparks.us by 12/12/14

New Need brief description:

Building Plans Examiner - Addition of one Plan Examiner to the CSD complement

Requesting Department:

Community Services

Departmental
Priority # ---->

2201-4

(1, 2, 3, etc.)

Contact:

Mark Meranda

Agresso Fund & Program Number:

Fund 2201, Keyserv 130900, Program 130903

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

Check all that apply & fill in cost estimates:

New Equipment

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

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

Office and furniture, Computer, misc.

Equip Replacement Plan (non-vehicle)

FY16 costs	FY17 costs	FY18 costs

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

Professional Service

FY16 costs	FY17 costs	FY18 costs

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

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

	Position Title	Salary	Benefits	Total FY16	Total FY17	Total FY18
1	Plans Examiner (mid-range)	61,500	36,500	98,000	103,596	104,766
2				0		
3				0		
	Total	61,500	36,500	98,000	103,596	104,766

Description of New Need

Per Core Service #7 of the Strategic Plan, our target metric is to provide Plan Check services with in 10 day of application. As of the first Quarter of FY 15, Plans Examiner's responded to first round review in 20 day. The addition of one new Plans Examiner position will help to reduce the first round review turn-around time to 10 to 15 days. Staff anticipates that building permit activity will continue to increase and will add additional request for services including plan review, pre-application meetings and site plan review meetings requiring the addition of this position.

FY16 New Needs Request Form - email shemmerling@cityofsparks.us by 12/12/14

New Need brief description:

Permit Technician - Addition of one Permit Technician to the CSD complement.

Requesting Department:

Community Services

Departmental
Priority # ---->

2201-5
(1, 2, 3, etc.)

Contact:

Mark Meranda

Agresso Fund & Program Number:

Fund 2201, Keyserv 130900, Program 130903

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

Check all that apply & fill in cost estimates:

New Equipment

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

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

omputer, cell phone, desk.

Equip Replacement Plan (non-vehicle)

FY16 costs	FY17 costs	FY18 costs

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

Professional Service

FY16 costs	FY17 costs	FY18 costs

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

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

	Position Title	Salary	Benefits	Total FY16	Total FY17	Total FY18
1	Permit Technician	35,875	28,789	64,664	71,086	74,994
2				0		
3				0		
	Total	35,875	28,789	64,664	71,086	74,994

Description of New Need

Category 2 Improvements to Customer Service:
Per Core Service #7 of the Strategic Plan, our target metric is to provide efficient Permitting services starting with application review and over the counter permits, through plans intake, tracking and routing to different divisions. Permit Technicians play an intricate role as the first contact with the Building and Safety Division through the entire permit service process. Staff anticipates that request for building permit services will continue to increase requiring additional counter staff.

FY16 New Needs Request Form - email shemmerling@cityofsparks.us by 12/12/14

New Need brief description:

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

Contact:

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

Check all that apply & fill in cost estimates:

New Equipment

FY16 costs	FY17 costs	FY18 costs

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

Equip Replacement Plan (non-vehicle)

FY16 costs	FY17 costs	FY18 costs

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

Professional Service

FY16 costs	FY17 costs	FY18 costs
46,530		

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

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

	Position Title	Salary	Benefits	Total FY16	Total FY17	Total FY18
1				0		
2				0		
3				0		
<i>Total</i>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Description of New Need

The current fee structure for the Development Services Enterprise Fund (2201) was last updated in 2005. In an effort to prepare for anticipated demands for service due to future growth, a fee update study is necessary to insure cost recovery for current and future services.

FY16 New Needs Request Form - email shemmerling@cityofsparks.us by 12/12/14

New Need brief description:

Requesting Department: Departmental Priority # ----> **2201-6**
(1, 2, 3, etc.)

Contact:

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

Check all that apply & fill in cost estimates:

	FY16 costs	FY17 costs	FY18 costs
<input type="checkbox"/> New Equipment			

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

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

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

	FY16 costs	FY17 costs	FY18 costs
<input type="checkbox"/> Professional Service	225,000		

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

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

	Position Title	Salary	Benefits	Total FY16	Total FY17	Total FY18
1				0		
2				0		
3				0		
	Total	0	0	0	0	0

Description of New Need

This will allow for contract inspection services of approximately 100 single family home building permits. The Community Services Department is currently seeing a steady increase in the demand for inspection services and is not able to provide same day inspections per our customer service metric goal. It is the intent of the Department to investigate and test outside inspections service as it has not been historically used to fulfill certificate of occupancy requirements.

The potential inability to maintain customer service standards for development review was included in the CSD emerging issues. The building and safety Division continues to see an increase in building permit applications and the use of contract plan review services will help to maintain customer service standards at current levels and will aid in improving Core Service #7 metrics.

FY16 New Needs Request Form - email shemmerling@cityofsparks.us by 12/12/14

New Need brief description:

Assistant or Associate Planner - addition of a planner position to the CSD complement

Requesting Department:

Community Services

Departmental
Priority # ---->

2201-7

(1, 2, 3, etc.)

Contact:

Armando Ornelas, City Planner

Agresso Fund & Program Number:

Fund 2201, Program 130255

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

Check all that apply & fill in cost estimates:

New Equipment

FY16 costs	FY17 costs	FY18 costs
4,000		

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

Computer and phone equipment for this position

Equip Replacement Plan (non-vehicle)

FY16 costs	FY17 costs	FY18 costs

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

Professional Service

FY16 costs	FY17 costs	FY18 costs

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

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

	Position Title	Salary	Benefits	Total FY16	Total FY17	Total FY18
1	Associate Planner	61,485	33,256	94,741	102,080	106,360
2				0		
3				0		
	Total	61,485	33,256	94,741	102,080	106,360

Description of New Need

This request would add either an Assistant or Associate Planner position to the CSD complement and provide budget authority. The level at which it would be filled will depend on the experience and qualifications of the successful applicant. Starting salary is based on the range for the Associate Planner position; if position is filled as an Assistant Planner the costs would be less.

The addition of this position to the staff complement is based on an anticipated, substantial increase in land use entitlement applications and a variety of other permits and approvals (building and sign permits, business licenses) that planning staff are responsible for reviewing and/or helping approve. Activity levels are anticipated to increase due the generally improving regional economy as well as the development boost expected from the Tesla project and other large projects in Storey County. The position would only be filled in FY 16 if development activity warrants doing so.

This request supports Strategic Plan Goal 5.4 ("Promote an environment for the development of commercial and industrial areas by FY17") and 6.2 ("Reset customer service standards for how we do business by FY 16).

FY16 New Needs Request Form - email shemmerling@cityofsparks.us by 12/12/14

New Need brief description:

Deputy Building Official - Addition of one Deputy Building Official to the CDS compliment.

Requesting Department:

Community Service

Departmental
Priority # ---->

2201-8

(1, 2, 3, etc.)

Contact:

Mark Meranda

Agresso Fund & Program Number:

Fund 2201, Keyserv 130900, Program 130903

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

Check all that apply & fill in cost estimates:

New Equipment

FY16 costs	FY17 costs	FY18 costs
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)

Equip Replacement Plan (non-vehicle)

FY16 costs	FY17 costs	FY18 costs

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

Professional Service

FY16 costs	FY17 costs	FY18 costs

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

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

	Position Title	Salary	Benefits	Total FY16	Total FY17	Total FY18
1	Deputy Building Official	82,000	42,537	124,537	131,460	137,033
2				0		
3				0		
	Total	82,000	42,537	124,537	131,460	137,033

Description of New Need

Currently the Building Official is spending approximately 30% of his time performing field inspections, 30% on plan review, and 10% on permit customer service leaving only 30% of his time for Department and Division management. 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.

FY16 New Needs Request Form - email shemmerling@cityofsparks.us by 12/12/14

New Need brief description:

Requesting Department: Departmental Priority # ----> **2201-9**
(1, 2, 3, etc.)

Contact:

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

Check all that apply & fill in cost estimates:

	FY16 costs	FY17 costs	FY18 costs
<input checked="" type="checkbox"/> New Equipment	4,000	1,200	1,200

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

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

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

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

	FY16 costs	FY17 costs	FY18 costs
<input checked="" type="checkbox"/> Professional Service			

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

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

	Position Title	Salary	Benefits	Total FY16	Total FY17	Total FY18
1	Development Services Manager	93,150	42,329	135,479	145,830	152,252
2				0		
3				0		
	Total	93,150	42,329	135,479	145,830	152,252

Description of New Need

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

FY16 New Needs Request Form - email shemmerling@cityofsparks.us by 12/12/14

New Need brief description:

Requesting Department: Departmental Priority # ----> **1702-1**
(1, 2, 3, etc.)

Contact:

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

Check all that apply & fill in cost estimates:

New Equipment

	FY16 costs	FY17 costs	FY18 costs
	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Equip Replacement Plan (non-vehicle)

	FY16 costs	FY17 costs	FY18 costs
	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Professional Service

	FY16 costs	FY17 costs	FY18 costs
	<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 FY16	Total FY17	Total FY18
1	Mechanic I/II (bottom of a II)	50,383	32,813	83,196	87,977	91,301
2				0		
3				0		
	Total	50,383	32,813	83,196	87,977	91,301

Description of New Need

The City Garage needs one additional mechanic to keep up with the demands of the City's fleet of equipment. The structure of the garage has changed; The Supervisor position has become a primarily administrative position, and one of the Mechanic II's has been promoted to Mechanic III; where he is responsible for the day to day operation of the shop. An additional mechanic is needed to backfill as a working mechanic. In addition to repairing the City's equipment this position will allow us to better serve our other customer: Sierra Army Depot. They have asked us to continue to provide maintenance on their fleet of fire apparatus, and would also like us to expand our service to them by servicing their airport crash trucks. Currently we generate roughly \$24,000 income from Sierra Army depot and I would propose that this income be used to offset the expense of an additional mechanic.