

City of Sparks

FY20 City Manager's Budget Recommendations



Presented to:
City Council and Redevelopment Agency
April 22, 2019

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City Leadership and Strategic Plan



City of Sparks Elected Officials



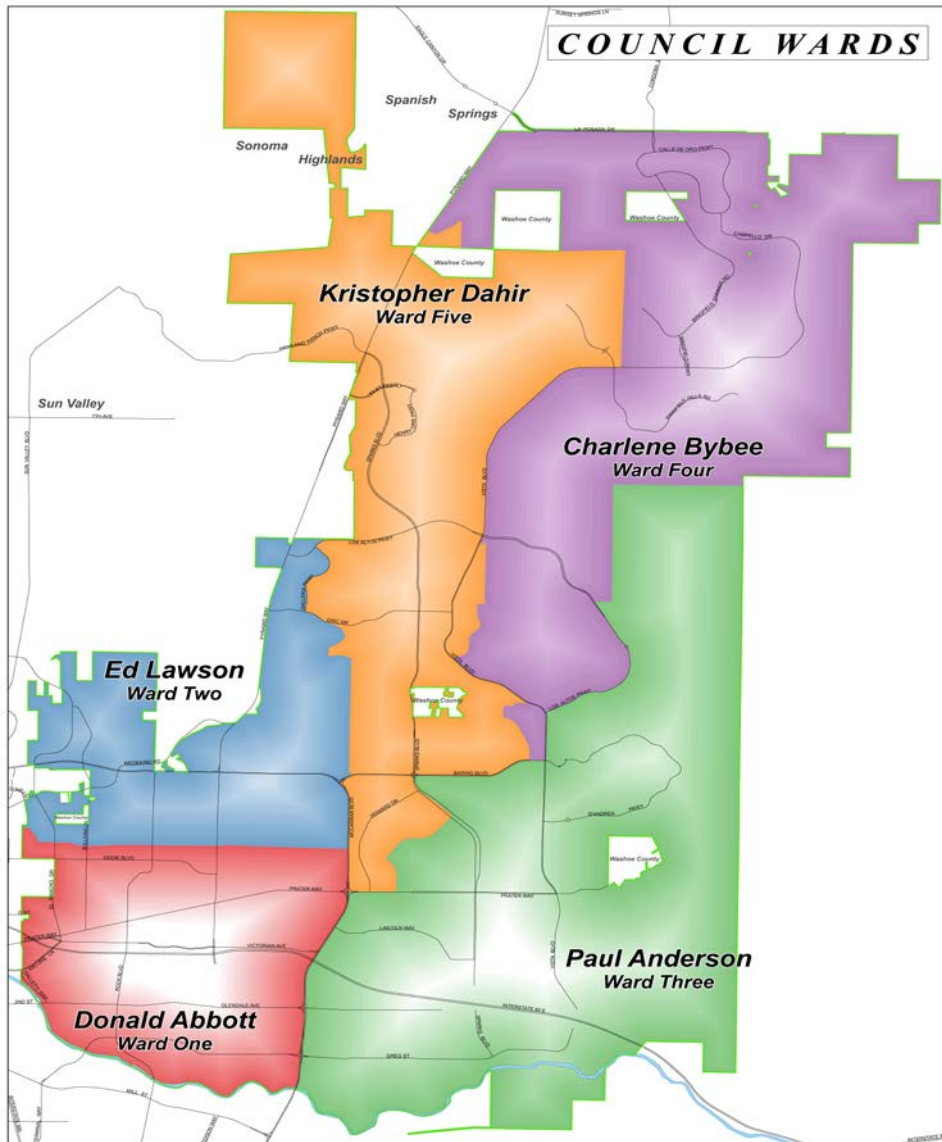
Ron Smith
Mayor



Donald Abbott
Ward 1



Ed Lawson
Ward 2



Paul Anderson
Ward 3



Charlene Bybee
Ward 4



Kristopher Dahir
Ward 5



Chet Adams
City Attorney



Barbara McCarthy
Municipal Judge
Department 1



Jim Spoo
Municipal Judge
Department 2

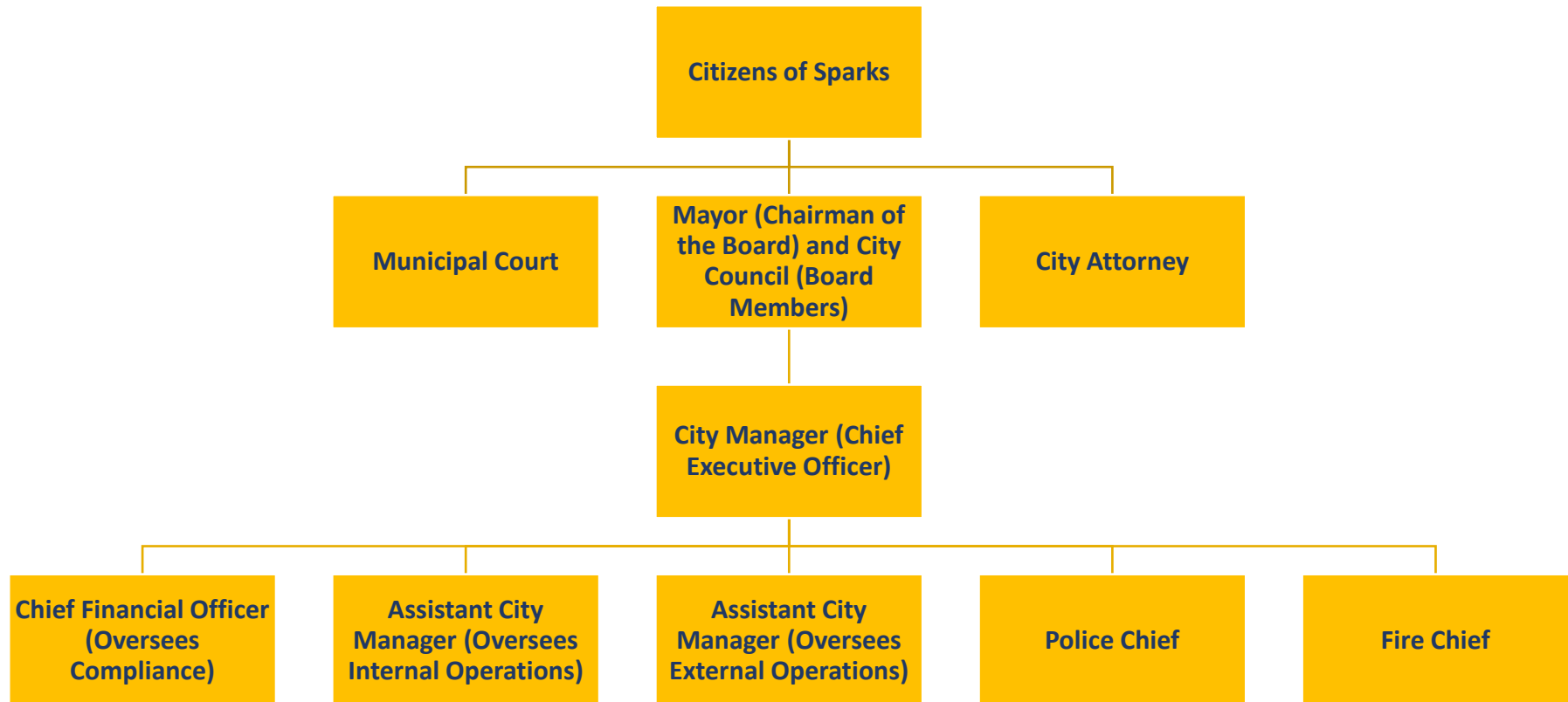
City of Sparks Leadership

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

*** Assumes organizational structure proposed by the City Manager is approved**



City Manager Proposed Organization Structure



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

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





STRATEGIC PLAN

Fiscal Year 2018-23

CORE SERVICES

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

CORE VALUES

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

oriented by:

Respect

Diversity

Quality

Leadership

Teamwork

Listening

Responsibility

Risk-Taking

Creativity

Innovation

CUSTOMER SERVICE VALUES:

THE 3 P'S

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

COMMITMENT

We will meet our commitments to our citizens.

DIVERSITY

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



STRATEGIC PLAN

Fiscal Year 2018-23

Strategic Goals and Fiscal Year 2018-2023 Objectives

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

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

City Council Agenda Staff Report





CITY COUNCIL AGENDA STAFF REPORT

MEETING DATE: April 22, 2019

Title: Consideration, discussion, and possible approval of fiscal year 2019-2020 budget recommendations and fiscal items including 1) the City Manager's recommendations for the City of Sparks final budget; and 2) the proposed five-year Capital Improvement Plan. [For Possible Action]
Petitioner: Neil C. Krutz, ICMA-CM, City Manager Presenter: Jeff Cronk, CPA, Financial Services Director
Recommendation: That the City Council approve 1) the City Manager's recommendations for the fiscal year 2019-2020 final budget; and 2) the proposed five-year Capital Improvement Plan.
Financial Impact: Recommending the City's budget for Fiscal Year 2019-2020.
Business Impact (Per NRS 237) <input type="checkbox"/> A Business Impact Statement is attached. <input checked="" type="checkbox"/> A Business Impact Statement is not required because this is not a rule. <input type="checkbox"/> A Business Impact Statement is not required. This is a rule but does not impose a direct and significant economic burden on a business, or directly restrict the formation, operation or exemption of a business. <input type="checkbox"/> A Business Impact Statement is not required. This is a rule but emergency action is necessary to protect the public health and safety (requires a unanimous vote of the City Council and cannot be in effect for more than six months).
Agenda Item Brief: This agenda item provides the City Council with the City Manager's recommendations for the fiscal year 2019-2020 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 2019-2020 (FY20). Today, the City Council is being asked to direct the City Manager in preparing the City's final budget document for submission to the State of Nevada. City staff has filed the tentative budget for FY20 (which must be filed with the Nevada Department of Taxation annually by April 15), and the City Council will hold a public hearing to receive public comment on the FY20 tentative budget at its regularly scheduled Council meeting on May 28, 2019. Immediately following the public hearing on the FY20 tentative budget, the City Manager and Financial Services Director will present the FY20 final budget document which will be prepared based upon direction received today. The final budget must be filed with the Nevada Department of Taxation by June 1 annually. During years in which the Legislature is in session, should the Legislature take action that affects the City's budget for the subsequent fiscal year, an additional 30 days would be granted to file an amended budget, if necessary, with the Nevada Department of Taxation.

Attached to this agenda is the City Manager's FY20 Budget Recommendations book as well as the proposed five-year Capital Improvements Plan (CIP). The City Manager's Budget Recommendations book is a resource document designed to present results and expectations that encapsulate the City Manager's budget recommendations for the various Funds maintained by the City of Sparks and the Sparks Redevelopment Agency for FY20. Today, the City Manager and the Financial Services Department Director will be presenting the material found in the City Manager's Budget Recommendations book that was prepared according to direction received from City Council at the February 25, 2019 budget workshop; and are seeking approval of the recommendations as presented or alternate direction to prepare the City's final budget for FY20.

Today, the City Manager is specifically seeking the following:

1. Approval of the FY20 City Manager's final budget recommendations; and
2. Approval of the proposed five-year Capital Improvements Plan (CIP).

Item #1 -- Information Regarding the City Manager's FY20 Final Budget Recommendations:

- The City Manager's final budget recommendations have been prepared based upon direction received from City Council at the February 25, 2019 budget workshop. See the attached Budget Recommendations book for more detailed information on the City Manager's final budget recommendations for FY20.

Summary of the City Manager's final budget recommendations for FY20 per fiscal policy direction received from City Council on February 25, 2019:

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

- The purpose of this policy is to establish a minimum ending fund balance target within the General Fund -- addressing both budget and actual results.
- Council provided direction to submit a final budgeted ending fund balance no lower than 6.0% of expenditures in FY20.
- City Council acknowledged that a fund balance of 12.5% is preferable to meet the City's year-round cash flow needs; however, they also provided direction that a budgeted ending fund balance not lower than 6.0% will provide the fiscal flexibility in the budget that is being requested by the City Manager to meet the City's service level requirements.
- City Council did not choose to alter their formally adopted policy of achieving a minimum ending fund balance of 8.3% which was established in FY11 as part of the City's effort to comply with the accounting standards set by the Governmental Accounting Standards Board (GASB) Statement 54.
- Thus, even though Council provided guidance that the budgeted General Fund ending fund balance be no lower than 6.0% in FY20, achieving actual results of at least 8.3% remains as the formally adopted Council policy target.
- **After updating revenue and expense estimates since the February 25, 2019 workshop, the City Manager is recommending a budgeted General Fund ending fund balance equal to 6.0% for FY20.**

Fiscal Policy #2: General Fund Contingency Budget

- The purpose of this policy is to provide budget authority and flexibility to address unexpected fiscal needs in FY20.
- The City Manager's final budget recommendations include a contingency budget of \$1,000,000 within the General Fund, offset by a transfer-in of an equal amount from the Motor Vehicle Internal Service Fund.
- The contingency budget is established for use only upon Council approval to cover unexpected one-time budget shortfalls. The transfer-in from the Motor Vehicle Fund

will only be used should resources within the General Fund be insufficient to meet the need for which the Contingency budget might be used.

- So far, \$0 has been spent from the Contingency budget in the current FY19, and there is no expectation that usage of the Contingency budget will be necessary in FY19; however, \$1,000,000 remains within the Contingency budget for FY19 should an unexpected need arise between now and the end of the current fiscal year.

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

- The purpose of this policy is to help ensure resources are allocated for infrastructure, facility, and technology needs as identified within the Capital Improvements Plan (CIP).
- Per the Council's adopted policy, the amount of resources to be transferred should include 2.5% of budgeted General Fund revenues plus identified IT hardware and software needs as outlined in the 5-year CIP.
- The City Manager's final budget recommendations include a transfer into the Capital Projects Fund of \$2,817,242 for FY20 which includes \$1,900,000 for general CIP needs, \$433,400 for IT software needs, and \$483,842 for IT hardware needs (specifically, that the IT needs will be funded from marijuana licensing revenue as discussed below).
 - These amounts represent full funding at Council policy level per direction received at the February 25, 2019 budget workshop.
- Additionally, Council has provided direction that the allocation of Electric and Gas Franchise Fees as well as revenue from marijuana licensing fees will be annually determined.
 - Council directed that the Electric and Gas Franchise Fee Fund allocation remains the same in FY20. Namely, that the allocation is 2% to the General Fund; 2% to the Road Fund; and 1% to the Parks & Recreation Project Fund.
 - Council also provided direction that FY20 budgeted revenues from marijuana licensing fees (estimated to be about \$1,800,000) will be allocated to provide for turf replacement and maintenance at the Golden Eagle Regional Park (in the amount of \$882,758) as well as IT hardware and software needs (totaling \$917,242 detailed above).

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

- The purpose of this policy is to set aside resources to help stabilize operations during two specific scenarios: A) should General Fund revenues decline by at least 4% from the previous year; or B) to help pay expenses incurred to mitigate the effects of a natural disaster upon formal declaration by the City.
- The City Manager's recommendations include a commitment of \$200,000 of business license revenue to the Stabilization Fund for FY20, which mirrors the amount that was committed during the current FY19.
- In previous years, City Council has stated the desire to wait for revenues and fiscal stability to improve before making further financial commitments to the Stabilization

Fund. Following Council's lead, the City Manager is recommending that we continue with that previously stated plan of rebuilding the Fund's resources slowly.

- It's anticipated that previous actions combined with the FY20 recommendations will result in an ending fund balance of approximately \$800,676 within the City's Stabilization Fund in FY20.

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

- The purpose of this policy is to ensure that expenditures within the General Fund do not become out of balance and that budgeted allocations for personnel costs do not outpace the growth of General Fund revenues.
- This policy was originally adopted in FY11 and subsequently modified in FY13 based on historical expenditure and fiscal stability trends.
- The City Manager's final FY20 budget recommendations include personnel costs equal to 77.4% of total revenues, while FY19 is estimated to be 72.1% of total revenues.

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

- The purpose of this policy is to ensure the City is addressing long-term liabilities specifically related to employee and retiree benefits.
- **Workers Compensation.** The liabilities within this Fund represent the present value of future costs that will be paid on past and present employees for general workers compensation claims and Heart/Lung/Cancer (HLC) claims from police and fire personnel.
 - At the end of FY18, The City had \$2,282,281 of liquid assets within the Workers Compensation Fund available to pay for claims. This is down from \$2,880,532 in FY17 and \$3,908,036 in FY16. This "cash-burn" is expected to continue, and even accelerate, as HLC claims in particular increase. Accordingly, the City Manager is recommending increasing the contributions into this Fund during FY20 from other City Funds to a total of \$1,505,061 from \$946,109 in FY19 (the General Fund impact increasing to \$1,469,445 in FY20 from \$806,582 in FY19). However, the additional funding in FY19 will not completely erase the expected "cash-burn" and another increase, of comparable size, will likely be needed in FY21.
 - Additionally, these benefits are dictated by the Nevada Legislature, and we are watching several bills this legislative session that could have significant impact to the City's worker's compensation costs.
 - Workers Compensation Fund short-term and long-term liabilities totaled \$6,688,884 in FY18, resulting in a negative fund balance of \$4,406,603.
- **Other Post-Employment Benefits (OPEB).** Based on discussion and direction received at the February budget workshop, the City Manager is recommending that the City continues to fund its OPEB liability on a "pay-as-you-go" basis in FY20 and not create an irrevocable trust fund for funding the City's OPEB liability.

- GASB statement 75, which was implemented by the City in FY18, has significantly changed the way this liability is presented on the City's balance sheet, and the liability recorded on the City's books is expected to increase from \$9,087,068 in FY17 to \$34,637,555 in FY18 (which represents the approximate amount of the full actuarial accrued OPEB liability in FY18). To provide context, had this new accounting rule been in place in FY17, the amount reflected on the City's balance sheet would have been \$32,793,951.
 - Utilizing an irrevocable trust to fund this liability may become the recommended course of action in subsequent years; however, it is a financial tool with significant limitations and is inflexible by design and should be considered carefully before implementation.
- **Sick Leave Conversion.** This liability equaled \$4,848,680 at the end of FY18 and represents balances available to retirees who have converted their accumulated sick leave balance in accordance with their employment contract at time of retirement.
 - **Compensated Absences.** This liability equaled \$14,950,456 at the end of FY18 and represents the current value of all leave balances for active employees only (such as annual leave and sick leave).
 - **Pension.** This liability equaled \$86,625,696 at the end of FY18 and is a rather odd liability in that it is required to be included on the City's government-wide balance sheet in compliance with GASB Statement 68; yet does not represent a future liability of the City. Rather, this liability represents the City's portion of the total unfunded liability for Nevada PERS (the City is a participating agency of Nevada PERS). This liability can be reduced by either reducing retirement benefits afforded to retired members, or by increasing contributions from contributing agencies. Both the benefits and contributions from contributing agencies are approved by the Nevada Legislature. Nor will the City ever be responsible for paying pension benefits directly to former City employees. Thus, the City has no control or ability to manage this liability and is only recorded on the City's balance sheet to comply with GASB Statement 68.

Other FY20 items regarding the City's General Fund that have already been presented or discussed at the February 25 budget workshop are presented below in greater detail with updated estimates that are captured in the final budget recommendations and fiscal policies listed above. Fiscal causes of change are also provided within the City Manager's FY20 Budget Recommendations book that is attached to this agenda item to provide an even greater level of detail. Highlights of changes and expectations are provided below:

General Fund Revenues:

- Property Taxes are trending higher by 6.2% in FY19 and by 6.8% in FY20.
 - Property tax caps are based on a complicated formula that factors in the 10-year assessed value average growth rate within Washoe County and the national CPI index (inflation), resulting in a tax cap percentage up to 3% for owner-occupied residential properties (often referred to as the "residential cap") and up to 8% for all other properties (often referred to as the "general cap"). For FY20, property tax caps are expected to be 3.0% for owner-occupied

residential properties and 4.8% for all other properties (new property and new improvements are exempt from these caps).

- Property tax abatement (i.e., property taxes that are calculated, but removed from property owner's tax bills because of the tax caps) is expected to equal approximately \$6,052,701 in FY20, which is up from \$4,425,824 in FY19 according to latest information compiled by the Nevada Department of Taxation and the Washoe County Treasurer's office.
- Based on the most recent Washoe County Assessor's valuation, assessed value within the City of Sparks is projected to increase 11.1% in FY20 to \$3,155,373,495, representing an all-time high.
- CTAX and Fair Share revenues are trending about 6.2% higher in FY19, with an increase of about 4.1% expected in FY20.
- License & Permit revenue is also trending higher by about 6.8% in FY19 (primarily driven by general business license activity) and by 4.5% expected in FY20.
- Overall, total General Fund revenues are trending higher by about 6.4% in FY19, followed by a recommended budgeted increase of 5.2% in FY20.

General Fund Expenditures:

- Salaries & Wages are expected to increase 4.6% in FY19 followed by a recommended budgeted increase of 10.8% in FY20. For context, it's important to note that savings from vacancies are included in FY19 estimates, but positions in the personnel complement are assumed to be filled for the entire year in the recommended FY20 budget (in other words, no vacancy savings are built into FY20 recommended budget).
 - The City Manager is recommending 22 Full-Time Equivalent "New Need" positions for FY20 with a fiscal impact totaling \$2,256,829 for the General Fund (of that amount, \$2,188,000 consists of personnel costs). More detailed information on the City Manager's recommended "New Needs" for FY20 can be found in the Supplementary City Wide Information section of the City Manager's Recommendations book attached to this agenda item.
 - All employee groups excluding Battalion Chiefs and the Municipal Court have settled contracts through FY21. The FY20 recommended budget includes a 2.9% Cost of Living Adjustment (COLA) effective July 2019, based upon the Consumer Price Index (CPI) change as of December 2018, for all groups with settled contracts excluding Fire Fighters (who separately settled for COLA's equaling 1.5% in July 2019 followed by another 1.5% increase in January 2020).
- Benefits are budgeted to increase 6.9% in FY19, followed by a budgeted increase of 16.3% in FY20.
 - The budgeted increase in FY20 is primarily driven by 1) increased worker's compensation contributions as discussed previously; 2) PERS contribution rate increases approved by the Nevada Legislature of 2.0% points for Police/Fire members and 1.25% points for Regular members; 3) a 1.5% increase in health insurance premiums; and 4) no assumption of vacancy savings.
 - PERS contribution rates are established each biennium by the Nevada Legislature and set as a percentage of eligible pay equaling 42.5% for Police/Fire

members, 29.25% for Regular members, and 22.5% for Judicial members for FY20 and FY21.

- Services & Supplies expenditures are expected to increase 18.1% in FY19, and by another 6.5% in the recommended FY20 budget. The primary drivers of the increase in FY20 include increased contributions to the General Liability Self-Insurance Fund.
- Total General Fund expenditures are expected to increase by 7.8%, in FY19, and by a budgeted amount of 11.7% in FY20.

General Fund Transfers:

- \$1,000,000 transfer-in from the Motor Vehicle Fund is included in the FY20 recommended budget to offset the contingency budget by an equivalent amount. This transfer-in is only expected to be utilized if General Fund resources are insufficient to meet any contingency budget usage. This budget item is recommended to provide financial flexibility that might be needed to fund unforeseen expenditures. *It must be recognized that a transfer from the Motor Vehicle Fund would damage the fiscal stability of that Fund and should be made only as a measure of last resort.*
- \$1,405,000 transfer-out to the Parks & Recreation Fund representing a subsidy of 33.1% of total budgeted expenditures in that Fund for FY20. A transfer of \$1,422,000 is expected in FY19 representing a subsidy of 32.9% of total expenditures within that Fund.
- \$2,817,242 transfer-out to the Capital Projects Fund in FY20 for infrastructure, facility, and technology needs as identified in the 5-year Capital Improvement Plan -- see a more thorough discussion previously under Fiscal Policy #3.
- \$710,841 transfer-out to the Debt Service Fund for the General Fund's portion of the 2014 CTAX refunding bond debt service for FY20.
- \$882,758 transfer-out to the Parks & Recreation Capital Project Fund to provide resources for turf replacement and maintenance at the Golden Eagle Regional Park (representing a partial allocation of budgeted marijuana revenues -- see Fiscal Policy #3 discussion above for more detail).

General Fund Ending Fund Balance:

- A net fund balance increase of \$1,210,375 is expected in FY19 while a net decrease of \$3,560,735 is recommended to be budgeted for FY20.
- The net ending fund balance is expected to be approximately \$8,025,594 in FY19 (12.0% of expenditures); and recommended to be budgeted at \$4,464,859 for FY20 (equaling 6.0% of expenditures).
- **FY19 Estimated Ending Fund Balance compared to Budget:** FY19 ending fund balance is expected to end approximately \$3,730,940 higher than what was budgeted -- with the final ending fund balance representing approximately 12.0% of expenditures compared to the budget of 6.4%. The primary drivers of this increase stem from a higher beginning Fund balance of \$1,749,434 than was budgeted (i.e., a higher ending Fund balance in FY18 which rolled into FY19 after the FY19 budget was filed), and increased revenues from general business licenses, marijuana fees, and Consolidated taxes (CTAX).

Note: Information on other Funds that are maintained by the City and Redevelopment Agency can be found in the City Manager's FY20 Final Budget Recommendations book attached to this agenda item.

City Manager Reorganization Plan:

The City Manager is recommending a reorganization of City staff that flows according to five operational functions including:

1. Police
2. Fire
3. Compliance
4. External Operations
5. Internal Operations

A proposed organizational chart which summarizes this new structure is provided in the City Manager's FY20 Budget Recommendations book within the "City Leadership" section attached to this agenda item. The City Manager is seeking Council approval of this plan which will be accomplished through a motion to approve the City Manager's FY20 Final Budget recommendations. If approved, the City Manager is suggesting immediate implementation of his reorganization plans.

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

- The CIP document can be found as an Appendix to the City Manager's FY20 Final Budget Recommendations book.

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

ALTERNATIVES:

City Council could choose alternatives other than the recommendations presented today and direct the City Manager to prepare a final budget and Capital Improvements Plan for FY20 accordingly.

RECOMMENDED MOTIONS:

Recommended Motion #1: "I move to approve the proposed five-year Capital Improvements Plan for fiscal year 2019-2020 through fiscal year 2023-2024".

Recommended Motion #2: "I move to approve the City Manager's final budget recommendations for fiscal year 2019-2020".

Fiscal Policies



City of Sparks

CITY OF SPARKS FISCAL POLICIES

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

	Policy Target	RESULTS	AMOUNT OVER/ (UNDER) Policy Target	STATUS
FY18 Actuals	8.3%	11.0%	\$1,550,000	✓
FY19 Estimates	8.3%	12.0%	\$2,300,000	✓
FY20 BUDGET	8.3%	6.0%	(\$1,600,000)	!

City Targets		Statutory Targets	
Minimum Budget Target	Cash Flow Target	Must provide corrective action plan to State if under target per NAC 354.650	Removed From Negotiations per NRS 354.6241
6.0%	12.5%	4.0%	25.0%
FY20 Budget Matches Target	FY20 Budget \$4.3M Under Target	FY20 Budget \$1.4M Over Target	FY20 Budget \$11.3M Under Target

Purpose of this Fiscal Policy

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

Policy Target

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

Budget Target

In past discussions, Council has stated the minimum budgeted ending fund balance should be no lower than 5% in order to avoid State intervention which begins with budgeted ending fund balance below 4%. For FY20, Council provided direction to prepare a budget with an ending fund balance of no less than 6.0% which is below the policy target, but provides for flexibility in spending throughout the year, and allows the City Manager to fund critical new needs in FY20.

Cash Flow Target

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

Statutory Targets

There are two statutory targets that should also be mentioned:

- Per NAC 354.650, a budgeted ending fund balance of less than 4% requires a city to provide a written explanation to the Department of Taxation that includes the reason for the low ending fund balance and a plan to increase the fund balance.
- NRS 354.6241 excludes a portion of ending fund balance from negotiations, equal to 25.0% of expenditures.

CITY OF SPARKS FISCAL POLICIES

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

	GOAL	BUDGET	Contingency Amount	STATUS
FY18 BUDGET	up to 3%	1.6%	1,000,000	✓
FY19 BUDGET	up to 3%	1.5%	1,000,000	✓
FY20 BUDGET	up to 3%	1.3%	1,000,000	✓

Purpose of this Fiscal Policy

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

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

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

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

CITY OF SPARKS FISCAL POLICIES

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

2.5% of General Fund Revenues	GOAL		RESULTS		STATUS
	%	\$	%	\$	
FY18 Actuals	2.5%	\$ 1,635,000	0.7%	\$ 462,000	✗
FY19 Estimates	2.5%	\$ 1,777,000	2.2%	\$ 1,550,000	!
FY20 BUDGET	2.5%	\$ 1,921,000	2.5%	\$ 1,900,000	✓

Full funding of IT Hardware & Software	GOAL		RESULTS		STATUS
	Hardware	Software	Hardware	Software	
FY18 Actuals	\$ 292,108	\$ 429,000	\$ 292,108	\$ -	✗
FY19 Estimates	\$ 399,187	\$ 500,813	\$ 399,187	\$ 500,813	✓
FY20 BUDGET	\$ 483,842	\$ 433,400	\$ 483,842	\$ 433,400	✓

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

	FY18	FY19	FY20
General Fund	2%	2%	2%
Road Fund	1%	2%	2%
Parks & Rec Project Fund	1%	1%	1%
Parks & Rec Project Fund - GERP	1%	0%	0%
Total	5%	5%	5%

3b. Council Designation of Revenue from Marijuana Licensing Fees

	FY18	FY19	FY20
Undesignated	\$ 1,400,000	\$ -	\$ -
GERP Turf Replacement/Maintenance	\$ -	\$ 500,000	\$ 882,758
IT Hardware & Software Replacement Plans	\$ -	\$ 900,000	\$ 917,242
Total	\$ 1,400,000	\$ 1,400,000	\$ 1,800,000

Purpose of this Fiscal Policy

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

The current goal for the FY20 Budget is 2.5% of total revenues (\$1.9M) plus full funding of both the IT Hardware (\$484K) and IT Software (\$433K) Replacement Plans. The FY20 Budget meets this goal and still preserves a minimum level of fund balance as outlined in fiscal policy #1 .

FY19 fell short of the funding goal by \$227K. FY18 funding fell short of the goal by \$1.6M due to a \$1.2M reduction in the general capital projects transfer and the elimination of funding of the IT Software Replacement (\$429K). These reductions were recommended by the City Manager to ensure a minimum level of fund balance was preserved as outlined in fiscal policy #1.

CITY OF SPARKS FISCAL POLICIES

Fiscal Policy #3 Continued...

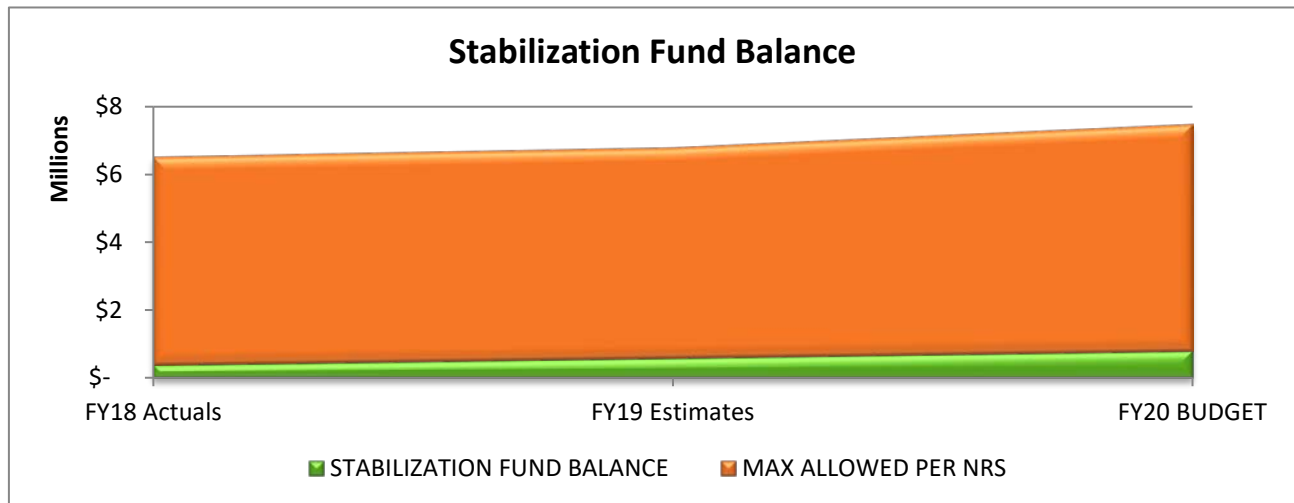
Per Council direction for the FY18 Budget, approximately \$983K of Electric and Gas Franchise fees were re-directed from road maintenance to fund turf replacement at GERP. For FY19 and FY20, Council directed that the revenues revert back to the Road Fund as originally allocated in FY17 and prior years.

The City Manager recommended in FY19 that marijuana licensing fees, projected to be \$1.4M, be designated for non-operational uses. The FY19 budget transferred \$500K of these revenues to the Parks and Rec Project Fund for GERP turf replacement and designated the remaining \$900K to fund the IT Hardware and Software Replacement Plans. The FY20 Budget projects marijuana licensing fees will be \$1.8M and designates \$883K of that revenue to the Parks and Rec Project Fund for GERP turf replacement and designates the remaining \$917K to fund the IT Hardware and Software Replacement Plans.

CITY OF SPARKS FISCAL POLICIES

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

	MAX ALLOWED PER NRS	STABILIZATION FUND BALANCE	AMOUNT COMMITTED	STATUS
FY18 Actuals	\$ 6,126,043	\$ 390,676	\$ 200,000	✓
FY19 Estimates	\$ 6,194,747	\$ 595,676	\$ 200,000	✓
FY20 BUDGET	\$ 6,677,361	\$ 800,676	\$ 200,000	✓



Purpose of this Fiscal Policy

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

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

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

A transfer from the Stabilization Fund of \$252K was required in FY17 to defray the costs of the 2017 Flood Emergency. While this transfer more than negated the FY17 revenue commitment, the FY18, FY19 and FY20 commitments are expected to grow the Fund balance to approximately \$801K by the end of FY20.

CITY OF SPARKS FISCAL POLICIES

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

	GOAL	RESULTS	STATUS
FY18 Actuals	<=78%	72.7%	✓
FY19 Estimates	<=78%	72.1%	✓
FY20 BUDGET	<=78%	77.4%	✓

Purpose of this Fiscal Policy

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

Expanded Dashboard for Historical Comparison

TOTAL USES AS % OF TOTAL REVENUES BY EXPENSE CATEGORY	2 Prior Years (FY16 & FY17) Historical Average	FY18 Actuals	FY19 Estimates	FY20 BUDGET
PERSONNEL COSTS	79%	73%	72%	77%
SERVICES & SUPPLIES & CAP. OUTLAY	18%	18%	19%	20%
TRANSFERS-OUT	6%	4%	7%	8%
*TOTAL	103%	94%	98%	105%

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

CITY OF SPARKS FISCAL POLICIES

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

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

Purpose of this Fiscal Policy

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

Other Post Employment Benefits (OPEB) - This \$34.6M liability represents post-employment healthcare insurance benefits accrued on both past and present employees.

Specific sources of the liability:

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

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

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

CITY OF SPARKS FISCAL POLICIES

Fiscal Policy #6 Continued...

Alternate OPEB Funding Option:

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

Workers Compensation Liability - This \$5.2M liability represents the present value of future claims costs that will be paid on past and present employees for general workers compensation claims and Heart/Lung/Cancer (HLC) claims from Police and Fire personnel. The Liability grew dramatically during the years leading up to FY14. This is due to the increasing number of expected Heart/Lung/Cancer claims from Police and Fire personnel and the benefits that were added by the Nevada Legislature.

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

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

As of June 30, 2018, The Workers Compensation Fund had cash reserves of \$2.3M. We had been seeing cash balance drop by about \$500K per year in FY12 through FY14; however, FY15 saw a \$900K drop, FY16 cash balance dropped \$1.1M, FY17 dropped by \$1.0M and FY18 dropped by \$608K. We expect that cash balance to decrease more dramatically as more heart and lung claims begin to be paid. Due to the potential large dollars associated with heart and lung claims, we are uncertain how long these reserves will last, but current trends show that resources will likely run out by FY22 or FY23.

CITY OF SPARKS FISCAL POLICIES

Fiscal Policy #6 Continued...

Sick Leave Conversion - This \$4.8M liability represents balances available to retirees who have converted their accumulated sick leave balances in accordance with their employment contract at time of retirement.

Compensated Absences - This \$15.0M liability represents the current value of all leave balances for every active employee. Examples include sick leave and annual leave.

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

GENERAL FUND

Financial Overview





City of Sparks

Financial Overview

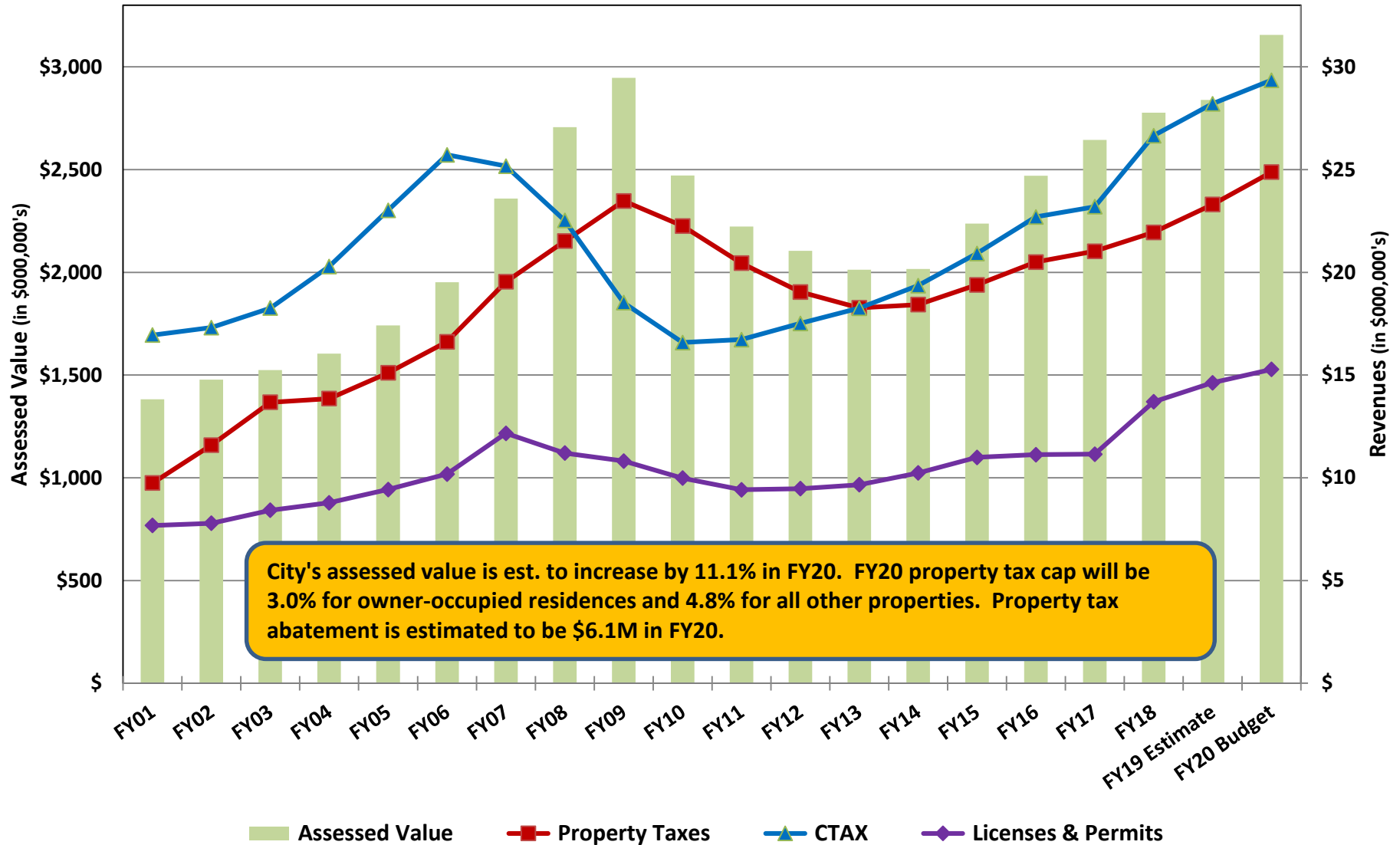
City Manager's FY20 Final Budget
Recommendations

April 22, 2019

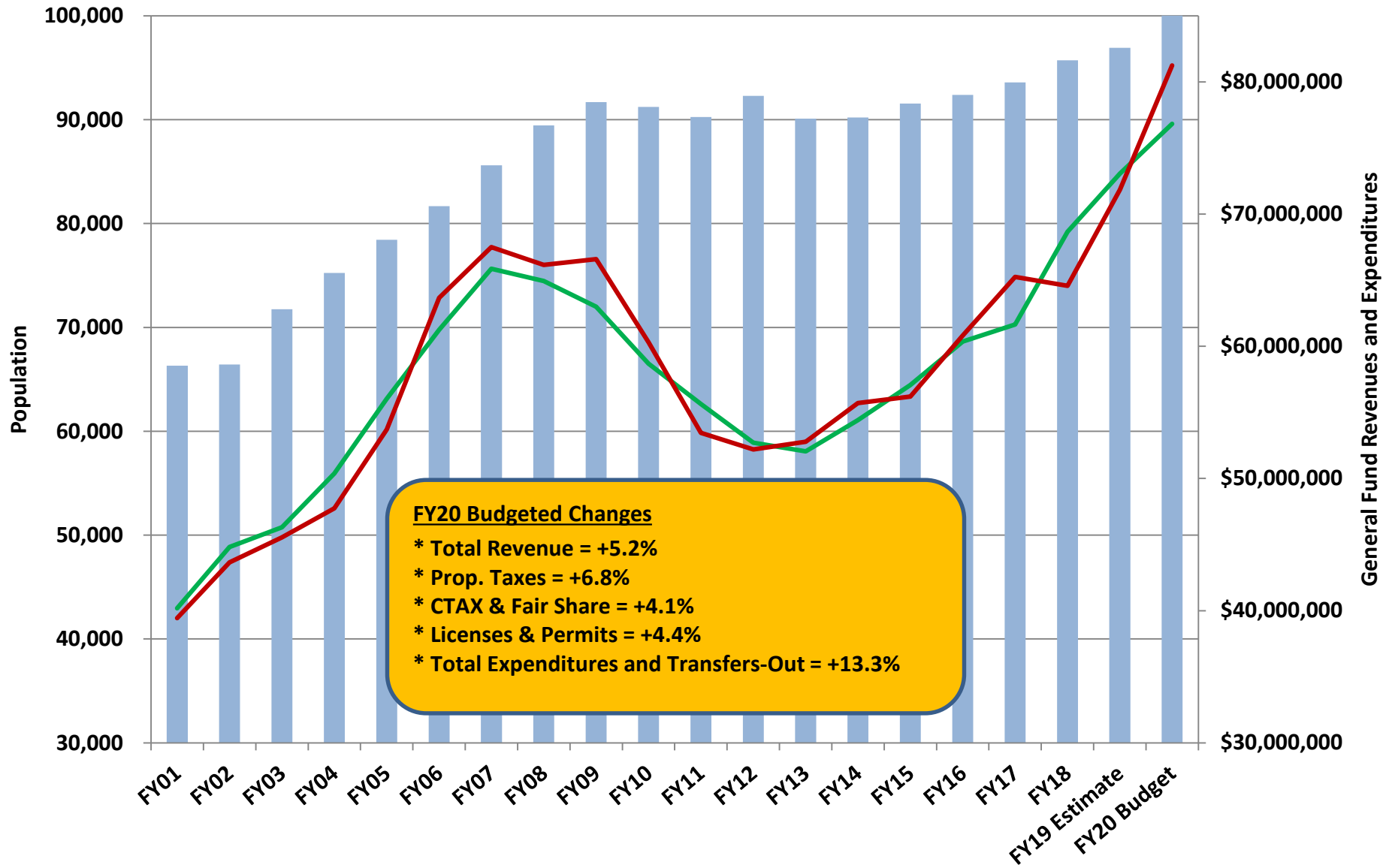
City of Sparks General Fund Summary (amounts listed in \$000's)
FY17 Results Through FY20 City Manager Recommended Budget

	FY17 Actuals	FY18 Actuals	FY19 Budget	FY19 Estimates	FY20 Budget
<u>Resources (excluding beginning fund balance)</u>					
Total Revenues	\$61,658	\$68,671	\$71,105	\$73,065	\$76,833
Transfer-In From Vehicle Fund (Assume No Usage, Budget Matches Contingency)	\$0	\$0	\$1,000	\$0	\$1,000
Transfers-In, Other	\$306	\$0	\$0	\$0	\$0
Total Resources	\$61,964	\$68,671	\$72,105	\$73,065	\$77,833
% Change in Total Revenues (excl. transfers) =	2.1%	11.4%	3.5%	6.4%	5.2%
% Change in Total Resources =	2.6%	10.8%	5.0%	6.4%	6.5%
<u>Uses</u>					
Total Expenditures	\$61,260	\$61,947	\$66,945	\$66,774	\$74,578
Total Transfers-Out	\$3,997	\$2,622	\$4,931	\$5,081	\$5,816
Contingency (FY19 Assume No Usage; Budget Matches Trans-In from Vehicle Fund)	\$0	\$0	\$1,000	\$0	\$1,000
Total Uses	\$65,258	\$64,569	\$72,876	\$71,854	\$81,394
% Change in Total Expenditures (excl. transfers & contingency) =	7.4%	1.1%	8.1%	7.8%	11.7%
% Change in Total Uses =	7.3%	-1.1%	12.9%	11.3%	13.3%
Net Resources/(Uses)	(\$3,293)	\$4,101	(\$771)	\$1,210	(\$3,561)
<u>Fund Balance</u>					
Unrestricted Beginning Fund Balance	\$6,007	\$2,714	\$5,066	\$6,815	\$8,026
Unrestricted Ending Fund Balance	\$2,714	\$6,815	\$4,295	\$8,026	\$4,465
Unrestricted Ending Fund Balance as a % of Exp's (Less Capital Outlay)	4.4%	11.0%	6.4%	12.0%	6.0%
Unrestricted Ending Fund Balance Amount Over/(Short) of 8.3%	(\$2,200)	\$1,550	(\$1,150)	\$2,300	(\$1,600)

Sparks General Fund Primary Revenue Sources Compared to Assessed Valuation

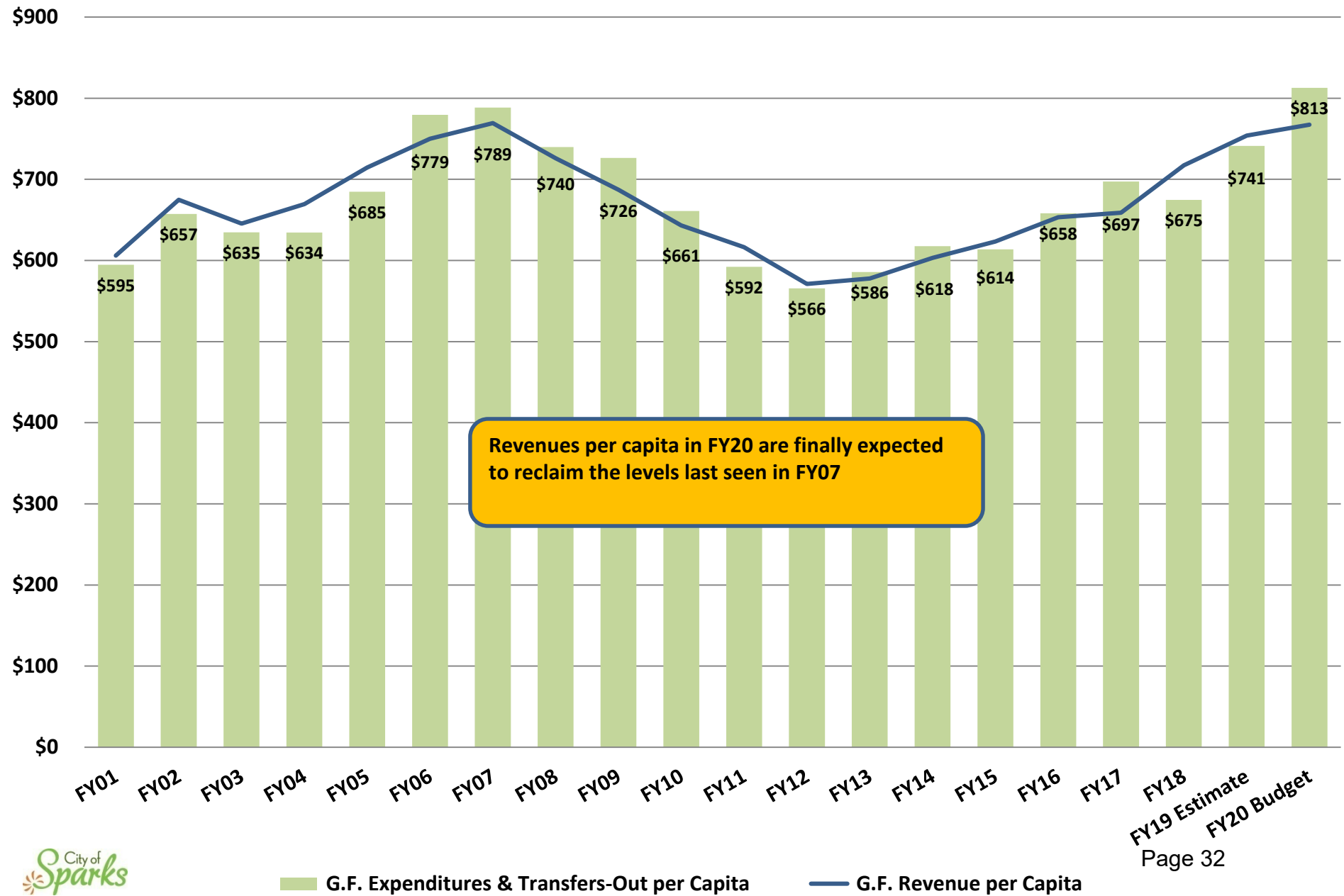


Sparks General Fund Revenues, Expenditures, and Transfers-Out Compared to Population

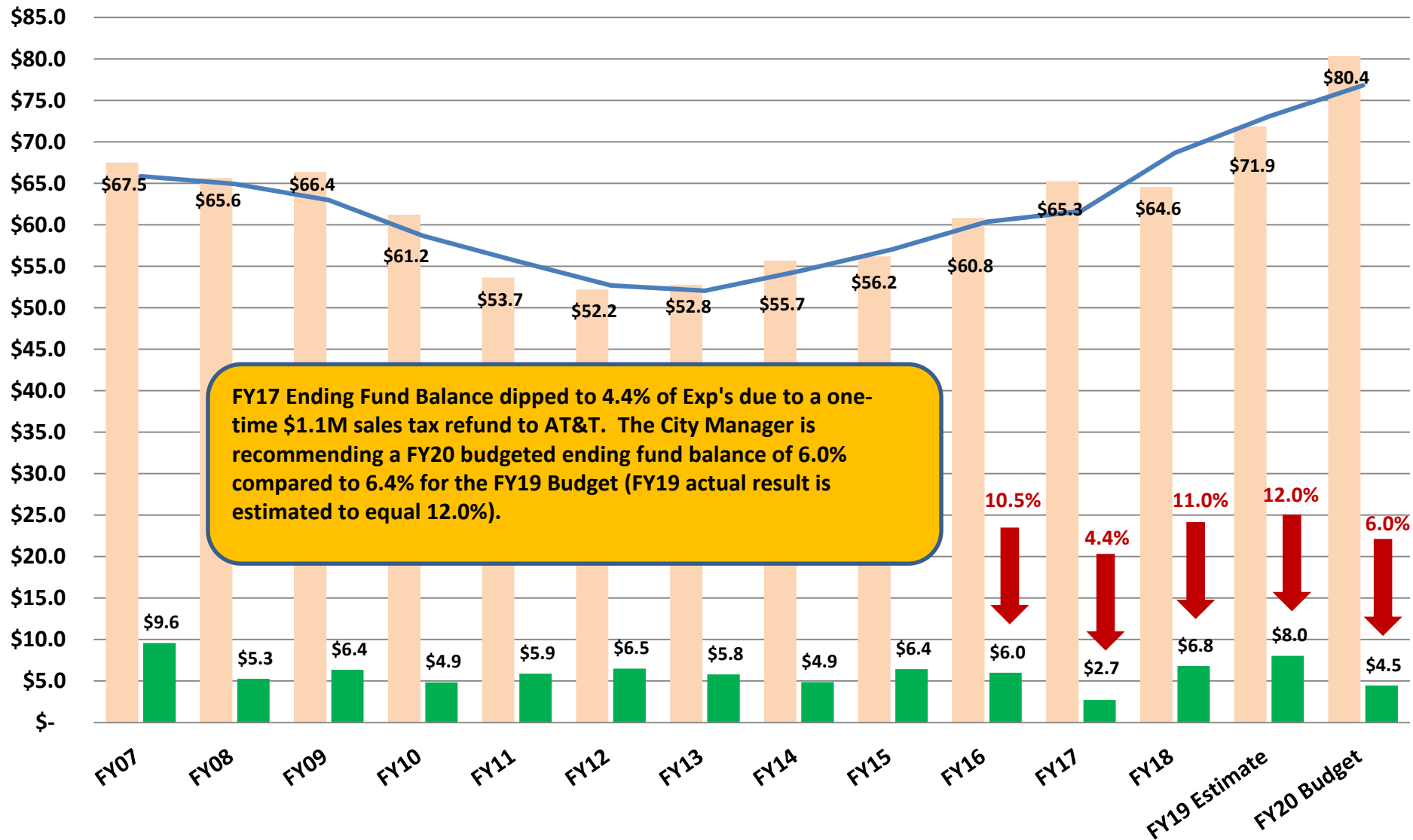


Sparks General Fund

Revenues, Expenditures, and Transfers-Out per Capita

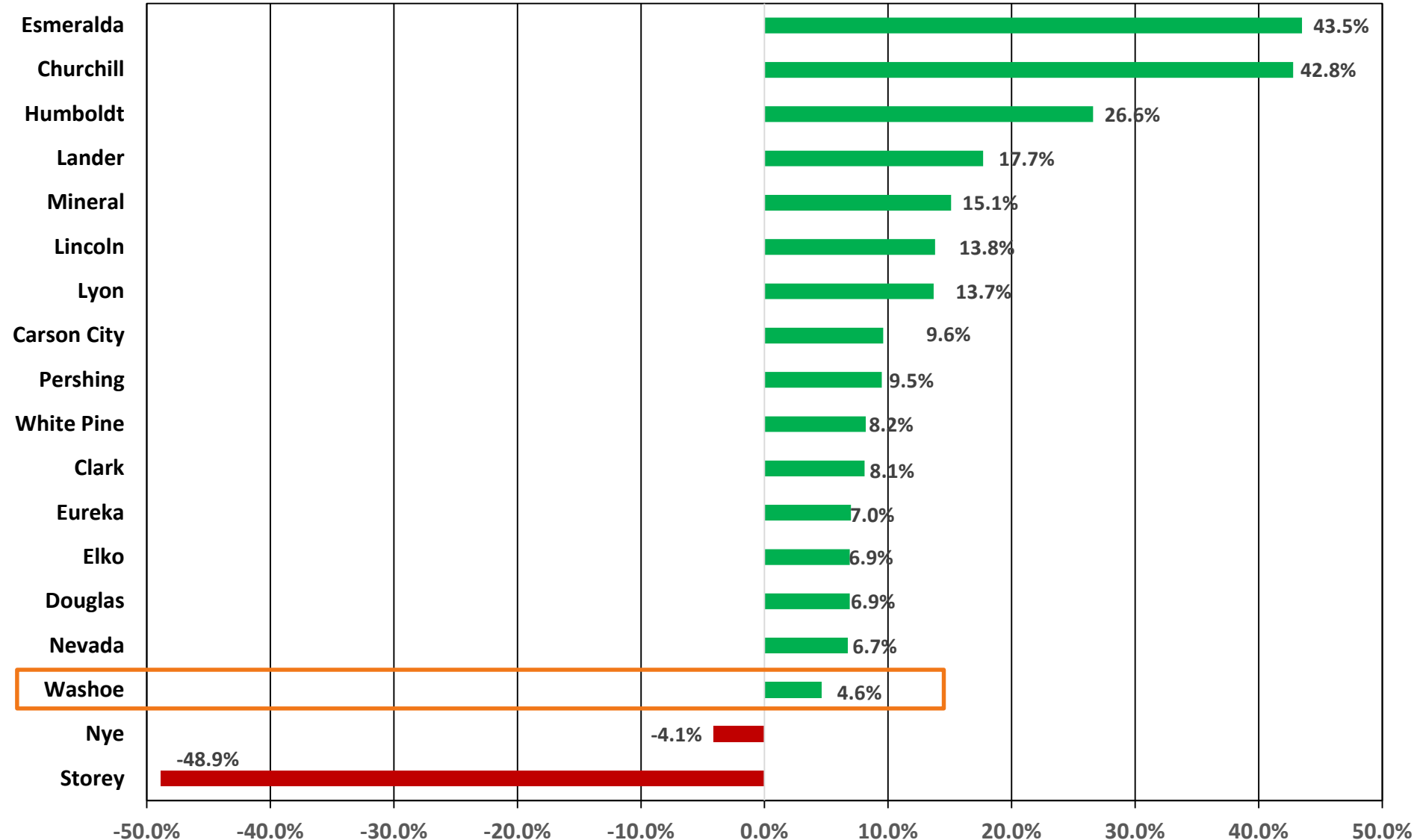


General Fund Revenues, Expenditures, and Fund Balance Since FY07 (in millions)

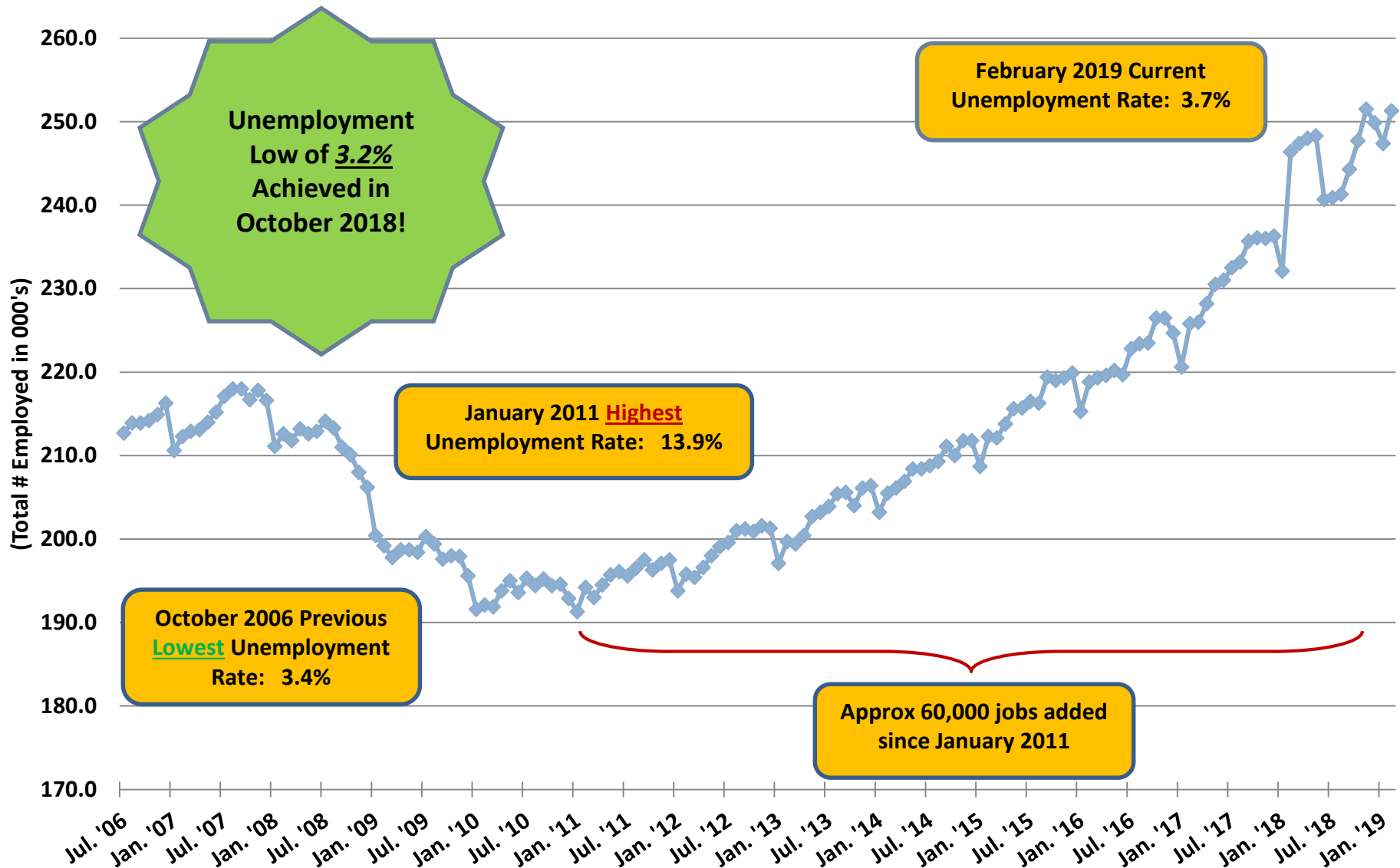


Taxable Sales % Changes by Nevada County

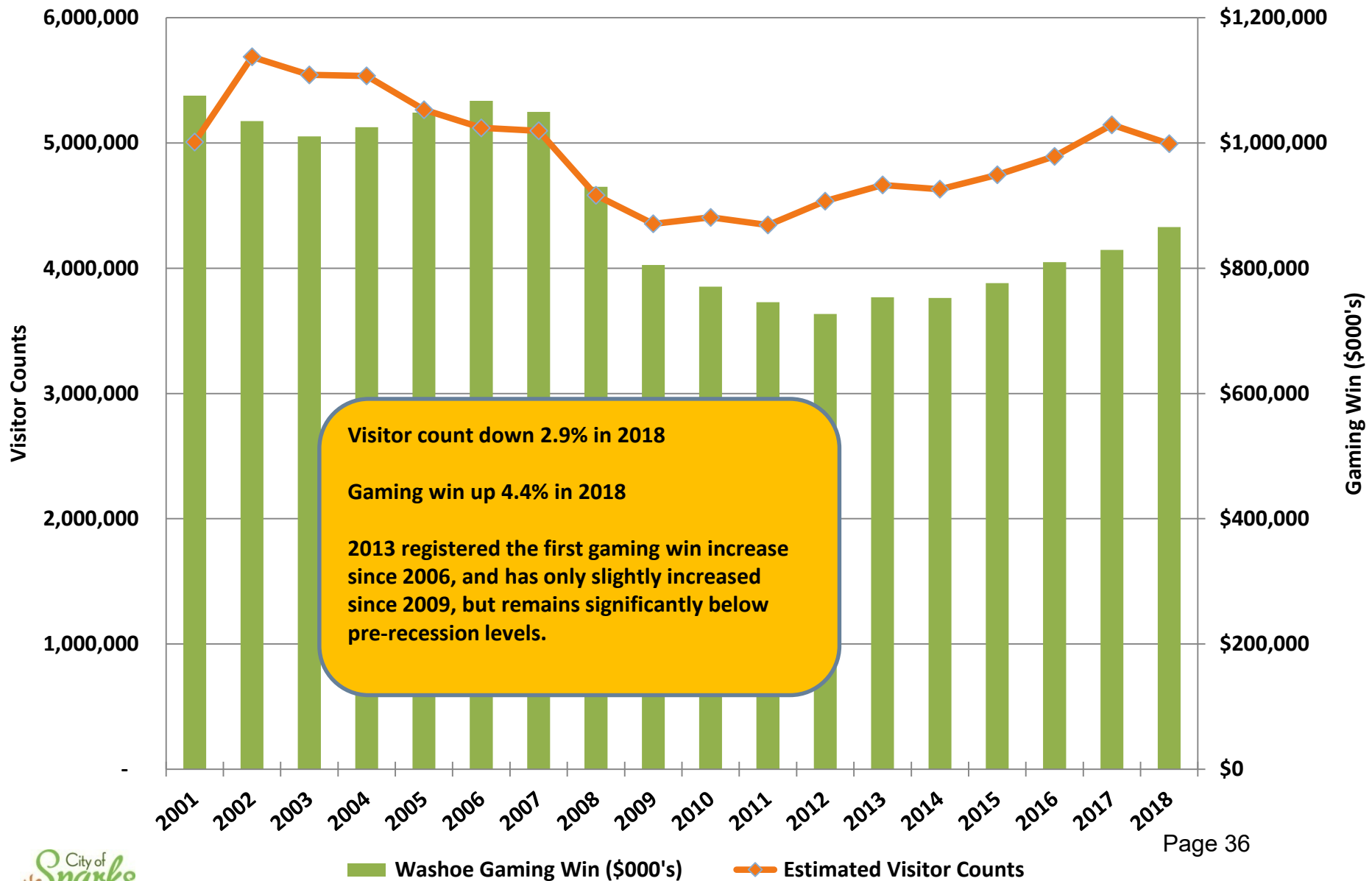
FY19 -- Year-to-Date Through January 2019



Total Employment - Reno/Sparks MSA Since July 2006



Washoe County Estimated Visitor Counts And Total Gaming Win



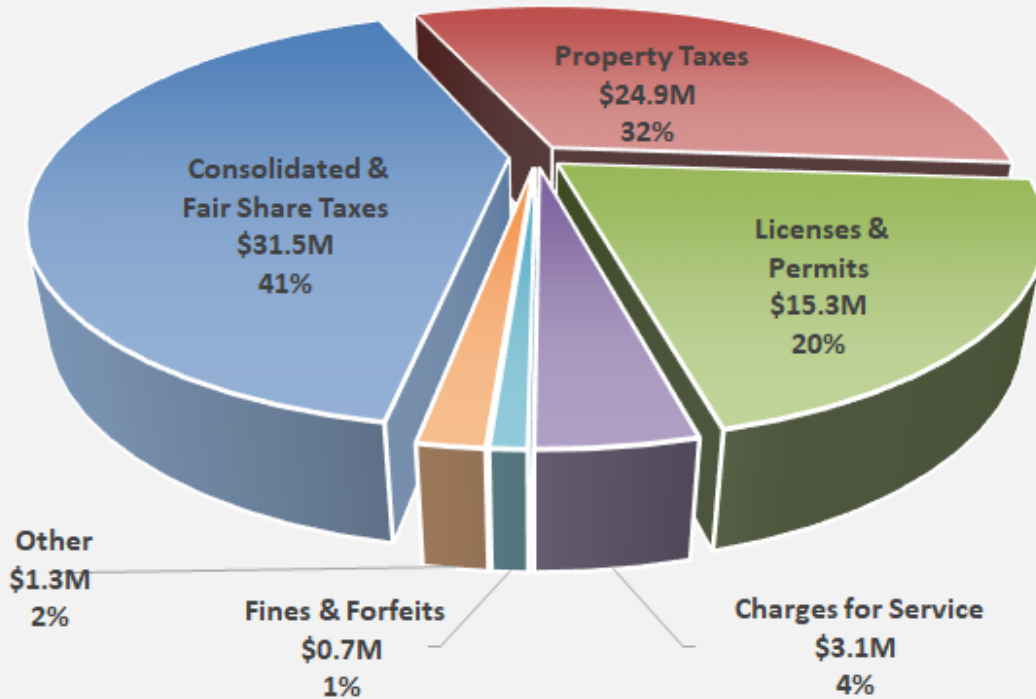
GENERAL FUND

Revenues

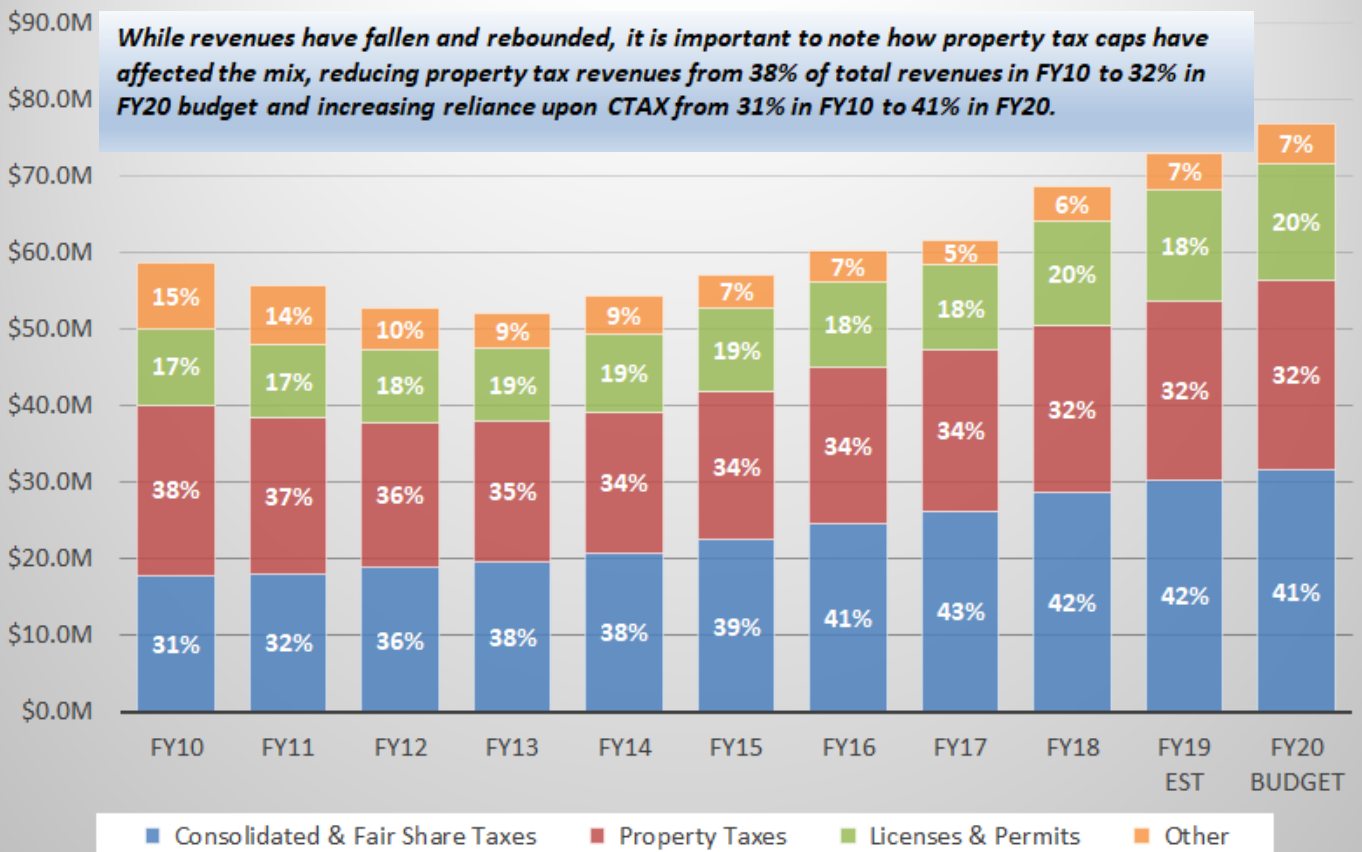


FY20 General Fund Revenues

Total: \$76.8M



General Fund Revenues FY10 through FY20

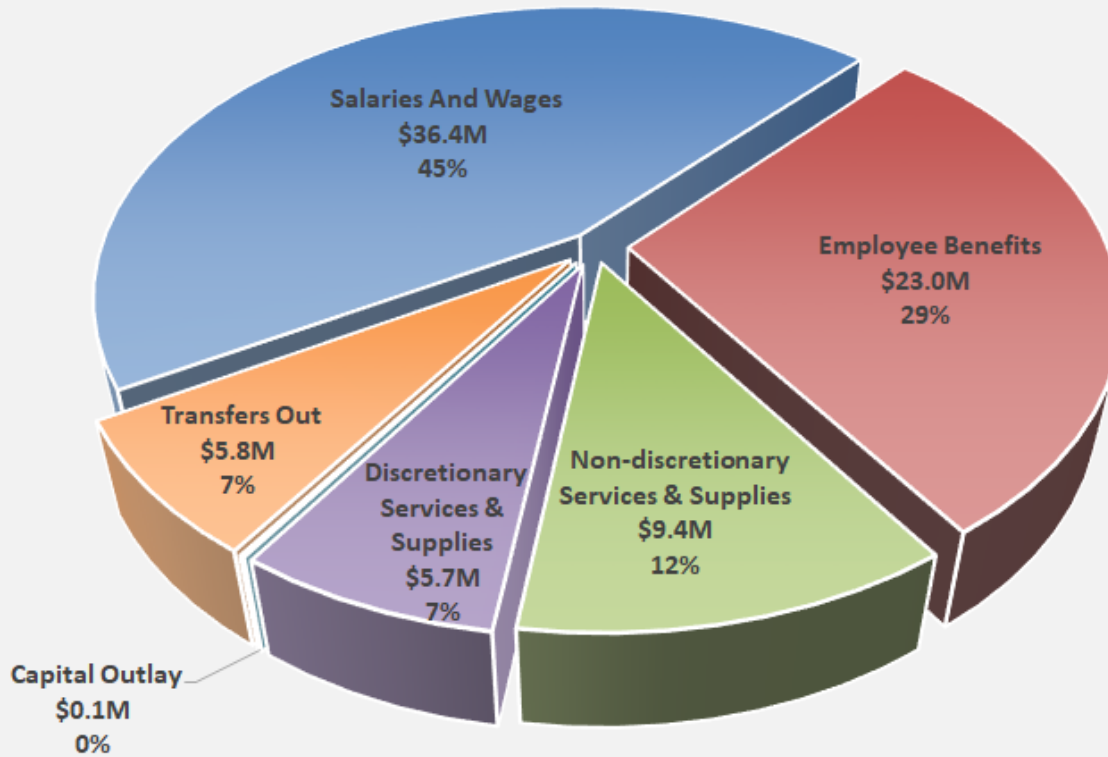


GENERAL FUND

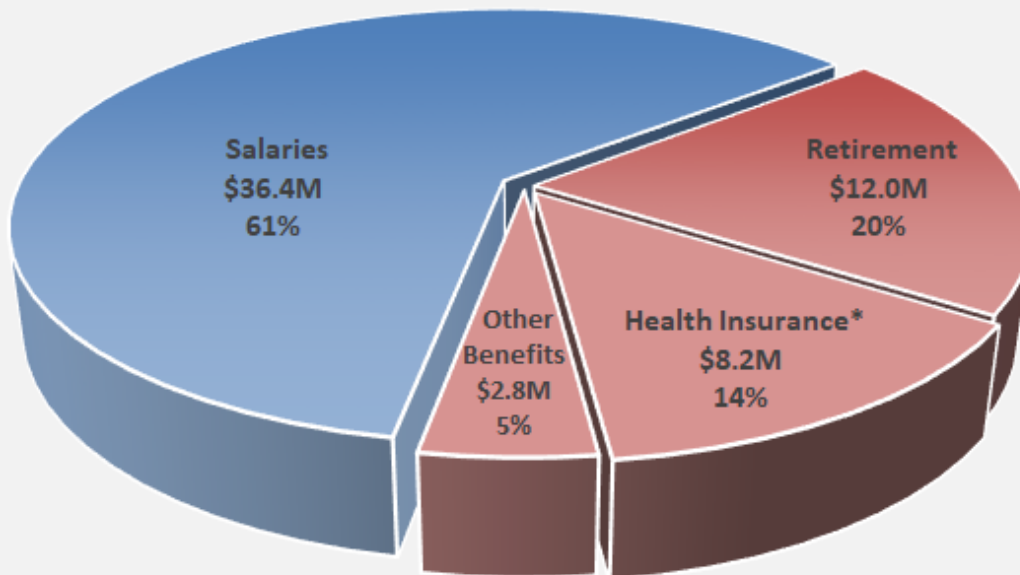
Expenditures and Transfers Out



**FY20
General Fund Expenditures & Transfers-Out
(excluding Contingency)
Total: \$80.4M**



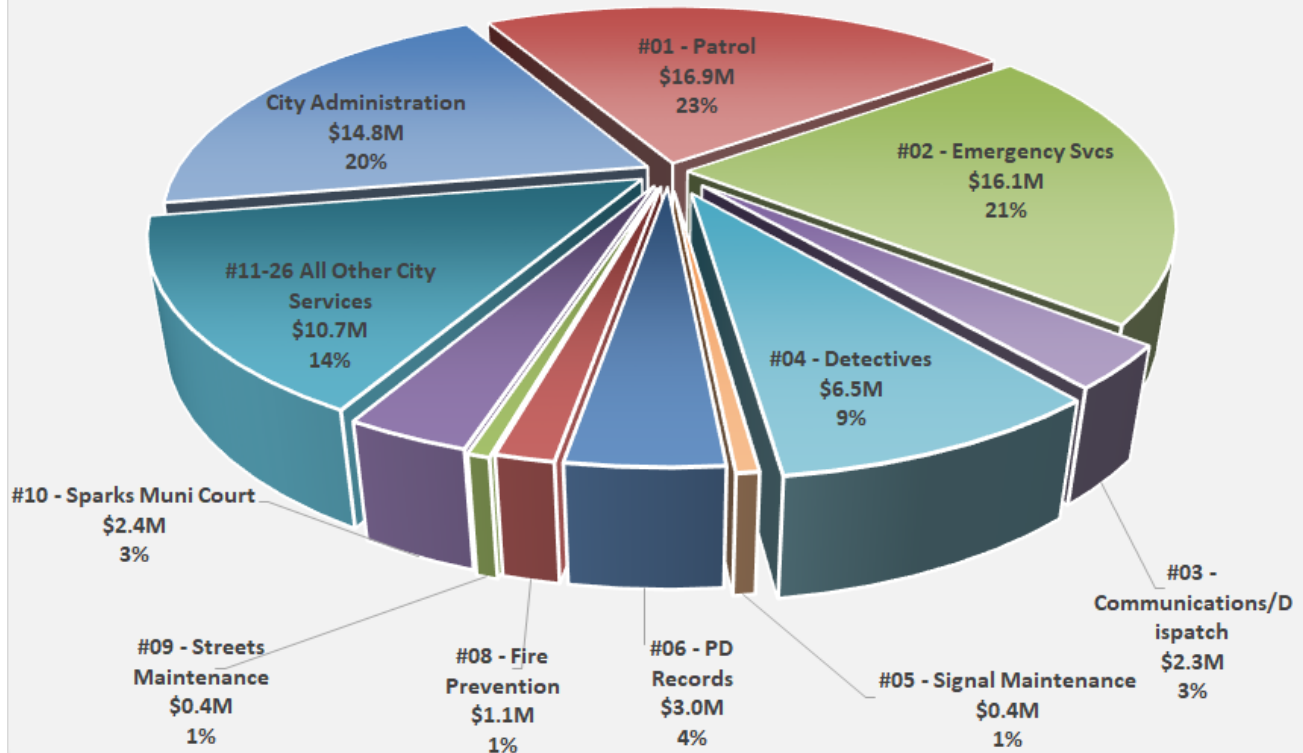
**FY20 Salaries & Benefits - General Fund
Total: \$59.4M**



** Health insurance costs include Sick Leave Conversion, Retiree Health Insurance Subsidies and NV PEBP Subsidy. Health insurance is 11% of total General Fund expenditures of \$74.4M (excludes transfers out and contingency).*

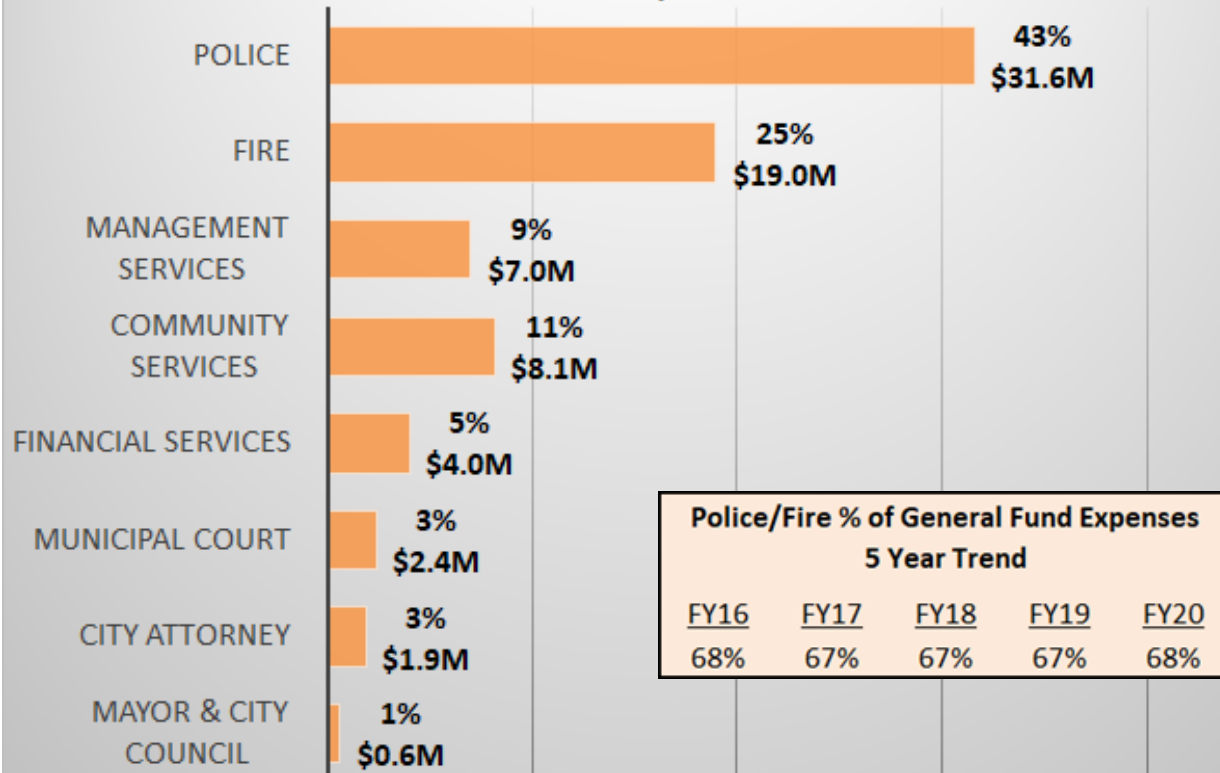
FY20 Expenditures by Core Service - General Fund
(Excludes Transfers Out and Contingency)

Total: \$74.6M



FY20 Expenditures by Department - General Fund
(Excludes Transfers Out and Contingency)

Total: \$74.6M



GENERAL FUND

Causes of Change



Causes of Change in General Fund Revenues, Expenditures and Transfers from FY19 Budget to FY19 Estimates

	FY19 Budget	FY19 Estimates	Change	
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REVENUES	71,104,688	73,064,788	1,960,100	3%
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Primary Causes of Change

CTAX and Fair Share (42% of total rev)			350,000	
Property Taxes (32% of total rev)			0	
Licenses and Permits (20% of total rev) mainly due to larger than anticipated Business Licenses (\$1.2M) and Marijuana Licensing (\$300K)			1,573,243	
Total Primary Causes of Change =			1,923,243	

SALARIES & BENEFITS	53,165,753	52,647,451	(518,302)	-1%
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Primary Causes of Change

Vacancy Savings			(1,100,000)	
Employee contracts not budgeted in FY19			600,000	
FY19 Hay Study impacts not budgeted			140,000	
Deferred comp match			(150,000)	
Total Primary Causes of Change =			(510,000)	

SERVICES & SUPPLIES and CAPITAL OUTLAY	13,779,262	14,126,158	346,896	3%
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Primary Causes of Change

Professional Services			150,000	
Landscape Maintenance			53,000	
Vehicle Rent			160,000	
Total Primary Causes of Change =			363,000	

TRANSFERS-OUT	4,930,804	5,080,804	150,000	3%
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Primary Causes of Change

Unplanned transfer to Capital Projects Fund for flashing pedestrian safety beacons by Reed High School			150,000	
Total Primary Causes of Change =			150,000	

Fund Balance Summary Comparing FY19 Budget to FY19 Estimates

Beginning Fund Balance	5,065,785	6,815,211	1,749,426
Change in Fund Balance	(771,131)	1,210,375	1,981,506
Ending Fund Balance	4,294,654	8,025,586	3,730,932
Ending Fund Balance as a Percentage of Expenditures	6.4%	12.0%	

Cause of Change in General Fund Revenues, Expenditures and Transfers from FY19 Estimates to FY20 Budget

	FY19 Estimates	FY20 Budget	Change	
REVENUES	73,064,788	76,833,147	3,768,359	5%
Primary Causes of Change				
CTAX and Fair Share (41% of total rev) -- 4.1% increase expected in FY20			1,250,000	
Property Taxes (32% of total rev) -- 6.8% increase expected in FY20			1,575,000	
Licenses and Permits (20% of total rev) -- 4.4% increase expected in FY20 - mainly Business Licenses (\$287K), Marijuana Licenses (\$100K) and Garbage Franchise Fees (\$130K)			650,377	
Common Service Charge (See details in Supplementary Citywide Info Section on page 30)			283,935	
Total Primary Causes of Change =			3,759,312	
TRANSFERS-IN	-	1,000,000	1,000,000	-
Primary Causes of Change				
Transfer from Vehicle Fund/Contingency Offset (to be transferred only if necessary)			1,000,000	
Total Primary Causes of Change =			1,000,000	
SALARIES and BENEFITS	52,647,451	59,441,519	6,794,068	13%
Primary Causes of Change				
Vacancy Savings re-loaded in FY20			1,200,000	
Employee contract changes including 2.9% COLA for settled contracts and resolutions			1,000,000	
FY20 Hay impacts			400,000	
New Needs (22 positions)			2,188,000	
1.5% Health Insurance increase			110,000	
PERS contribution rate increases			485,000	
Full year cost of 2 Police Officers from COPS Grant and Victim Advocate due to grant expiration			125,000	
Contribution increase to Workers Comp Fund			600,000	
Overtime, Callback & Worked Holiday			400,000	
Total Primary Causes of Change =			6,508,000	
SERVICES and SUPPLIES, CAPITAL OUTLAY and CONTINGENCY	14,126,158	16,136,523	2,010,365	14%
Primary Causes of Change				
Contribution to Liability Self Insurance Fund			113,000	
New Needs			368,829	
Vehicle and Equipment Maintenance and repair (M&R) and Cost Recovery			136,000	
Equip & Furnishings			196,000	
Washoe County Forensics contract			50,000	
Software (not related to CIP IT Software Replacement Plan)			(105,000)	
Professional Services Temp Agency			224,000	
Triage Interlocal Agreement			87,000	
Contingency (offset by transfer-in from Motor Vehicle Fund if necessary)			1,000,000	
Total Primary Causes of Change =			2,069,829	
TRANSFERS-OUT	5,080,804	5,815,841	735,037	14%
Primary Causes of Change				
2014 CTAX Refunding Bond Debt Service			2,037	
Transfer to Parks and Recreation Fund			(17,000)	
IT Hardware and Major System Software Replacement Plans			17,242	
General Capital Projects Fund transfer (2.5% of revenues)			350,000	
Transfer to Parks and Recreation Project Fund for GERP turf replacement and maintenance			382,758	
Total Primary Causes of Change =			735,037	

GENERAL FUND

Payments to Other Governments & Non-Profits



Payments to Other Governments and Non-Profits

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

	FY18 Actuals	FY19 Estimates	FY20 Budget
State of Nevada			
Nevada Commission on Ethics (Costshare) NRS 281A.270	21,845	19,069	20,336
**Nevada Division of Forestry (WFPP, Wildland Fire Protection Plan)	0	0	25,633
TOTAL PAYMENTS TO STATE OF NEVADA	21,845	19,069	45,969

Washoe County

Regional Training Center	154,935	164,200	150,000
Registrar of Voters Election Services (Expenses occur during election cycles)	0	16,240	0
Regional Emergency Operation Center (EOC)	10,872	15,986	16,785
Regional Emergency Operation Center (EOC) Roof Repair	0	0	18,000
Regional Planning (Fiscal Year 19 Includes \$12K For Servers)	227,420	267,625	266,669
Forensic Services	435,500	489,500	539,500
Sheriff's Office Extraditions (Not to Exceed \$30K)	22,898	23,070	25,000
Senior Center	21,500	21,500	21,500
Base Map Subscription	10,000	10,000	10,000
Sheriff's Work Crew Park Maintenance & Weed Abatement	62,856	66,863	70,557
Accela Annual Subscription	78,177	81,383	90,000
800 Megahertz (MHz) Radio	119,627	117,373	118,637
TOTAL PAYMENTS TO WASHOE COUNTY	1,143,785	1,273,741	1,326,648

City of Reno

*Community Assistance Center	277,384	283,899	302,267
One-time FY19 contribution for Temporary Homeless Overflow Shelter	0	24,951	0
City of Reno Triage Center	0	0	87,000
Regional Hazmat Team (TRIAD)	16,000	16,000	16,000
TOTAL PAYMENTS TO CITY OF RENO	293,384	324,850	405,267

Membership Dues and Subsidies

Economic Development Authority of Nevada (EDAWN)	100,000	100,000	100,000
Keep Truckee Meadows Beautiful	0	10,000	10,000
Nevada League of Cities and Municipalities (NLC and M)	20,419	21,136	21,136
National League of Cities	0	8,051	8,051
Western Nevada Development District (WNDD)	5,000	5,000	5,000
Alliance for Innovation	5,100	5,100	5,100
The Chamber	1,362	1,362	1,362
Sparks Heritage Foundation and Museum	5,000	1,000	2,000
Mesa Meadows Landscape Maintenance Subsidy	24,000	39,000	53,364
Regional Air Services Corporation	0	0	10,000
TOTAL MEMBERSHIPS AND SUBSIDIES	160,881	190,649	216,013

* Community Assistance Center funding breakdown

	FY18 Actuals	FY19 Estimates	FY20 Budget
General Fund	178,231	161,941	192,917
Community Development Block Grant (CDBG) Fund	99,153	121,958	109,350
Total	277,384	283,899	302,267

**** Nevada Division of Forestry for FY18 & FY19 was paid in FY17 so there are no expenses in FY18 or FY19 for that reason. Payments will be made again beginning in FY20.**

Other City Funds



Other City Funds Section

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

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



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

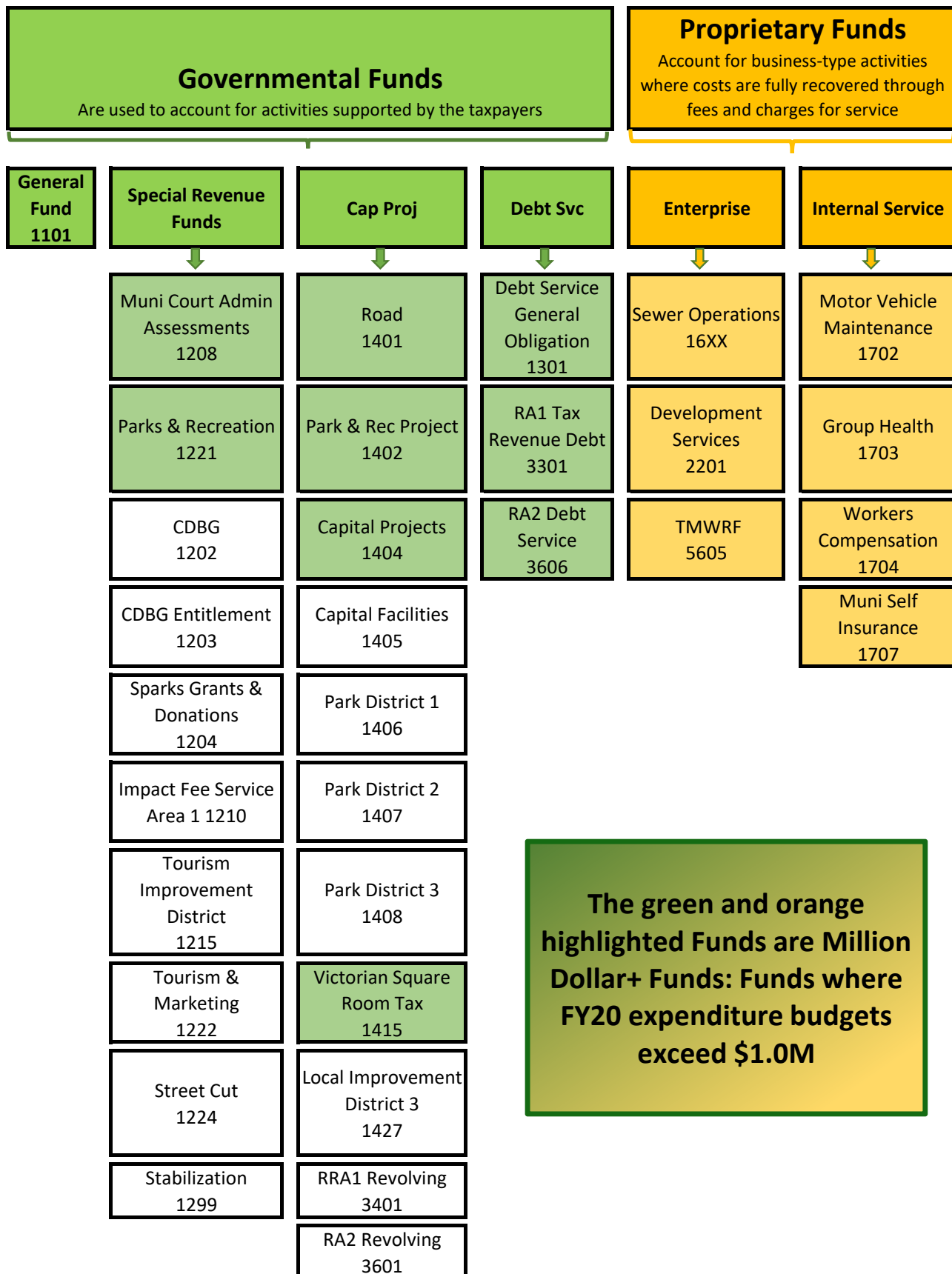
14 of these Funds will have a FY20 budget exceeding \$1.0M

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

Part 1: Million Dollar+ Funds: Larger Funds with FY20
Expenditure Budgets Exceeding \$1.0M

Part 2: Smaller Funds: Funds with FY20 Expenditure Budgets
Under \$1.0M

OTHER FUNDS - CITY OF SPARKS FUND STRUCTURE DIAGRAM



Other Funds Section Part 1

Million Dollar+ Funds: Larger Funds with FY20 Expenditure Budgets Exceeding \$1.0M

Other Funds Section Part 1: Million Dollar+ Funds

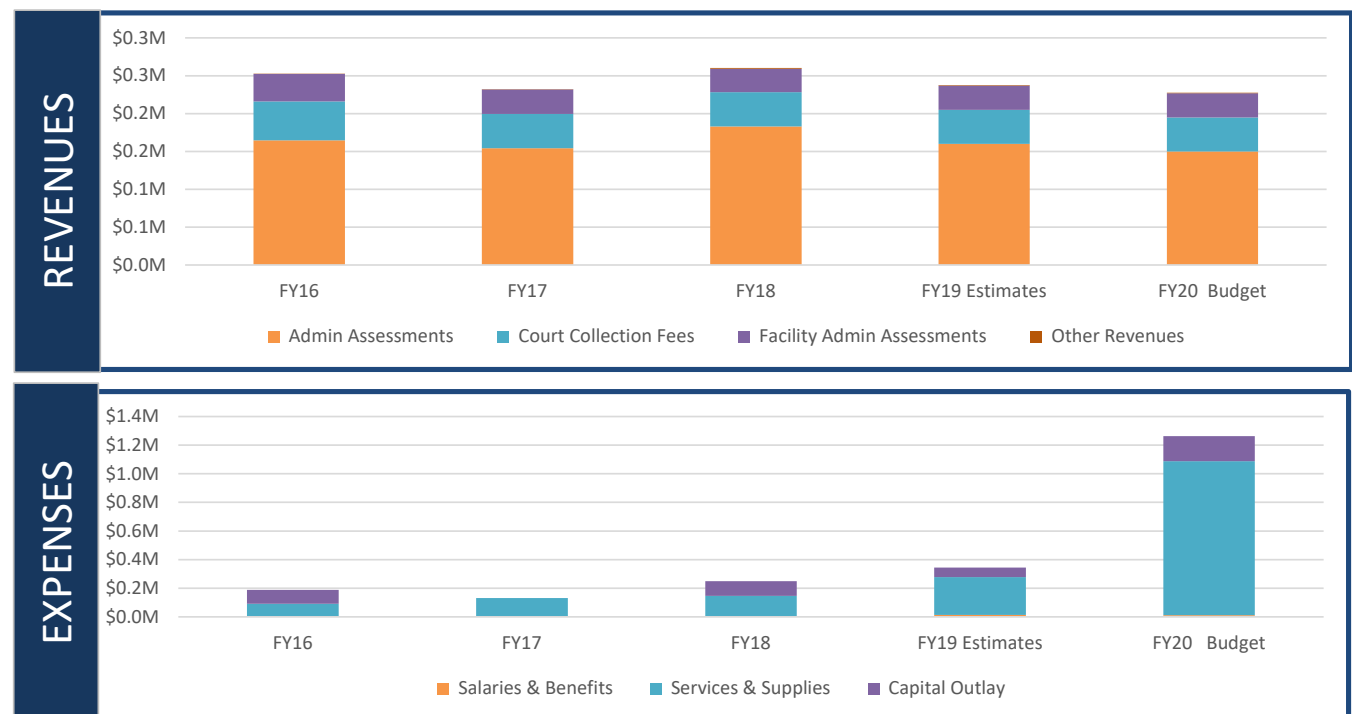
Muni Court Admin Assessments Fund 1208 (Special Revenue Fund)

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

	FY16	FY17	FY18	FY19 Estimates	FY20 Budget
BEG FUND BALANCE	1,038,924	1,102,997	1,149,445	1,159,365	1,052,136
REVENUES					
Admin Assessments	164,660	154,151	182,999	160,000	150,000
Court Collection Fees	51,557	45,481	45,183	45,000	45,000
Facility Admin Assessments	35,965	32,344	31,032	32,000	32,000
Other Revenues	262	412	900	600	600
TOTAL REVENUES	252,444	232,388	260,114	237,600	227,600
EXPENSES					
Salaries & Benefits	0	0	(5,163)	(12,706)	(12,174)
Services & Supplies	(90,682)	(131,514)	(141,503)	(265,123)	(1,075,900)
Capital Outlay	(97,689)	0	(103,528)	(67,000)	(175,000)
TOTAL EXPENSES	(188,371)	(131,514)	(250,194)	(344,829)	(1,263,074)
TRANSFER OUT	0	(54,426)	0	0	0
CHANGE IN FUND BALANCE	64,073	46,448	9,920	(107,229)	(1,035,474)
TOTAL ENDING FUND BALANCE	1,102,997	1,149,445	1,159,365	1,052,136	16,662
Undesignated Ending Fund Balance	1,102,997	1,149,445	1,159,365	1,052,136	16,662

FISCAL NOTES

Administrative Assessments and fees are expected to remain relatively flat in FY19 and FY20 across all fee types. Salary and Benefits amounts shown in FY18 through FY20 represent the expected cost of overtime related to increased efforts to serve warrants. In FY20, Capital Outlay represents specific planned projects outlined in the FY20 CIP including a \$75K Security Camera System Replacement and an \$80K Parking Lot Rehab. FY20 Services & Supplies include the entire remaining balance in order to provide spending flexibility while avoiding any budget violations.



Other Funds Section Part 1: Million Dollar+ Funds

Parks and Recreation Fund 1221 (Special Revenue Fund)

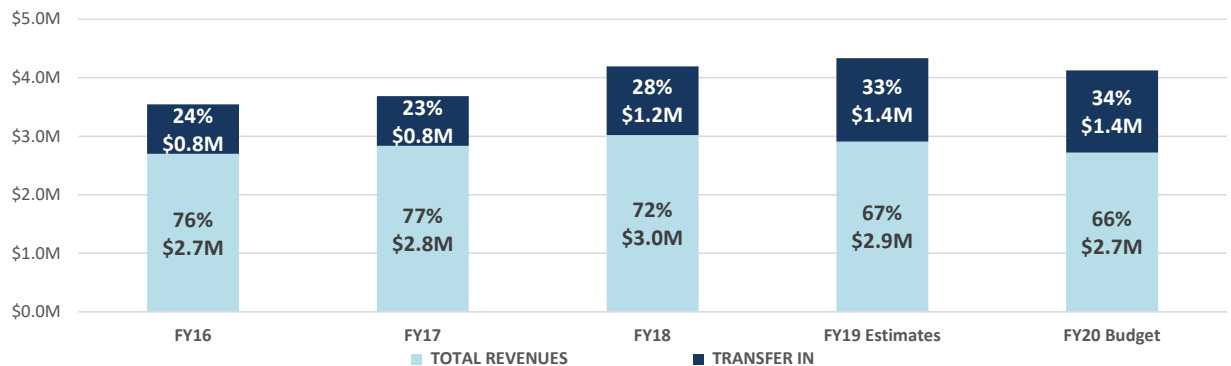
Purpose of Fund: Used to provide recreation programs offered and administered by the City of Sparks Parks and Recreation Department. Originally, the maintenance and operation of parks resided here. In FY12, that function was moved to the General Fund and is no longer accounted for in this Fund. A portion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

	FY16	FY17	FY18	FY19 Estimates	FY20 Budget
BEG FUND BALANCE	125,119	191,133	77,872	239,326	252,833
REVENUES					
Rec Program Fees	2,245,229	2,356,053	2,488,690	2,438,528	2,512,000
Special Event Revenue	248,586	279,870	341,172	312,017	51,000
All other revenues	204,500	202,100	189,610	159,580	159,080
TOTAL REVENUES	2,698,315	2,838,023	3,019,472	2,910,125	2,722,080
TRANSFER IN	846,200	847,688	1,175,000	1,422,000	1,405,000
EXPENSES					
Salaries & Benefits	(2,859,071)	(3,140,952)	(3,328,918)	(3,503,280)	(3,384,103)
Services & Supplies	(619,430)	(658,020)	(704,100)	(815,338)	(862,364)
TOTAL EXPENSES	(3,478,501)	(3,798,972)	(4,033,018)	(4,318,618)	(4,246,467)
CHANGE IN FUND BALANCE	66,014	(113,261)	161,454	13,507	(119,387)
TOTAL ENDING FUND BALANCE	191,133	77,872	239,326	252,833	133,446
<i>Less: Designated for Facilities & Public Art</i>	<i>(49,903)</i>	<i>(76,333)</i>	<i>(120,067)</i>	<i>(84,400)</i>	<i>(126,400)</i>
Undesignated Ending Fund Balance	141,230	1,539	119,259	168,433	7,046

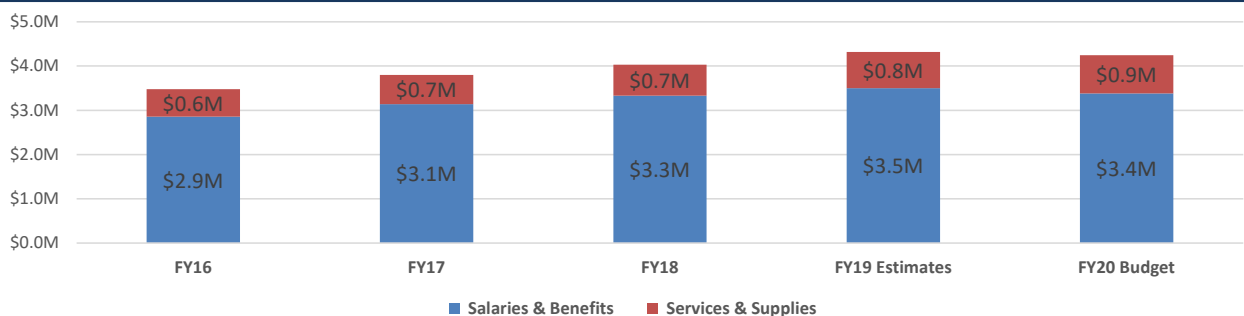
FISCAL NOTES

Rec Program fees are the largest revenue in this Fund - approximately 83% of the total - and are projected to remain relatively flat in FY19 and FY20. Special Event revenue will see a significant decrease in FY20 due to a change in business practice. In FY20, special event revenue and expenses will be distributed to actual costs in corresponding departments in the General Fund. The change in practice results in a net decrease for both total revenues and expenses. The increase trend in Revenues we saw in FY16 through FY18 was due in part to the new Public Art fee, this new funding source is made up of a new fee collected for property use on Victorian Avenue during special events and a redirection of existing fees being collected for vendor permit fees and Marina use fees during special events. We anticipate relatively flat growth on this new fee in FY20 now that it has been fully implemented. the FY20 Transfer-In from the General Fund represents a 33% subsidy of total budgeted expenses in the Fund.

Program Fees vs. General Fund Subsidy



Expenses



Other Funds Section Part 1: Million Dollar+ Funds

General Obligation Debt Service Fund 1301 (Debt Service Fund)

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

FY18 Actuals	FY19 Estimates	FY20 Budget	Principal Balance 6/30/2020	Maturity Date
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CTAX Revenue Refunding Bonds 2014 - \$7,330,000	Beginning Reserve	0	0	0	\$5,595,000	5/1/2026
	T/I from General Fund 1101	170,412	708,804	710,841		
	T/I from Sewer Operations 1630	958	3,985	3,997		
	T/I from Development Svcs 2201	5,749	23,912	23,980		
	T/I from R/A Revolving 3401	71,431	297,108	297,962		
	Interest	(224,550)	(223,809)	(198,780)		
	Principal	(24,000)	(810,000)	(838,000)		
	ENDING RESERVE	0	0	0		

CTAX Revenue Bonds 2011 - \$4,180,000	BEGINNING RESERVE	0	0	0	\$0	5/1/2018
	T/I from General Fund 1101	522,500	0	0		
	T/I from Sewer Operations 1630	2,938	0	0		
	T/I from Development Svcs 2201	17,627	0	0		
	T/I from R/A Revolving 3401	219,016	0	0		
	Interest	(17,080)	0	0		
	Principal	(745,000)	0	0		
	ENDING RESERVE	0	0	0		

Sr. & Subordinate STAR Bonds Series A 2008 - \$119,890,000	BEGINNING RESERVE	11,776,281	10,909,960	11,975,137	\$86,584,980	6/15/2028
	Sales Taxes not Consolidated	11,085,966	14,000,000	14,560,000		
	Interest Earned	141,191	200,002	210,000		
	Interest on Sr. Star	(4,702,625)	(4,499,825)	(4,271,350)		
	Interest on Subordinate Star	(2,889,788)	(3,500,000)	(1,732,342)		
	Principal on Sr. Star	(3,120,000)	(3,515,000)	(3,935,000)		
	Principal on Subordinate Star	(1,381,065)	(1,620,000)	(2,620,000)		
	ENDING RESERVE	10,909,960	11,975,137	14,186,445		

LID3 Refunding Bonds 2016 - \$13,498,290	BEGINNING RESERVE	3,217,585	2,939,020	2,687,368	\$6,374,679	9/1/2027
	Special Assessment Principal	5,119,107	689,378	724,700		
	Special Assessment Interest	524,501	358,040	324,269		
	Spec. Assess. Penalty/Prepay	195,823	0	0		
	Interest Earned	31,122	36,904	37,300		
	Miscellaneous Revenue	0	5,325	0		
	Professional Services-Other	(13,840)	(3,038)	(3,040)		
	Principal	(5,534,454)	(872,169)	(716,988)		
	Interest	(600,824)	(466,092)	(257,882)		
	ENDING RESERVE	2,939,020	2,687,368	2,795,727		

Total Ending Reserve In Debt Service Fund	13,848,980	14,662,505	16,982,172
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FISCAL NOTES

The existing debt in this Fund is either backed by ad valorem taxes (General Obligation (GO) bonds), consolidated taxes (CTAX bonds), sales tax revenues (STAR bonds), local improvement district assessments (LID bonds), or a payment agreement with the Redevelopment Agency of the City of Sparks. All revenue collected within this Fund is pledged for debt service. There are no reserve requirements on the GO or CTAX bond debt issues listed above. Of the \$14.2M in total ending reserves in STAR Bonds, \$8.0M is required to be maintained per bond covenants, leaving \$6.2M on hand at the end of FY20 to make future STAR bond payments. Of the \$2.80M in total ending reserves in LID3 Refunding Bonds 2016, \$487K is required to be maintained per bond covenants, leaving \$2.3M on hand at the end of FY20 to make future LID3 bond payments.

Other Funds Section Part 1: Million Dollar+ Funds

Road Fund 1401 (Capital Projects Fund)

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

	FY16	FY17	FY18	FY19 Estimates	FY20 Budget
BEG FUND BALANCE	5,097,798	3,832,672	1,139,775	1,258,615	427,782
REVENUES					
Fuel Taxes	2,244,970	2,403,954	2,560,742	2,704,437	2,839,930
TMWA Rights of Way	610,924	652,881	671,645	701,870	733,450
Electric Franchise Fees	1,444,639	1,358,032	759,967	1,583,950	1,627,143
Gas Franchise Fees	584,935	431,814	245,736	455,108	463,335
All other revenues	59,055	2,947	9,430	258,136	245,060
TOTAL REVENUES	4,944,523	4,849,628	4,247,520	5,703,501	5,908,918
EXPENSES					
Salaries & Benefits	(1,788,414)	(1,671,195)	(1,562,346)	(1,699,492)	(2,003,162)
Services & Supplies	(1,317,758)	(1,338,124)	(1,209,523)	(2,853,342)	(1,898,856)
Capital Improvements	(3,103,477)	(4,533,206)	(1,356,811)	(1,981,500)	(2,240,000)
TOTAL EXPENSES	(6,209,649)	(7,542,525)	(4,128,680)	(6,534,334)	(6,142,018)
CHANGE IN FUND BALANCE	(1,265,126)	(2,692,897)	118,840	(830,833)	(233,100)
ENDING FUND BLANCE	3,832,672	1,139,775	1,258,615	427,782	194,682

FISCAL NOTES

Fuel taxes are the largest revenue in the Road Fund and are projected to grow 5.6% in FY19 and 5.0% in FY20. FY19 TMWA Rights of Way revenues are expected to grow 4.5% in FY19 and another 4.5% in FY20.

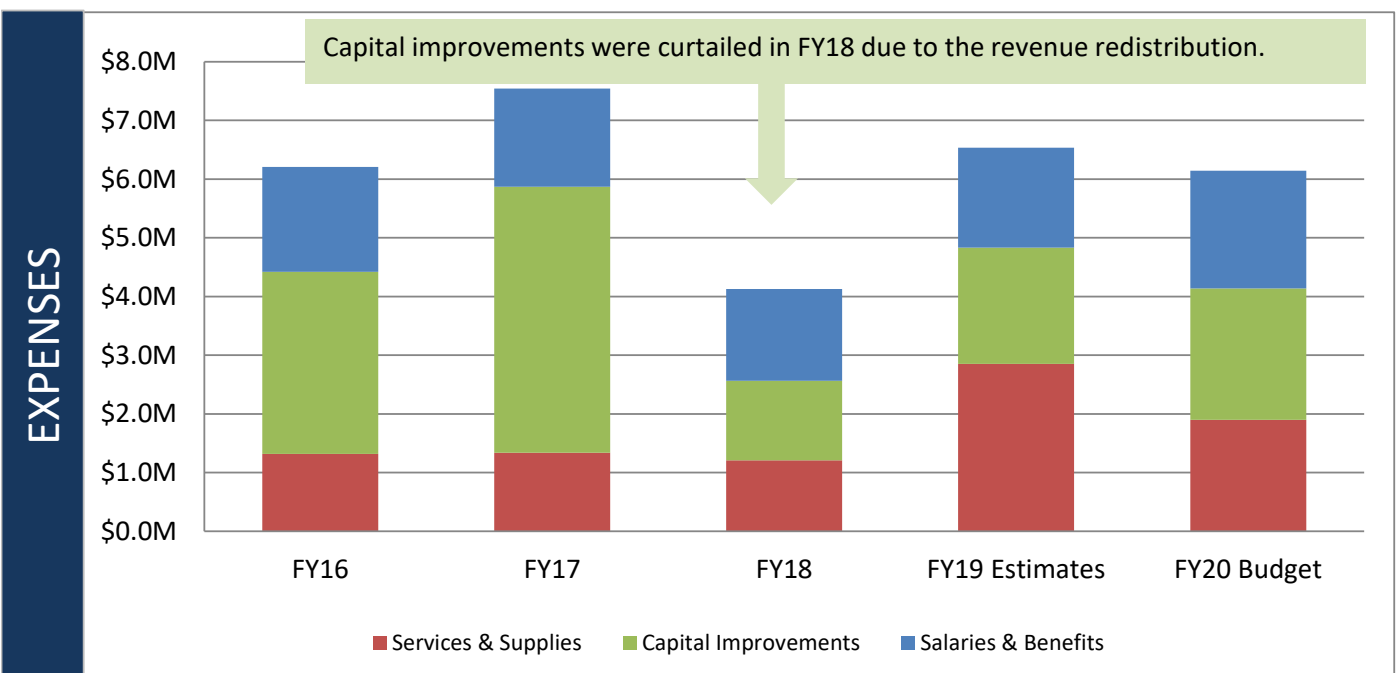
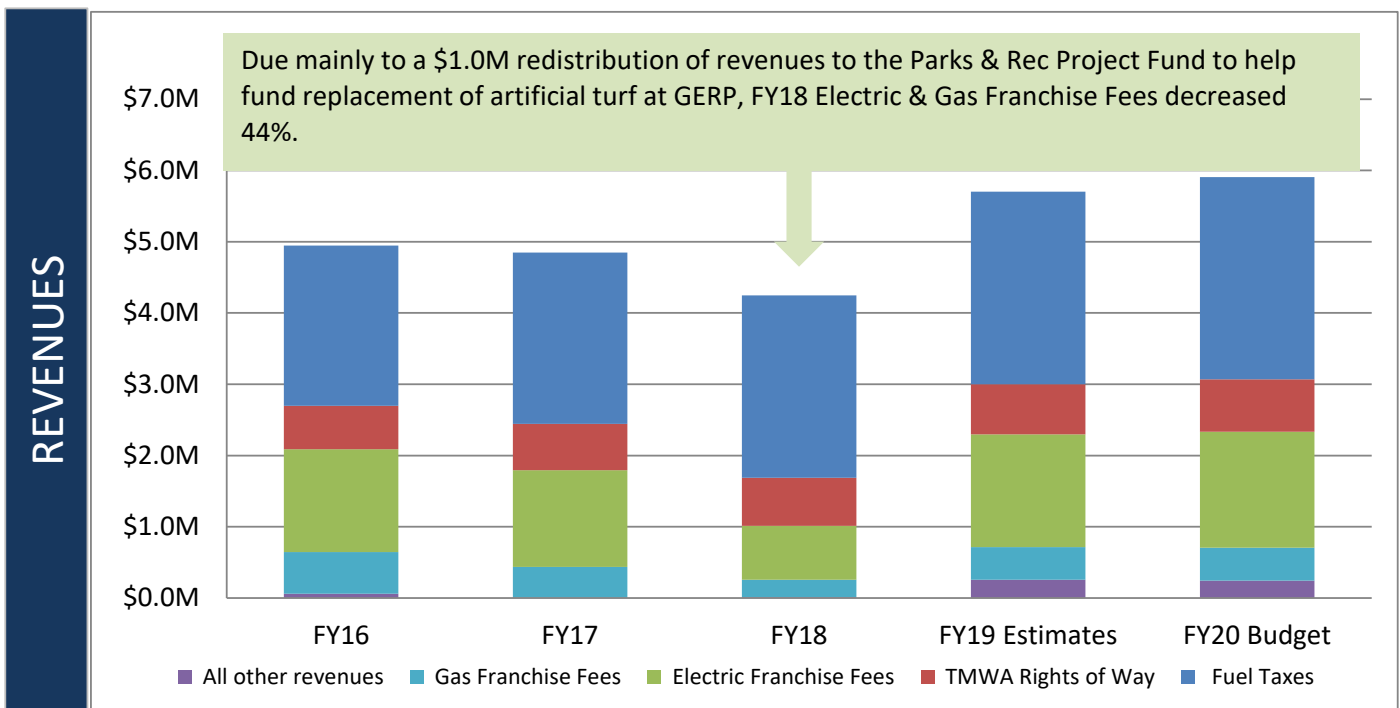
Electric and Gas Franchise Fees fell sharply in FY18 due to a shift in the distribution of the fees between the Road Fund and the Parks & Rec Project Fund. Half of the Electric and Gas Franchise Fees that had been going to the Road Fund (\$1.0M) was deposited in the Parks & Rec Project Fund in FY18. The revenue shift was necessary to begin funding the replacement of artificial field turf at the Golden Eagle Regional Park. While this revenue shift was approved for FY18, City Council directed that the franchise fees revert back to their original allocations in FY19 and FY20.

Expenditures in this Fund represent road maintenance employee costs and projects outlined in the Capital Improvement Plan (CIP). The 17.9% increase in salary and benefits in FY20 is due to a few factors such as; 1) the fact that FY20 is budgeted to have no vacancies while FY19 represents the actual vacancies experienced; 2) PERS rates increase from 28% to 29.25% in FY20 and; 3) there is a 1.5% health insurance premium increase in FY20.

Pavement Condition Index in Sparks averages about 82.0 in FY19 and is expected to decrease by about 0.5 annually.

Other Funds Section Part 1: Million Dollar+ Funds

Road Fund Continued...



Other Funds Section Part 1: Million Dollar+ Funds

Parks & Rec Project Fund 1402 (Capital Projects Fund)

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

	FY16	FY17	FY18	FY19 Estimates	FY20 Budget
BEG FUND BALANCE	1,479,177	1,856,067	1,734,195	2,998,097	961,371
REVENUES					
Electric Franchise Fees	722,320	679,016	1,519,934	791,975	813,571
Gas Franchise Fees	292,467	215,907	491,472	227,543	231,656
Golden Eagle Regional Park Revenues	267,898	302,149	297,434	300,800	303,500
All other revenues	7,838	3,231	1,734	1,700	1,700
TOTAL REVENUES	1,290,523	1,200,303	2,310,574	1,322,018	1,350,427
TRANSFER IN	0	0	0	500,000	882,758
EXPENSES					
Salaries & Benefits	(390,639)	(407,749)	(417,510)	(402,462)	(424,940)
Services & Supplies	(420,692)	(338,431)	(127,109)	(322,163)	(323,209)
Capital Improvements	(102,302)	(575,995)	(502,053)	(3,134,119)	(1,370,000)
TOTAL EXPENSES	(913,633)	(1,322,175)	(1,046,672)	(3,858,744)	(2,118,149)
CHANGE IN FUND BALANCE	376,890	(121,872)	1,263,902	(2,036,726)	115,036
ENDING FUND BLANCE	1,856,067	1,734,195	2,998,097	961,371	1,076,407

FISCAL NOTES

Electric and Gas Franchise Fees historically have made up over 75% of the revenue in this Fund and are expected to comprise over 77% of the revenues in FY20.

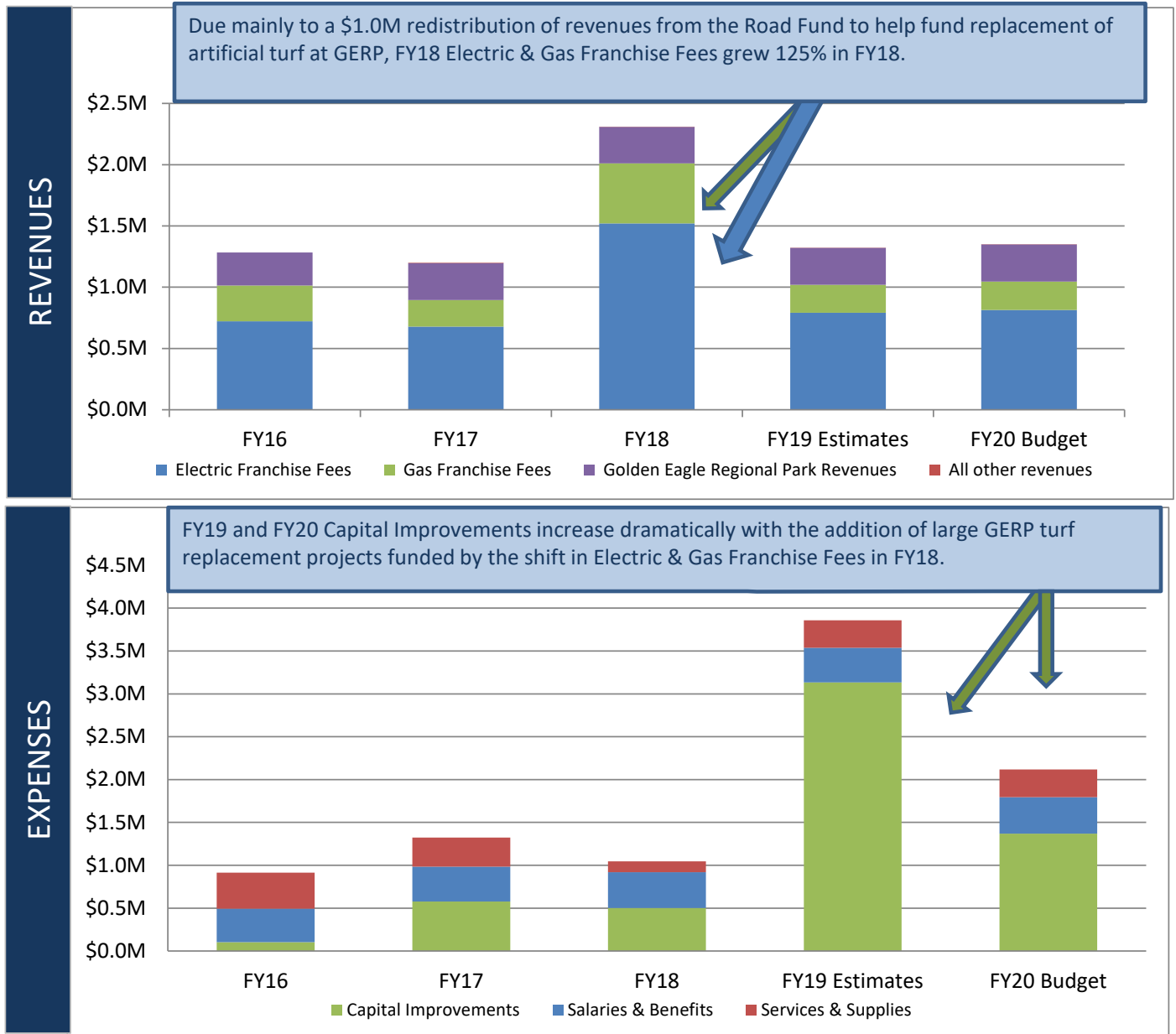
Electric and Gas Franchise Fees rose sharply in FY18 due to a shift in the distribution of the fees between the Road Fund and the Parks and Rec Project Fund. Half of the Electric and Gas Franchise Fees that had been going to the Road Fund (\$1.0M) were deposited in the Parks and Rec Project Fund in FY18.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

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

Expenditures in the Fund represent park maintenance and other Community Services employee costs and projects outlined in the Capital Improvement Plan (CIP). The large increase in capital improvements in FY19 and FY20 is due to a large GERP turf replacement project.

Other Funds Section Part 1: Million Dollar+ Funds

Parks & Rec Project Fund Continued...



Other Funds Section Part 1: Million Dollar+ Funds

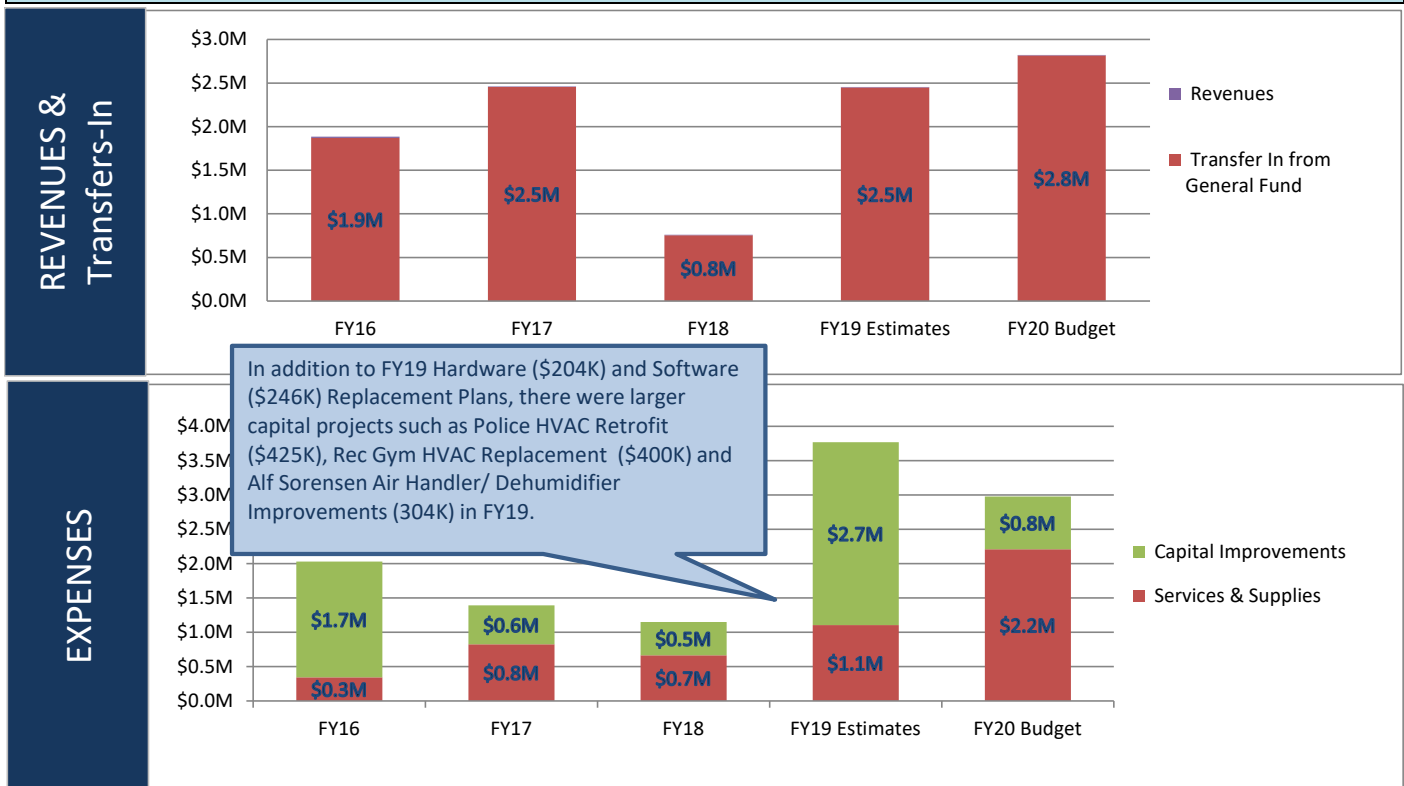
Capital Projects Fund 1404 (Capital Projects Fund)

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

	FY16	FY17	FY18	FY19 Estimates	FY20 Budget
BEG FUND BALANCE	1,427,198	1,077,167	2,145,914	1,754,081	441,290
REVENUES					
Interest Earnings	14,184	3,742	4,352	4,400	4,400
All Other Revenues	0	2,191	1,046	0	0
TOTAL REVENUES	14,184	5,933	5,398	4,400	4,400
TRANSFER IN	1,871,589	2,455,240	754,108	2,450,000	2,817,242
EXPENSES					
Services & Supplies	(342,929)	(825,600)	(666,580)	(1,106,789)	(2,210,000)
Capital Improvements	(1,686,818)	(566,826)	(484,759)	(2,660,402)	(766,800)
TOTAL EXPENSES	(2,029,747)	(1,392,426)	(1,151,339)	(3,767,191)	(2,976,800)
TRANSFER OUT	(206,057)	0	0	0	0
CHANGE IN FUND BALANCE	(350,031)	1,068,747	(391,833)	(1,312,791)	(155,158)
ENDING FUND BLANCE	1,077,167	2,145,914	1,754,081	441,290	286,132

FISCAL NOTES

The City's Fiscal Policy #3 states that a minimum of 2.5% of total General Fund revenues (\$1.9M) plus full funding of IT Hardware (\$484K) & Software (\$433K) Replacement Plans will be transferred from the General Fund to the Capital Projects Fund in FY20. Fiscal Policy #3 also defines Council designation of revenues from marijuana licensing fees. Per Council direction, the \$917K transfer for IT Hardware and Software Replacement Plans will be fully funded from revenues from marijuana licensing fees. The full \$1.9M (2.5%) will be funded for FY20. Expenses for this Fund are detailed in the approved CIP document. Revenues in this Fund consist primarily of rebates from other agencies and interest earnings.



Other Funds Section Part 1: Million Dollar+ Funds

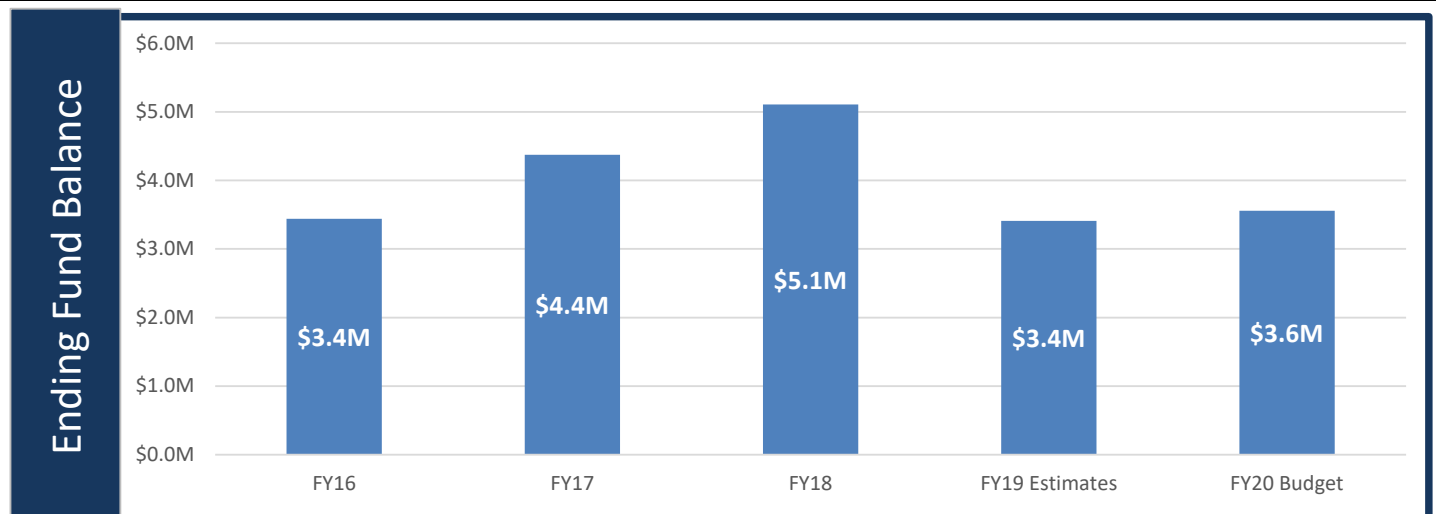
Victorian Square Room Tax Fund 1415 (Capital Projects Fund)

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

	FY16	FY17	FY18	FY19 Estimates	FY20 Budget
BEG FUND BALANCE	2,622,450	3,439,847	4,373,982	5,107,400	3,411,132
REVENUES					
Room Tax	807,314	928,190	1,089,863	1,148,945	1,217,882
Interest Earned	28,068	20,688	21,771	21,800	21,800
TOTAL REVENUES	835,382	948,878	1,111,634	1,170,745	1,239,682
EXPENSES					
Services & Supplies	(17,985)	(6,948)	(7,322)	(2,021,529)	(292,080)
Capital Outlay	0	(7,795)	(370,894)	(845,484)	(800,000)
TOTAL EXPENSES	(17,985)	(14,743)	(378,216)	(2,867,013)	(1,092,080)
CHANGE IN FUND BALANCE	817,397	934,135	733,418	(1,696,268)	147,602
ENDING FUND BLANCE	3,439,847	4,373,982	5,107,400	3,411,132	3,558,734

FISCAL NOTES

Revenues in this Fund remain strong, and are expected to increase 5% in FY19 and 6% in FY20. The City has entered into an agreement with Syufy and Galaxy Theaters to subsidize the re-opening and operation of the downtown theater which opened to the public in 2018. This subsidy consisted of a \$1.0M contribution in FY19 and five additional contributions of \$100K each from FY20-FY24. Expenses represent the Theatre subsidy plus improvements to Victorian Square which are approved each year in the Capital Improvement Plan (CIP). The City is currently working on a multi-phase, infrastructure project aimed at upgrading and improving the overall aesthetics and safety of Victorian Square. These improvements began in FY16 and are estimated to be completed by FY24. The project phases are outlined in the current approved CIP. In addition, The City will be contributing a total of \$1.2M to the opening and operation of the new Nugget Events Center. The contribution will be over a series of 4 years, with the first payment of \$854K expected to be disbursed in FY19 contingent on the opening and first event held at the event center.



Other Funds Section Part 1: Million Dollar+ Funds

Motor Vehicle Fund 1702 (Internal Service Fund)

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

	FY16	FY17	FY18	FY19 Estimates	FY20 Budget
BEG NET ASSETS	8,607,084	10,452,629	11,319,831	11,547,519	12,284,920
REVENUES					
Vehicle & Equipment Rent - M&R	1,995,400	1,750,751	1,716,193	2,090,629	2,422,716
Vehicle & Equipment Rent -Replacement	1,227,478	2,072,937	2,148,193	2,363,464	2,276,235
Fuel Reimbursement	441,178	500,561	581,446	566,553	504,552
All other revenues	377,910	322,804	37,155	141,100	174,100
TOTAL REVENUES	4,041,966	4,647,053	4,482,987	5,161,746	5,377,603
TRANSFER IN	1,063,006	28,826	30,068	0	0
EXPENSES					
Salaries	(565,783)	(591,318)	(554,297)	(670,068)	(722,088)
Benefits	(296,841)	(342,761)	(322,911)	(363,731)	(395,869)
Services and Supplies	(1,348,635)	(1,411,252)	(1,563,152)	(1,506,057)	(1,624,249)
All other expenses (including Depreciation)	(1,048,168)	(1,463,346)	(1,621,141)	(1,884,489)	(2,189,500)
TOTAL EXPENSES	(3,259,427)	(3,808,677)	(4,061,501)	(4,424,345)	(4,931,706)
TRANSFER OUT	0	0	0	0	(1,000,000)
PRIOR PERIOD ADJUSTMENT	0	0	(223,866)	0	0
CHANGE IN NET ASSETS	1,845,545	867,202	227,688	737,401	(554,103)
ENDING NET ASSETS	10,452,629	11,319,831	11,547,519	12,284,920	11,730,817
<i>Less: Restricted funds for Fire Equip & Apparatus</i>	<i>(689,993)</i>	<i>(487,984)</i>	<i>(633,026)</i>	<i>(785,997)</i>	<i>(1,028,706)</i>
Unrestricted Ending Net Assets	9,762,636	10,831,847	10,914,493	11,498,923	10,702,111

FISCAL NOTES

Resources to this Fund include user charges to all departments based on the number and type of vehicles used by each. A "rent" is charged on each vehicle to fund the operation of the City's garage (M&R rent) and to collect funds for the eventual replacement of each vehicle (Replacement rent). Fuel reimbursement revenue rose as gas prices and City of Sparks lane miles increased from FY16 through FY18. Fuels prices are projected to continue a slight downward trend through the end of this fiscal year. This revenue is directly offset by the bulk fuel charge included in the Services & Supplies expense. The "all other revenue" resource is comprised of grants, recoveries & reimbursements, gain on the sale of assets in this fund and interest earnings.

The FY18 audited Ending Net Asset figure of \$11.5M represents an investment in Capital Assets of \$10.3M with a remaining balance of \$1.2M available to fund replacement vehicles. The proposed FY20 revenue budget includes full funding (via M&R and Replacement charges on every City vehicle) of \$2.4M in operational costs of the garage, a Diesel Exhaust Fluid Pump Station, the recovery of a \$150K deficit in prior year M&R collections and \$2.2M of vehicle replacement funds. Seventeen vehicles, 8 pieces of heavy equipment, one Fire brush truck, and \$35K in Fire Capital Equipment (defibrillators) will be replaced in FY20. In addition, the delivery and final payment for a Fire aerial ladder will be made for a grand total cost of \$1.7M. Management staff has identified a backlog that is estimated to be \$15M of deferred vehicle replacement that will be postponed to a later date. The current and expected resources in this Fund are not sufficient to fully fund this backlog. FY20 budget includes a \$1M transfer to the General Fund. This amount is budgeted annually to offset the Contingency budget in the General Fund and will only be made if the General Fund is unable to meet an emergency budget shortfall. It is not anticipated that this transfer will be made in FY19.

A Fire Apparatus replacement plan was implemented in FY16. Funds previously allocated to lease payments are now being contributed to a replacement fund specifically designated for fire apparatus. These funds will be collected and used to replace fire apparatus as outlined in the FY20 CIP, Vehicle Replacement List. New in FY19/ FY20, a share of revenue collected from Mutual Aid services will also be earmarked for Fire Apparatus replacement.

Motor Vehicle Fund Continued...



Other Funds Section Part 1: Million Dollar+ Funds

Group Health Self Insurance Fund 1703 (Internal Service Fund)

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

	FY16	FY17	FY18	FY19 Estimates	FY20 Budget
BEG NET ASSETS	(447,296)	191,474	1,202,658	3,099,744	4,125,921
REVENUES					
City Contributions (all funds)	8,398,581	8,805,124	8,865,870	9,157,910	9,899,550
Employee Contributions	286,783	375,904	379,323	427,000	433,405
Retiree Contributions	760,487	721,296	747,580	740,000	751,100
Retiree Sick Leave Conversion	901,106	892,717	802,827	814,000	867,520
All other revenues	723,617	839,444	1,010,425	879,404	851,699
TOTAL REVENUES	11,070,574	11,634,485	11,806,025	12,018,314	12,803,274
EXPENSES					
Health/Dental/Vision Claims	(7,139,638)	(7,631,202)	(6,894,145)	(7,605,000)	(8,130,000)
Prescription Claims	(2,277,550)	(1,986,322)	(1,980,390)	(2,200,000)	(2,354,000)
Stop Loss, LTD & Life Ins Premiums	(425,335)	(466,625)	(533,201)	(570,000)	(624,650)
Other Admin costs including ACA	(461,999)	(489,975)	(501,203)	(492,137)	(488,035)
Liability Adjustment for incurred but not reported (IBNR) claims	(127,282)	(49,177)	0	(125,000)	(125,000)
TOTAL EXPENSES	(10,431,804)	(10,623,301)	(9,908,939)	(10,992,137)	(11,721,685)
CHANGE IN NET ASSETS	638,770	1,011,184	1,897,086	1,026,177	1,081,589
ENDING NET ASSETS	191,474	1,202,658	3,099,744	4,125,921	5,207,510

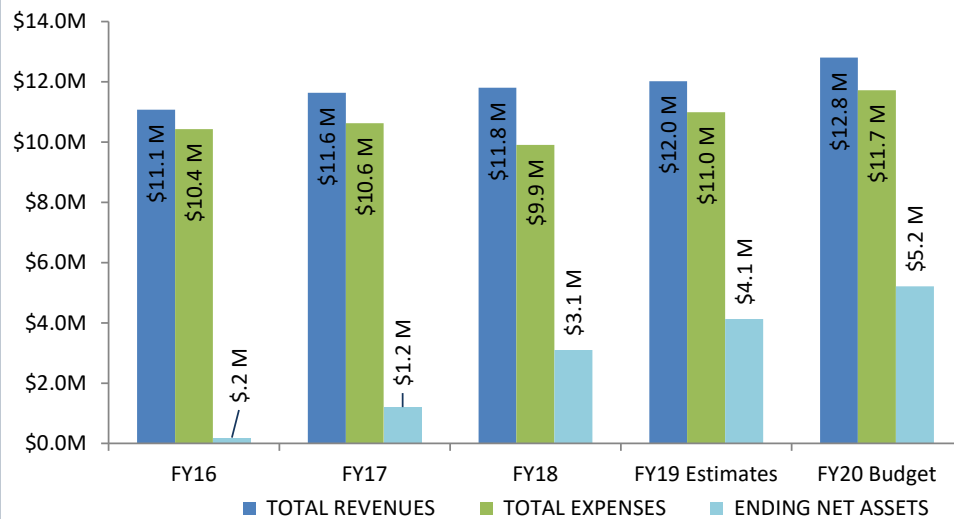
FISCAL NOTES

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

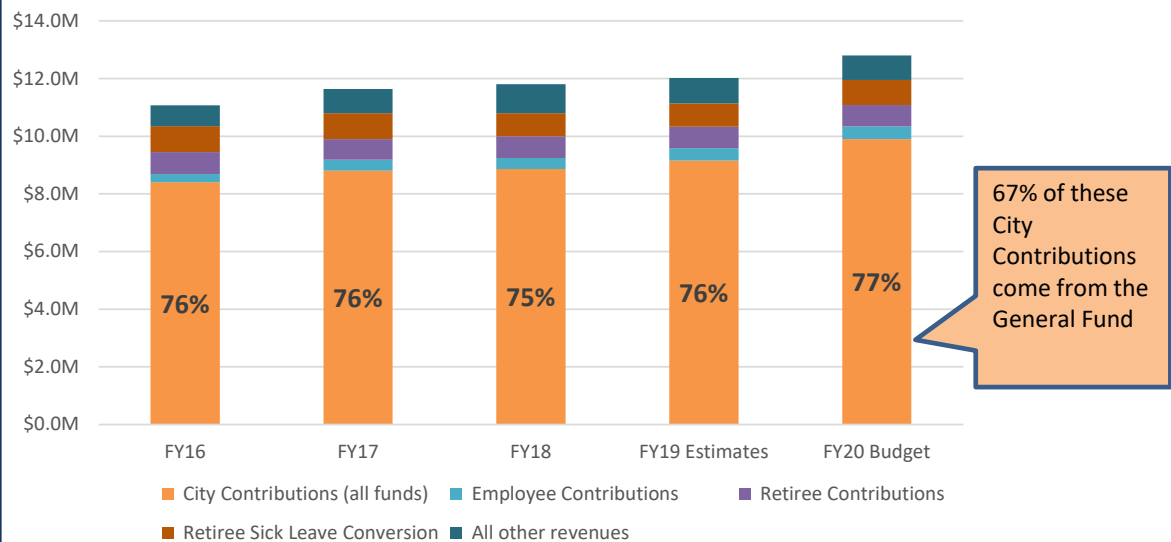
FY18 was a positive year for the plan with health, dental and vision claims costs were down 9.7%. We are not anticipating a repeat of those low claims costs in FY19 or FY20.

Group Health Self Insurance Fund Continued...

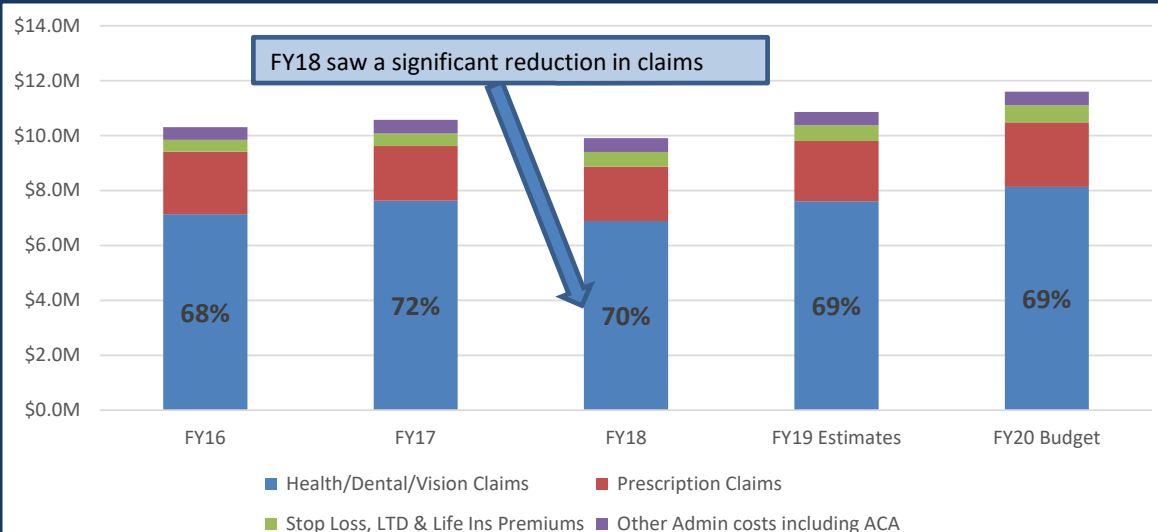
Revenues, Expenses & Ending Reserves



Sources of Contributions



Expenses



Other Funds Section Part 1: Million Dollar+ Funds

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

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

	FY16	FY17	FY18	FY19 Estimates	FY20 Budget
BEG NET ASSETS	(1,025,863)	(3,187,751)	(3,781,774)	(4,406,604)	(5,722,992)
REVENUES					
City Paid Worker's Comp Premiums	312,634	316,324	320,955	946,109	1,505,061
Claims Reimbursement	31,635	205,046	37,029	50,000	50,000
All other revenues	81,124	21,686	26,675	26,700	26,700
TOTAL REVENUES	425,393	543,056	384,659	1,022,809	1,581,761
EXPENSES					
Workman's Comp Claims-Non-HLC	(847,713)	(704,290)	(523,888)	(1,000,000)	(1,100,000)
Workman's Comp Claims-HLC	(345,587)	(431,282)	(236,452)	(458,000)	(484,000)
W/C liability adjustment - Non-HLC	(208,640)	(67,483)	(197,802)	(415,000)	(415,000)
W/C liability adjustment - HLC	(8,103)	434,752	307,768	(85,000)	(85,000)
Excess W/C premium (Stop-loss)	(110,058)	(94,966)	(112,872)	(126,000)	(175,000)
Administration Costs	(209,369)	(273,810)	(246,243)	(255,197)	(266,435)
TOTAL EXPENSES	(1,729,470)	(1,137,079)	(1,009,489)	(2,339,197)	(2,525,435)
PRIOR PERIOD ADJUSTMENT	(857,811)	0	0	0	0
CHANGE IN NET ASSETS	(1,304,077)	(594,023)	(624,830)	(1,316,388)	(943,674)
ENDING NET ASSETS	(3,187,751)	(3,781,774)	(4,406,604)	(5,722,992)	(6,666,666)

FISCAL NOTES

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

FY19 Estimates include a contribution of \$946K versus estimated plan costs of \$2.3M, adding to the Fund's deficit. FY20 Budget increases funding 59% to \$1.5M to slow the growth of the deficit. The FY20 budget for the Excess W/C premium is a 39% increase over FY19 due to extreme uncertainty in these types of policies and potential legislative changes.

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

In 2015, the Nevada Legislature passed more revisions to the HLC law, but this time their actions reduced the liability. This change limited the amount of time that a retiree has to make a claim. This resulted in a \$4.2M reduction to the long-term portion of the HLC liability in FY15.

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

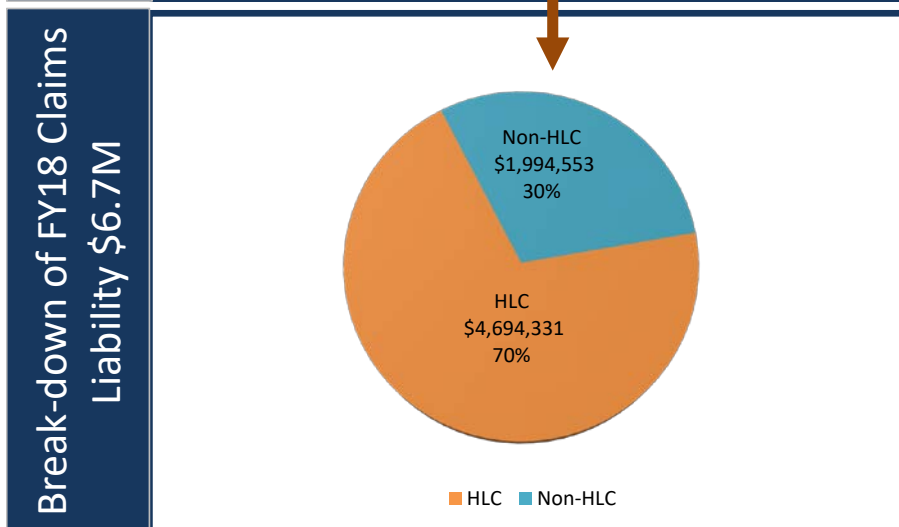
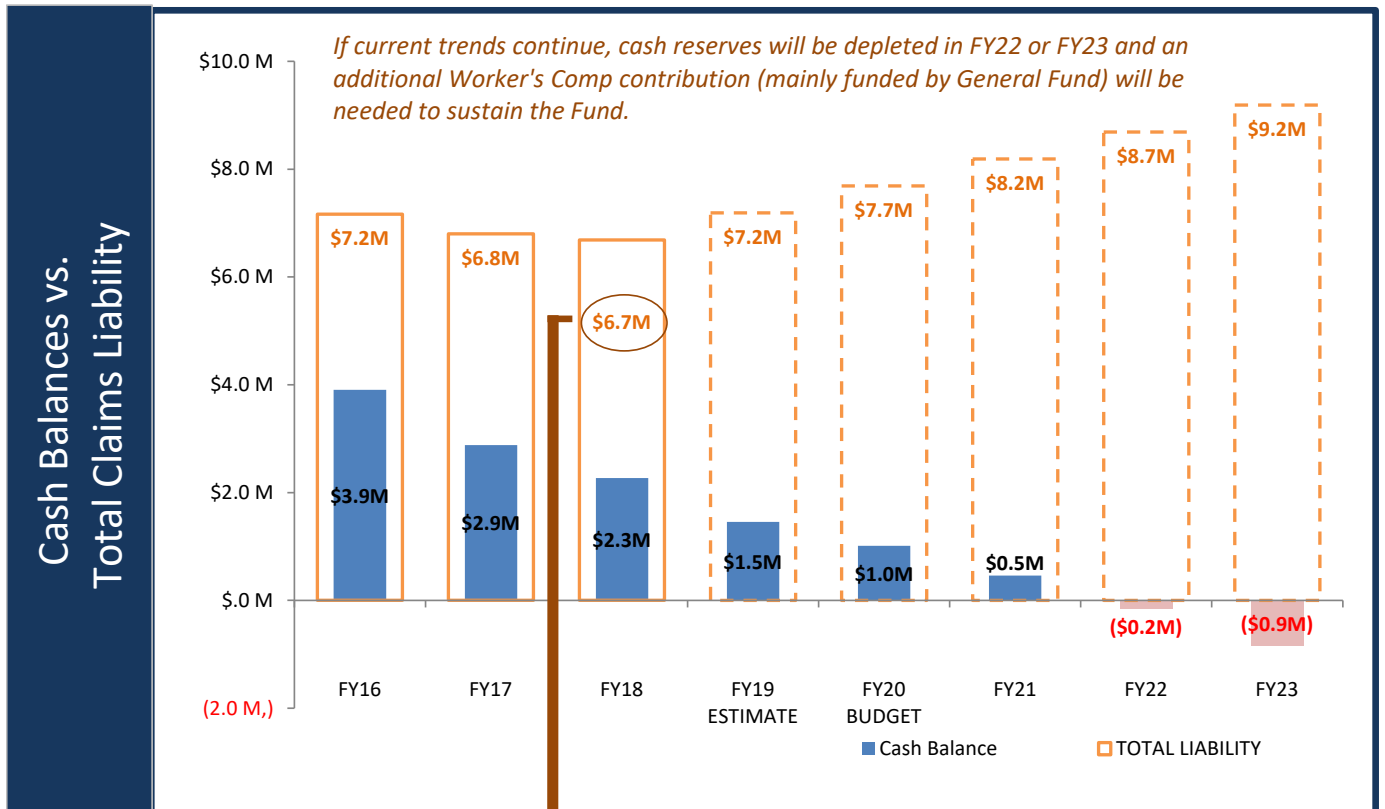
How did we get here?

Claims and administration costs have outpaced annual contributions to this Fund for the past 10 years. Among other efforts to weather the most recent recession, contributions were lowered, redirecting General Fund (and other fund) resources. During those years, the Worker's Comp Fund had sufficient cash reserves to sustain the reduced contributions. Beginning FY19, in an effort to slow the cash drain, the contributions to the Fund were significantly increased to \$946K and in FY20 will increase again to \$1.5M. Even at this funding level, however, cash in the Fund will likely be depleted in FY22.

Other Funds Section Part 1: Million Dollar+ Funds

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

Composition of Ending Net Assets					
	FY16	FY17	FY18	FY19 Estimates	FY20 Budget
Ending Cash	\$3.9M	\$2.9M	\$2.3M	\$1.5M	\$1.0M
Other Current Net Assets	\$0.1M	\$0.1M	\$0.0M	\$0.0M	\$0.0M
Liability for Non-HLC Claims	(\$1.7M)	(\$1.8M)	(\$2.0M)	(\$2.4M)	(\$2.8M)
Liability for HLC Claims	(\$5.4M)	(\$5.0M)	(\$4.7M)	(\$4.8M)	(\$4.9M)
ENDING NET ASSETS	(\$3.2M)	(\$3.8M)	(\$4.4M)	(\$5.7M)	(\$6.7M)



Other Funds Section Part 1: Million Dollar+ Funds

Municipal Self Insurance Fund 1707 (Internal Service Fund)

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

	FY16	FY17	FY18	FY19 Estimates	FY20 Budget
BEG NET ASSETS	836,361	(28,490)	47,142	2,651	5,190
REVENUES					
Recoveries and Reimbursements	27,538	108,058	88,329	70,000	70,000
Contributions from City Funds	345,692	848,621	885,671	1,072,989	1,200,095
Other Revenues	9,246	84	666	300	300
TOTAL REVENUES	382,476	956,763	974,667	1,143,289	1,270,395
EXPENSES					
General Insurance Premium	(499,474)	(559,440)	(571,212)	(624,000)	(686,000)
Self Insurance Claims	(319,987)	(312,352)	(412,593)	(500,000)	(500,000)
Other Expenses	(92,995)	(9,340)	(5,286)	(16,750)	(16,700)
TOTAL EXPENSES	(912,456)	(881,131)	(989,090)	(1,140,750)	(1,202,700)
TRANSFER OUT	(334,871)	0	(30,068)	0	0
CHANGE IN NET ASSETS	(864,851)	75,632	(44,491)	2,539	67,695
END NET ASSETS	(28,490)	47,142	2,651	5,190	72,885

FISCAL NOTES

Liability claims and insurance premiums are funded by the General Fund and Proprietary Funds via an annual charge. The amount each Fund pays is based on the types of claims paid in prior years. Due to the timing of having audited cost data, actual claims and premium costs are allocated two years in arrears. FY20 contributions from City funds represents recovery of FY18 claims and premium costs. This delayed cost recovery and that fact that there are no longer reserves in the fund, were the cause of the negative ending net assets balance in FY16.

A portion of this Fund's revenue also comes from reimbursement from the City's general liability insurance or from third-party insurance for damage done to City property, vehicles, and the like. General insurance premiums are expected to increase 9% in FY19 and 10% in FY20. In FY15, claims cost were higher than normal due to two large claims the City was obligated to pay. Due to those large claims costs in FY15, contributions from other Funds increased 146% in FY17, but leveled out in FY18 with a 4.4% increase. With cash reserves critically low, FY19 and FY20 each require an extra \$300K from the General Fund to remain solvent. Additional funding will likely be needed in future years to re-build reserves and secure the financial health of this Fund.

Composition of Ending Net Assets

	FY16	FY17	FY18	FY19 Estimates	FY20 Budget
Ending Cash	375,426	71,704	19,574	22,113	89,808
Other Current Net Assets	11,046	812	0	0	0
Liability	(414,963)	(25,375)	(16,925)	(16,925)	(16,925)
ENDING NET ASSETS	(28,491)	47,141	2,649	5,188	72,883

Other Funds Section Part 1: Million Dollar+ Funds

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

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

	FY16	FY17	FY18	FY19 Estimates	FY20 Budget
BEG NET ASSETS	186,698,562	194,594,808	203,058,896	217,528,944	224,356,101
REVENUES					
Sewer & Storm Drain User Fees (Residential)	12,749,881	13,727,260	14,804,250	15,785,283	17,407,008
Sewer & Storm Drain User Fees (Commercial)	4,039,101	4,483,214	4,832,585	4,935,807	5,331,393
Sewer & Storm Drain Connection Fees (Residential)	3,386,828	3,860,898	8,200,763	4,481,485	2,986,750
Sewer & Storm Drain Connection Fees (Commercial)	174,145	441,131	1,520,502	926,052	344,891
Sewer Connection Fees (Washoe County)	747,523	825,697	723,985	1,057,767	650,217
River Flood Fees (User and Connection)	3,205,071	3,094,958	3,478,166	3,406,927	3,423,809
Effluent Reuse User, Meter & Connection Fees	772,824	895,776	846,209	1,127,944	965,740
Reimbursement from Sun Valley for TMWRF Operating & Capital	1,720,827	1,103,478	1,116,566	2,262,398	1,360,361
Contributions of Infrastructure from Developers	2,049,205	2,367,774	3,736,247	0	0
All other revenues	1,102,844	909,041	846,547	985,995	1,033,214
TOTAL REVENUES	29,948,249	31,709,227	40,105,820	34,969,658	33,503,383
NET TRANSFERS	75,070	78,189	251,848	112,471	216,003
EXPENSES					
Salaries & Wages	(2,718,136)	(2,794,422)	(2,955,353)	(2,962,533)	(3,506,756)
Benefits	(1,418,537)	(1,582,908)	(1,667,931)	(1,707,181)	(2,112,581)
Services and Supplies	(4,005,638)	(3,539,617)	(3,890,699)	(6,202,191)	(5,533,604)
Sparks Share of TMWRF Operating	(6,240,564)	(6,135,574)	(6,084,536)	(7,121,459)	(6,854,630)
Depreciation	(6,257,065)	(6,370,187)	(6,845,536)	(7,038,856)	(11,200,100)
Debt Service Interest	(1,117,724)	(816,603)	(621,833)	(822,752)	(690,631)
All other expenses	(2,175,481)	(2,084,017)	(2,658,502)	(2,400,000)	(2,850,000)
TOTAL EXPENSES	(23,933,145)	(23,323,328)	(24,724,390)	(28,254,972)	(32,748,302)
CHANGE IN NET ASSETS	6,090,174	8,464,088	15,633,278	6,827,157	971,084
PRIOR PERIOD ADJUSTMENT	1,806,072	0	(1,163,230)	0	0
END NET ASSETS	194,594,808	203,058,896	217,528,944	224,356,101	225,327,185

FISCAL NOTES

The primary resources to this Fund include Sewer, Storm Drain and Effluent Reuse user fees (\$26.1M or 71% of total revenues). On December 10, 2018, City Council approved amendments to Title 13 of the Sparks Municipal Code as part of a new rate study. Effective January 1, 2019, residential connections fees increased 24% but will again index to the Engineering News Record Construction Cost Index per Sparks Municipal Code 13.24 each January beginning January 1, 2020. The sewer and Storm Drain portion of the single-family residential and commercial customer user fee increased 5% effective July 1, 2019 and will increase 5% each year thereafter effective July 1 of 2020, 2021 and 2022. The sewer portion of the multi-family residential user fee was increased to match the single-family rate resulting in a 31% increase effective July 1, 2019. In subsequent years, the sewer and storm drain fees will increase at the same rate as single-family residential. These rate increases have been included in the FY19 Estimates and FY20 Budget.

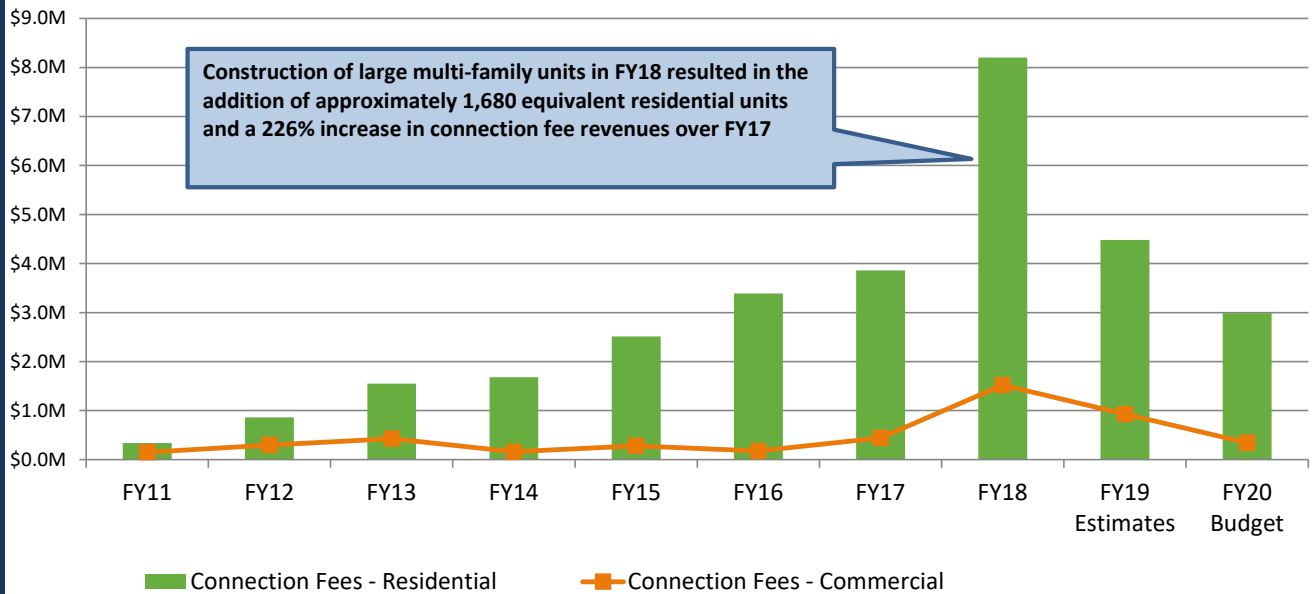
Connection fees also comprise a significant portion of this Fund's revenues, and while they fell sharply during the economic downturn, they are now returning to pre-recession levels.

The Riverflood fee continues to bring in approximately \$3.4M annually. The current accumulated Riverflood fee receipts along with \$19M (\$18M par value) of financing which was issued in March of 2016, funded Phase 3 of the North Truckee Drain Relocation project.

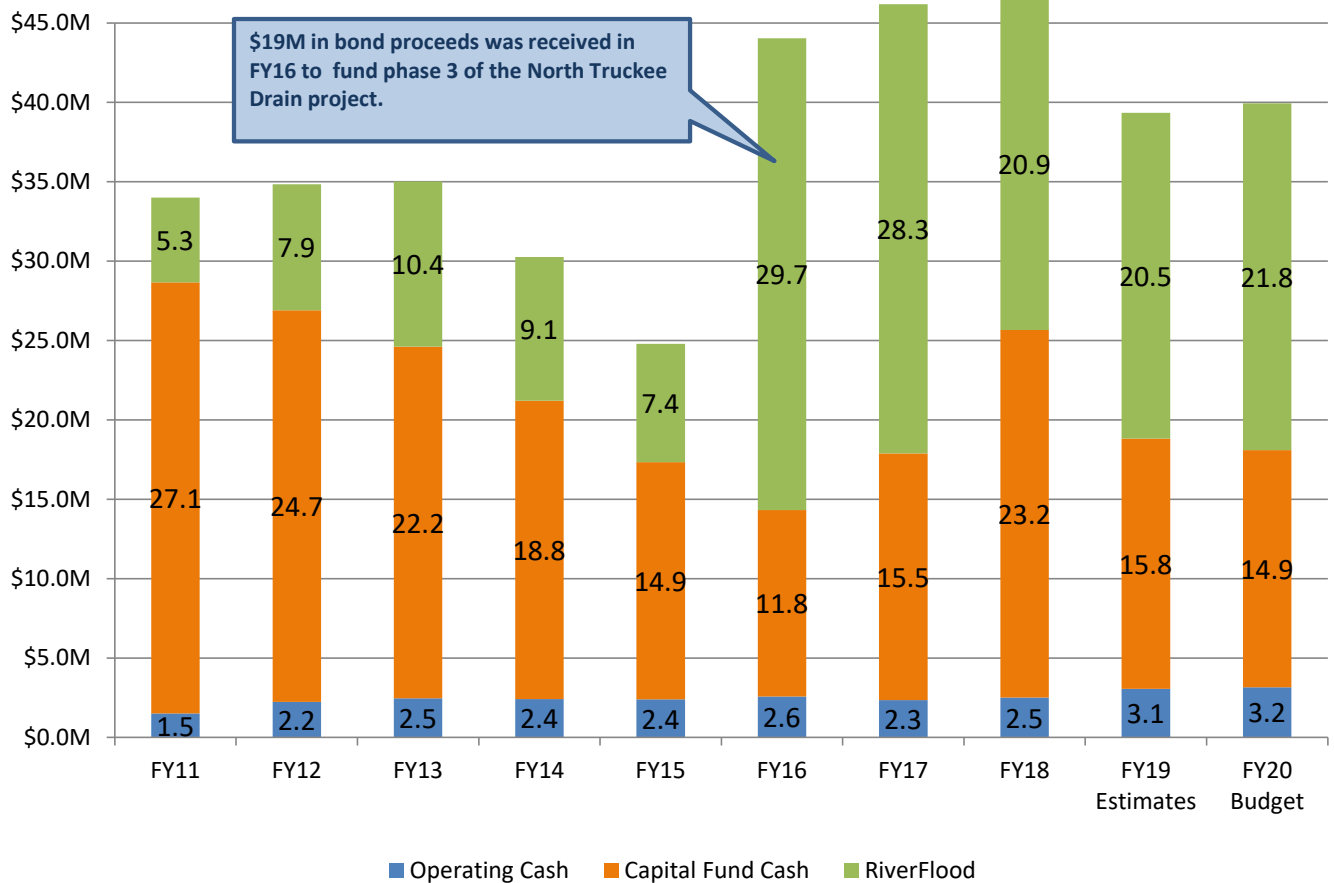
All of the City's State Revolving Loans were refinanced in FY17, resulting lower debt service interest payment. The expected savings over the remaining life of the debt is \$2M.

Sewer, Storm Drains & Effluent Continued...

Sewer & Storm Drain
Connection Fees



Cash Balances



Other Funds Section Part 1: Million Dollar+ Funds

Development Services Fund 2201 (Enterprise Fund)

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

	FY16	FY17	FY18	FY19 Estimates	FY20 Budget
BEG NET ASSETS	578,286	1,799,460	2,666,389	3,055,517	3,275,862
REVENUES					
Building Permits (402120)	1,666,168	1,709,466	1,940,176	1,687,500	1,603,100
Plan Checking (404120)	1,481,784	1,651,975	2,173,461	2,105,670	1,762,125
Planned Development/Subdivision Related Revenue	423,153	582,519	764,023	727,140	665,900
All other revenues	635,054	790,269	822,924	1,036,700	706,400
TOTAL REVENUES	4,206,159	4,734,229	5,700,584	5,557,010	4,737,525
EXPENSES					
Base Salary and Wages	(1,354,055)	(1,562,533)	(1,870,807)	(1,905,732)	(2,352,968)
Benefits	(503,794)	(645,404)	(856,240)	(873,343)	(1,255,829)
Third Party Costs	(473,435)	(884,849)	(944,351)	(1,624,003)	(1,850,000)
Services and Supplies	(525,584)	(721,309)	(815,227)	(904,358)	(1,039,731)
All other expenditures	0	(958)	(4,164)	(5,317)	(100,000)
TOTAL EXPENSES	(2,856,868)	(3,815,053)	(4,490,789)	(5,312,753)	(6,598,528)
TRANSFER OUT	(128,117)	(52,247)	(23,375)	(23,912)	(23,980)
CHANGE IN NET ASSETS	1,221,174	866,929	1,186,420	220,345	(1,884,983)
PRIOR PERIOD ADJUSTMENT	0	0	(797,292)	0	0
END NET ASSETS	1,799,460	2,666,389	3,055,517	3,275,862	1,390,879

FISCAL NOTES

Revenues in Fund 2201 are driven by construction and new development. The largest revenues in this Fund come from building permits and plan checking. Both amounts are calculated as a percentage of a project's total valuation. As property values in Sparks real-estate grew from FY11 – FY18 the City revenues also grew

Building permit revenues are down \$253K (13%) FY18 to FY19 and are expected to decline another \$84K (5%) in FY20. Plan checking revenues are down \$68K (3%) FY18 to FY19 and are expected to decline another \$344K (16%) for FY20. Planned Development/Subdivision declined by \$37K (5%) FY18 to FY19. Single Family permitting has declined by approximately 40 permits (35%) FY18 to FY19 resulting in lower revenues. Multi-family project valuation has declined by \$30M (9%) resulting in slightly lower revenues.

Third party costs rose \$670K (72%) for FY19 as outside plan review and inspection services were used to keep up with demand. For FY20 these costs are expected to increase by \$255K (14%) with the addition of professional services for engineering of \$400K for consultants who will provide on call engineering services, testing for development, and surveyor services.

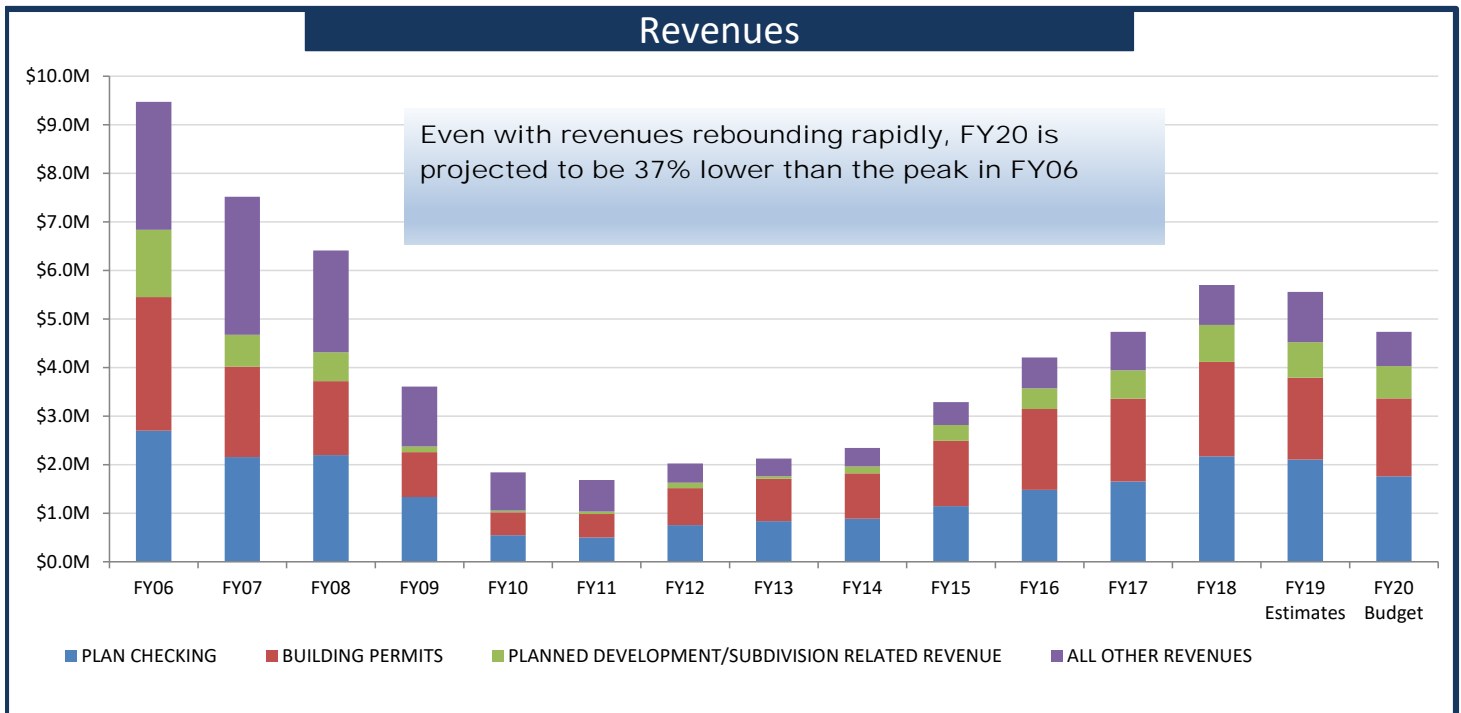
Total revenues are expected to decline from \$5.6M in FY19 to \$4.7M in FY20 (15%). Plan Checking is expected to have the largest impact as revenues are expected to decline by \$400K (16%). Total expenses are expected to increase from \$5.3M to \$6.6M in FY20 (24%). In FY19 it is expected there will be savings due to staff vacancies of \$528K. The FY20 budget assumes no staff vacancies and there will be the addition of a Fire Prevention Inspector for FY20 which will add \$185K to payroll. The fund will end FY20 with a fund balance of \$1.4M and have cash/cash equivalents on hand of \$4.1M.

Single family unit projects are expected to decline in FY20 as home prices have grown to a point where most home buyers are priced out of the market. Builders are adjusting by creating more affordable designs and offerings incentives to move current inventories. There is a high demand for multi-family units as the population of the area is expanding. Since home prices are high production of multi family units is expected to be steady to accommodate the growing need for rental units. Builders are facing an issue of attracting labor which has slowed production. The peak development seen in FY18 and the beginning of FY19 was due to developers responding to the demand in the area.

Current single family developments underway in Sparks are; Wingfield Cove, Wildcreek, D'Andera, SkyRidge, Kiley North, Pioneer Meadows and Stonebrook New Urban Developments. Current multi-family developments in Sparks are; The Deco, Azure Apartments, Atrium, and Lumina Phase 2.

Other Funds Section Part 1: Million Dollar+ Funds

Development Services Enterprise Fund Continued...



Other Funds Section Part 1: Million Dollar+ Funds

Truckee Meadows Water Reclamation Facility Fund 5605 (Enterprise Fund)

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

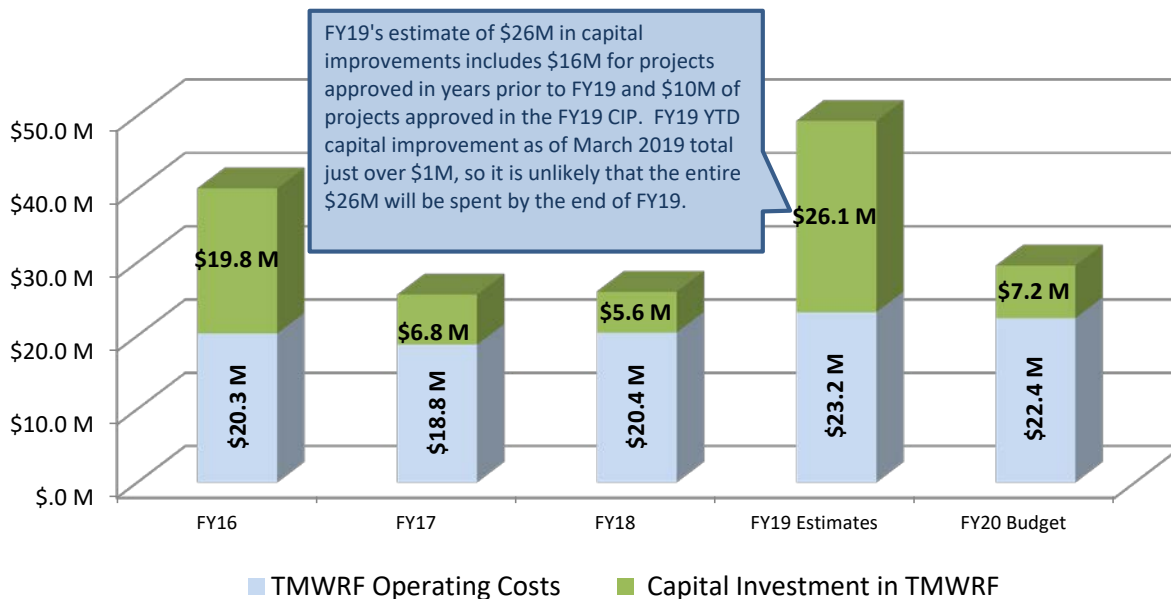
	FY16	FY17	FY18	FY19 Estimates	FY20 Budget
BEG NET ASSETS	123,363,517	136,734,970	136,653,633	133,700,015	153,588,378
REVENUES					
Operating Contribution - Sparks	7,087,795	6,401,134	6,462,148	8,182,922	7,887,614
Operating Contribution - Reno	13,106,261	12,010,803	13,551,578	17,215,612	16,594,208
Capital Contributions - Sparks	6,206,596	2,138,524	1,747,633	8,181,836	2,250,013
Capital Contributions - Reno	13,578,536	4,678,573	3,823,399	17,899,885	4,922,487
All other revenues	432,794	432,481	469,409	461,100	461,100
TOTAL REVENUES	40,411,982	25,661,515	26,054,167	51,941,355	32,115,422
EXPENSES					
Base Salary and Wages	(4,269,185)	(4,366,506)	(4,589,327)	(4,789,009)	(5,341,091)
Benefits	(1,830,809)	(2,119,084)	(2,259,739)	(2,377,554)	(2,736,719)
Services and Supplies	(14,204,817)	(12,279,711)	(13,588,432)	(16,044,257)	(14,317,774)
Depreciation	(6,735,718)	(6,977,551)	(6,871,986)	(8,842,172)	(8,985,700)
TOTAL EXPENSES	(27,040,529)	(25,742,852)	(27,309,484)	(32,052,992)	(31,381,284)
CHANGE IN NET ASSETS	13,371,453	(81,337)	(1,255,317)	19,888,363	734,138
PRIOR PERIOD ADJUSTMENT	0	0	(1,698,301)	0	0
END NET ASSETS	136,734,970	136,653,633	133,700,015	153,588,378	154,322,516

FISCAL NOTES

TMWRF's budget is approved by the Joint Coordinating Committee each year. Operating costs of the plant are allocated to the cities of Sparks and Reno based on actual wastewater inflow from each agency. In FY18, the plant treated 10.6 billion gallons or approximately 29.1 million gallons per day (MGD) of waste water. Of that 29.1 MGD, Sparks contributed 9.4 MGD (32.33%) and Reno contributed 19.7 MGD (67.67%). Capital investments are split on capacity ownership of 31.37% Sparks and 68.63% Reno. Capital contributions from Sparks and Reno shown above include both the capital projects shown on the FY20 Capital Improvement Plan (CIP) and other capital projects managed by TMWRF staff which are not reported on the CIP.

The FY20 budget includes a 2.9% Cost of Living Allowance (COLA) and assumes all positions are filled. It also includes two new Waste Water Operator positions. The FY19 increase in Services and Supplies is due mainly to expenses related to the development of a Facility Plan.

TMWRF Operating Costs & Capital Investment (excluding depreciation expense)



Other Funds Section Part 2

Smaller Funds: Funds with FY20 Expenditure Budgets Under \$1.0M

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

GOVERNMENTAL FUNDS

Special Revenue Funds

FUND 1202 - Community Development Block Grant (CDBG)	Purpose of Fund: To account for revolving Fund monies received from the repayment of Single Family Housing Rehab Deferred Loans, which is a program funded by the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG). Per HUD regulations, the program income generated must remain in the loan program.			
	FY17	FY18	FY19 Estimates	FY20 Budget
BEG FUND BAL	0	743	1	1
REVENUES	84,005	119,311	83,000	85,000
EXPENSES	(83,262)	(120,053)	(83,000)	(85,000)
CHANGE IN FB	743	(742)	0	0
END FUND BAL	743	1	1	1

FISCAL NOTES

This fund is part of the Community Development Block Grant Fund (CDBG) and represents Housing Loans that have been repaid. As of February 2019, there were 74 no-interest housing rehab loans outstanding with a loan balance of \$13M. Repayment of these loans will occur when the property changes hands. All funds collected must be re-loaned to new applicants and distributed before any new grant year funds can be used for loan issuance. There are an average of 5 loan repayments per year of approximately \$17K each resulting in \$85K in average revenues.

FUND 1203 - Community Development Block Grant (CDBG) Entitlement	Purpose of Fund: To account for the entitlement grant spending of Community Development Block Grant (CDBG) for programs that benefit low and moderate income households, as approved by the granting Federal agency, U.S. Department of Housing & Urban Development (HUD).			
	FY17	FY18	FY19 Estimates	FY20 Budget
BEG FUND BAL	0	0	0	0
GRANT REVENUES	1,086,293	343,750	1,240,215	754,454
EXPENSES	(1,086,293)	(343,750)	(1,240,215)	(754,454)
CHANGE IN FB	0	0	0	0
END FUND BAL	0	0	0	0

FISCAL NOTES

The budget for the Community Development Block Grant Fund (CDBG) may be adjusted after the start of the fiscal year when the actual grant award is released from HUD. Grant Fund revenues match expenditures each year. Grant Funds are paid from HUD to the City of Sparks via claims for expenses that are incurred. The CDBG Grant for FY19 (Grant Year 2018) was \$717K. Estimated expenses for the FY19 (Grant Year 2018) funds are \$25K for Fair Housing, \$18K for Continuum of Care, \$83K for Planning & Administration, \$122K for the Community Assistance Center, \$83K for Housing Rehab Loans, \$280K for Pedestrian Improvements, and \$90K for Housing Administrative Costs. There were \$444K of available funds that rolled forward into FY19 from prior grant years making \$1.1M of grant funds available for use in FY19. It is estimated that \$125K of the total funds available in FY19 will roll forward to FY20, mostly admin funds. The FY20 grant award (Grant Year 2019) has not been determined but is estimated to be \$644K based on the average award history the past 7 years. The award is determined by; population growth (25%), overcrowded units (25%), and poverty levels (50%). There is a second formula that accounts for Pre-1960's and Pre-1940's housing in an area. The greater award out of the two formulas is what is granted to a jurisdiction. The FY20 budget will be augmented upon award of the grant.

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

FUND 1204 - Sparks Grants & Donations Fund	Purpose of Fund: Special Revenue Fund to account for grants received by the City. Does not include Community Development Block Grants or grants received by Proprietary Funds.			
	FY17	FY18	FY19 Estimates	FY20 Budget
BEG FUND BAL	675,680	589,092	448,751	288,648
Police Grants	682,701	890,663	921,938	129,745
Fire Grants	(9,763)	181,234	5,218	0
Parks & Rec Grants	62,856	45,524	20,642	20,000
Other Grants	80,154	172,561	67,811	46,428
EXPENSES	(902,536)	(1,430,323)	(1,175,712)	(173,237)
CHANGE IN FB	(86,588)	(140,341)	(160,103)	22,936
END FUND BAL	589,092	448,751	288,648	311,584
FISCAL NOTES				
The majority of the budget for this Fund is established after the start of the fiscal year as the balances of existing grants and donations are determined and as new grants and donations are awarded. Grants awarded to the Police and Fire Departments historically make up the majority of the revenues in this Fund. Donations are received prior to expenses being incurred. Grant funds are paid to the City to reimburse expenses after they have been incurred. At the end of FY18 the Fund balance primarily consisted of; \$259K in Drug Forfeitures, \$9k in Crime Forfeitures, \$8K Specialty Court Support, all supporting law enforcement with \$165K in grants and donations supporting other programs.				

FUND 1210 - Impact Fee Service Area 1	Purpose of Fund: To account for impact fees collected from development in Impact Fee Service Area 1, to be used for the construction of sanitary sewers, flood control, parks, and public facilities.			
	FY17	FY18	FY19 Estimates	FY20 Budget
BEG FUND BAL	686,882	920,082	1,375,641	1,743,942
TOTAL REVENUE	378,076	894,132	648,537	708,700
Flood Impact Fees	33,205	93,243	94,397	70,000
Parks Impact Fees	157,576	232,737	270,572	200,000
Public Facility Impact Fees	95,928	295,014	148,412	200,000
Sewer Impact Fees	81,760	254,414	116,456	220,000
Other Revenues	9,607	18,724	18,700	18,700
EXPENSES	(62,784)	(182,829)	(163,780)	(150,000)
TRANSFER OUT	(82,092)	(255,744)	(116,456)	(220,000)
CHANGE IN FB	233,200	455,559	368,301	338,700
END FUND BAL	920,082	1,375,641	1,743,942	2,082,642
FISCAL NOTES				
Four types of impact fees are collected in this Fund - Sewer, Flood, Parks & Public Facilities. Revenues are only recorded from developers paying cash for impact fees. In lieu of paying cash for these fees, several developers use credits earned as a result of constructing and dedicating parks and flood control infrastructure to the City. As of 6/30/2018, credit balances totaled \$3.2M with the majority of credit in Flood impact fees. FY18 revenue increases are due mainly to a higher than expected increase in building activity and deferred fees from FY17. Previously, all cash collected in this Fund for Public Facility impact fees was used to repay Red Hawk Land Co. for Fire Station 5. That repayment plan was completed early in FY17 and all subsequent revenue will remain in this Fund until a future public facility need is identified. All cash collected for Sewer Impact Fees is used to repay the City's Sewer Fund 1631 for the I-80 Reliever line. Of this \$3.8M original amount there is a remaining balance of \$1.9M as of 12/31/2018. The Wingfield Regional Trail Project created a regional trail connection between Vista Blvd and the existing concrete trail. This project, completed in October 2018, utilized Park Fees. The Reach 9 Flood Analysis was the latest major storm drain improvement project, which was completed in FY18. New in FY20, \$150k has been budgeted to begin pre-design work for Fire Station #6.				

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

FUND 1215 - Tourism Improvement Dist. 1 (Legends)	Purpose of Fund: This Fund was established to account for the \$83M in bond proceeds from senior Sales Tax Anticipation Revenue (STAR) Bonds and another \$36M of bond proceeds from subordinate STAR Bonds issued in 2008. The proceeds were used to acquire, improve, and equip certain property commonly referred to as 'Legends at the Sparks Marina'. The Fund will be dissolved once the Legends project is complete or upon termination of the senior and subordinate STAR bonds in 2028.			
	FY17	FY18	FY19 Estimates	FY20 Budget
BEG FUND BAL	25,590	22,525	21,447	18,047
REVENUES	90	1,322	100	100
EXPENSES	(3,155)	(2,400)	(3,500)	(17,000)
CHANGE IN FB	(3,065)	(1,078)	(3,400)	(16,900)
END FUND BAL	22,525	21,447	18,047	1,147
FISCAL NOTES				
The remaining balance of bond proceeds along with interest earnings on that balance are held by fiscal agent in a trust account and are being used to pay on-going fiscal agent and legal fees associated with the Senior and Sub-STAR bond issues. It is expected that the balance of the proceeds will fund these fees through approximately FY24, at which time the fees will be paid from sales taxes collected in the district and transferred to this Fund from Debt Service Fund 1301. Once the STAR bonds retire in FY28, this Fund will be closed.				

Fund 1222 - Tourism & Marketing Fund	Purpose of Fund: Revenue and spending related to the Washoe County Taxes on Transient Lodging Act of 1999 (SB 477, now codified in Chapter 432, Statutes of Nevada 1999) which added 1% to transient lodging taxes collected county-wide. Sparks receives a small portion of this 1% and is capped at \$200,000 per year. Funds must be used for the marketing and promotion of tourism in the City of Sparks and for the operation and maintenance of capital improvements within redevelopment areas.			
	FY17	FY18	FY19 Estimates	FY20 Budget
BEG FUND BAL	156,589	100,555	95,524	102,824
REVENUES	196,797	198,069	198,100	198,100
EXPENSES	(252,831)	(203,100)	(190,800)	(277,000)
CHANGE IN FB	(56,034)	(5,031)	7,300	(78,900)
END FUND BAL	100,555	95,524	102,824	23,924
FISCAL NOTES				
The TOURMARK Committee meets annually to hear presentations and distribute funding to successful applicants for events in Sparks. In January 2019, the TOURMARK Committee approved \$230K in funding requests for the 2019 event season. Approved distribution was as follows: Hot August Nights/Rib Cook-Off/Star Spangled Sparks \$30K each; 39 North Marketplace \$24K; Pumpkin Palooza \$20K; Artown/ Lectures / Arts and Culture Programs \$21K; Northern Nevada International Dragon Boat Festival \$15K; 39 North Pole Village \$20K; Annual Marnell Holiday Tree \$10K; Southern Nevada Lavender & Honey Festival \$12K; Southern Fare on the Square \$10K; Kids Free Fishing Day \$3K; and Hydro Turf Jett Jam Racing Tour \$5K. The committee has chosen to keep 15% of the annual funding, \$30K in reserve for late events that may need funding and would benefit the city's tourism. The committee has also pledged \$100K toward the funding of new bollards for Victorian Square.				

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

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.			
	FY17	FY18	FY19 Estimates	FY20 Budget
BEG FUND BAL	646,996	649,864	610,805	458,615
REVENUES	251,799	291,316	267,307	286,400
EXPENSES	(248,931)	(330,375)	(419,497)	(318,399)
CHANGE IN FB	2,868	(39,059)	(152,190)	(31,999)
END FUND BAL	649,864	610,805	458,615	426,616
FISCAL NOTES				
Street Cut Fund is designated to provide orderly repair of City streets relating to street excavations by commercial contractor services. Sources of revenue are primarily from permit fees. Expenses in this Fund represent the pavement repair costs associated with the street cut permit revenue. Street Cut permit revenues have been somewhat steady since FY17. \$112K worth of work carried over into FY18 from FY17, additionally \$78K worth of work from FY18 was continued into FY19 causing a significant uptick in expenses in FY18 and FY19 estimates. It is anticipated the FY20 Street Cut program will mirror prior year's level of construction activity as revenue is also expected remain level. Estimates for these costs come from the approved Capital Improvement Plan.				

Fund 1299 - Stabilization Fund	Purpose of Fund: Reserve to stabilize the operation of the City in the event of a revenue shortfall or natural disaster. In order to comply with GASB statement 54, the Council approved a policy in June of 2011, which states that Stabilization Fund resources could only be used if General Fund revenues decrease by 4% or more from the previous year or to pay expenses incurred to mitigate the effects of a declared natural disaster.			
	FY17	FY18	FY19 Estimates	FY20 Budget
BEG FUND BAL	235,289	185,645	390,675	595,675
BEG FUND BAL	202,266	205,030	205,000	205,000
TRANSFER OUT	(251,910)	0	0	0
CHANGE IN FB	(49,644)	205,030	205,000	205,000
END FUND BAL	185,645	390,675	595,675	800,675
FISCAL NOTES				
The City of Sparks has Fiscal Policy #4 to commit a portion of General Fund Business License revenue to the Stabilization Fund each year. While no commitments were made in FY15 or FY16, \$200K of Business License revenue has been committed in FY17, FY18 and FY19, and the FY20 budget also contains a \$200K commitment. A natural disaster was declared in FY17 due to flooding events in January and February. The General Fund incurred \$252K in costs related to the flood events and was reimbursed for those costs from this Fund, bringing the balance down to \$186K at the end of FY17. Barring any additional natural disasters, the balance in this Fund is expected to grow to \$801K in FY20.				

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

Capital Projects Funds

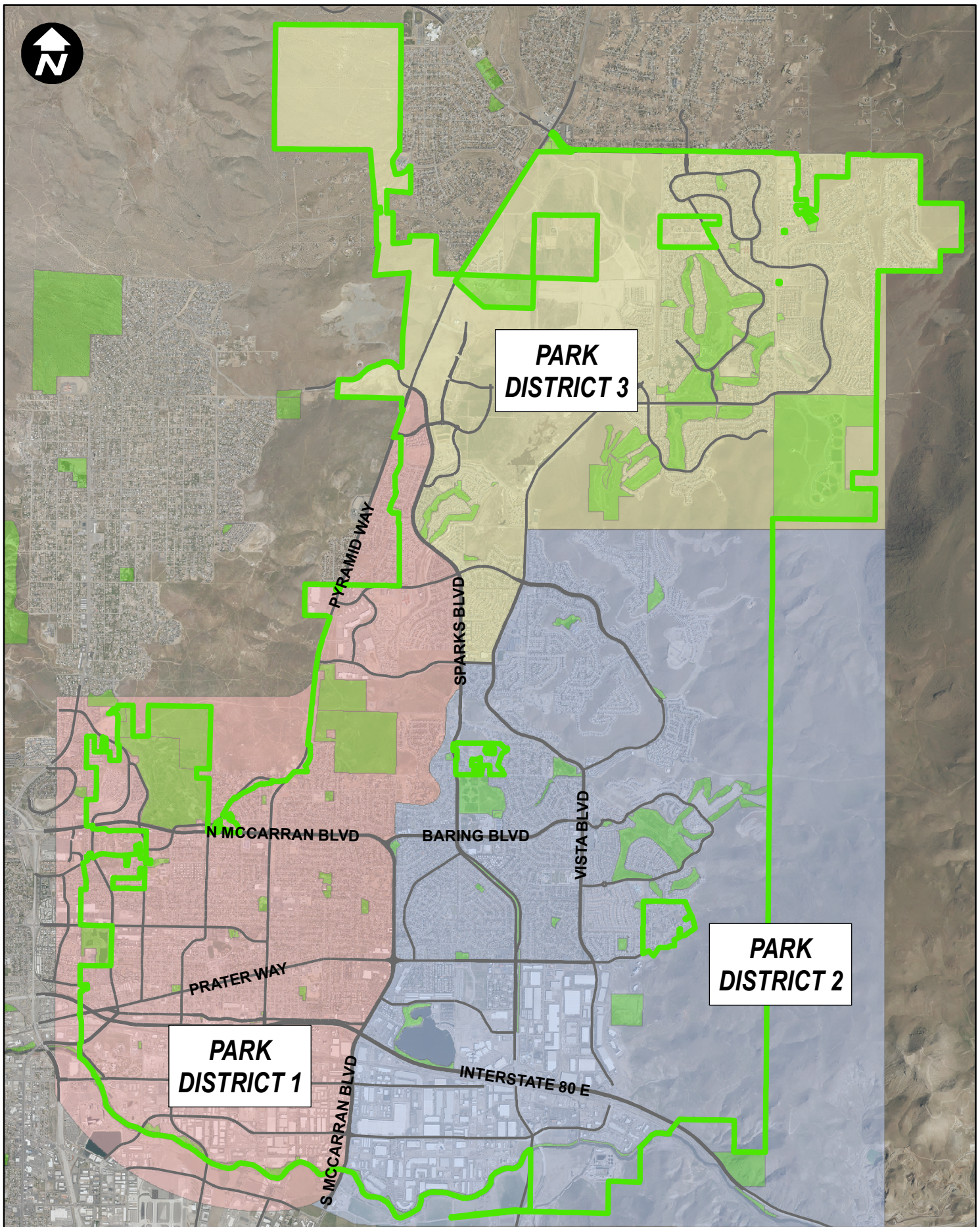
Fund 1405 - Capital Facilities Fund	Purpose of Fund: To provide for the acquisition of land, improvements to land, purchase of major equipment, renovations of government facilities and repayment of short-term financing for these activities. Funding is provided by a special ad valorem tax rate as required by NRS 354.59815.			
	FY17	FY18	FY19 Estimates	FY20 Budget
BEG FUND BAL	469,764	455,340	448,709	239,539
REVENUES	200,215	212,972	213,983	214,700
EXPENSES	(214,639)	(219,603)	(423,153)	(150,000)
CHANGE IN FB	(14,424)	(6,631)	(209,170)	64,700
END FUND BAL	455,340	448,709	239,539	304,239
FISCAL NOTES				
In 2009, the Nevada Legislature redirected this ad valorem revenue to help fill its own budget gap. In 2011 the redirection expired, and the City began receiving the funds again in FY12. Revenues in this Fund now remain stable. Expenses represent qualified projects from the approved Capital Improvement Plan (CIP) - FY19 estimates assume 100% project completion and continued projects from prior years. Approved projects on the FY20 Capital Improvement Plan include: Fire Station #5 Apparatus Bay Door Replacement, Citywide Re-Keying/Security Improvements, and City Hall Human Resources Carpet Replacement.				

Fund 1406 - Rec & Parks District 1 Fund	Purpose of Fund: Construction Tax revenues collected in Park District 1 to be used for the acquisition, improvement and expansion of neighborhood parks, playgrounds and recreational facilities within that district. Park District 1 encompasses the area to the West of McCarran Blvd and the majority of the area between Pyramid Hwy and Sparks Blvd.			
	FY17	FY18	FY19 Estimates	FY20 Budget
BEG FUND BAL	417,592	696,986	989,773	742,285
REVENUES	303,227	408,902	185,900	345,900
EXPENSES	(23,833)	(116,115)	(433,388)	(410,000)
CHANGE IN FB	279,394	292,787	(247,488)	(64,100)
END FUND BAL	696,986	989,773	742,285	678,185
FISCAL NOTES				
We saw a large increase in revenues from FY17 to FY18 due to continued construction and collection of deferred fees. The Galleria Multifamily Project, a 220 unit apartment complex, was completed in FY18. The Deco, a 209 unit multi-family project, has opted to defer fees of \$209k. The Atrium, a 132 unit multi-family project, has also opted to defer \$132k in fees. These fees have been budgeted to be collected in FY20. Expenses represent Park District 1 park construction projects from the approved Capital Improvement Plan.				

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

Fund 1407 - Rec & Parks District 2 Fund	Purpose of Fund: Construction Tax revenues collected in Park District 2 to be used for the acquisition, improvement and expansion of neighborhood parks, playgrounds and recreational facilities within that district. Park District 2 encompasses the area to the East of McCarran Blvd. and Sparks Blvd up through Los Altos Pkwy.			
	FY17	FY18	FY19 Estimates	FY20 Budget
BEG FUND BAL	685,391	750,416	1,137,100	429,446
REVENUES	131,039	432,786	75,000	308,000
EXPENSES	(66,014)	(46,102)	(782,654)	(410,000)
CHANGE IN FB	65,025	386,684	(707,654)	(102,000)
END FUND BAL	750,416	1,137,100	429,446	327,446
FISCAL NOTES				
There has been a significant increase in Residential Construction Tax revenue in FY17 and FY18 as the Marina Gateway Apartments makes headway in construction. This project is expected to be finalized in FY19. The Azure development is a one-, two-, and three- bedroom apartment complex that broke ground in August 2018. The developer has deferred \$308K in fees that are projected to be collected in late FY20. A significant jump in FY19 estimated expenses represent the Alf Sorenson Play Structure and Shelly Park Restroom Addition both included in the FY19 approved Capital Improvement Plan (CIP) document. Expenses for FY20 Park District 2 are listed in the CIP.				

Fund 1408 - Rec & Parks District 3 Fund	Purpose of Fund: Construction Tax revenues collected in Park District 3 to be used for the acquisition, improvement and expansion of neighborhood parks, playgrounds and recreational facilities within that district. Parks District 3 encompasses the area south of La Posada Dr down to Disc Dr. and East of Pyramid Hwy.			
	FY17	FY18	FY19 Estimates	FY20 Budget
BEG FUND BAL	1,446,634	1,565,220	1,271,069	323,223
REVENUES	172,101	224,051	234,100	209,100
EXPENSES	(53,515)	(518,202)	(1,181,946)	(515,000)
CHANGE IN FB	118,586	(294,151)	(947,846)	(305,900)
END FUND BAL	1,565,220	1,271,069	323,223	17,323
FISCAL NOTES				
Residential Construction Tax revenue has remained relatively steady. The increasing trend in revenues from FY17 to FY18 and FY19 was a result of Pioneer Meadows Apartments and 200 Single Family Residential homes completed in FY19. All of these fees were paid upfront as they did not defer any fees. Developer Toll Brothers will be finishing up 100 Single Family Residential homes in FY19 and Silverado has plans to begin development in Foothills #11. Expenses represent Park District 3 park construction projects from the approved Capital Improvement Plan (CIP). FY18 expenditures include a significant investment (\$500K) for the construction of the Truth Drive (Foothills #4) Park. Due to rising costs in construction Truth Drive Park was not completed in FY18 and will continue to be constructed in FY19. Expenses for FY20 Park District 3 are listed in the approved CIP.				



Park Districts

Legend

Park District 1 Park District 2 Park District 3

Date: August 2018

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

Fund 1427 - Local Improvement District 3 Legends Fund	Purpose of Fund: Accounts for proceeds of \$26M received June 2008 from special assessment bonds and from developer cash contribution (\$2.6M) to be used to acquire public roadway, water, sewer and storm drain improvements constructed by RED Development per an Acquisition Agreement. The Fund will be dissolved once bond proceeds are spent.			
	FY17	FY18	FY19 Estimates	FY20 Budget
BEG FUND BAL	458,689	461,451	470,300	470,533
REVENUES	21,263	16,964	3,200	3,200
EXPENSES	(18,501)	(8,115)	(2,967)	(471,100)
CHANGE IN FB	2,762	8,849	233	(467,900)
END FUND BAL	461,451	470,300	470,533	2,633
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 12/31/18 there was \$17K available for on-going administrative and legal costs and \$470K 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 FY20 Expenditure budget represents the entire remaining balance in order to provide flexibility should administrative or public infrastructure costs related to new properties arise.				

Redevelopment Agency Agenda Staff Report





REDEVELOPMENT AGENCY AGENDA STAFF REPORT

MEETING DATE: April 22, 2019

Title: Consideration, discussion, and possible approval of the Chief Administrative Officer's final budget recommendations for the City of Sparks Redevelopment Agency, Areas 1 and 2, for fiscal year 2019-2020. [For Possible Action]
Petitioner: Neil C. Krutz, ICMA-CM, Chief Administrative Officer Presenter: Jeff Cronk, CPA, Chief Financial Officer
Recommendation: That the Agency Board approve the Chief Administrative Officer's recommendations for the fiscal year 2019-2020 final budget.
Financial Impact: Recommending the Agency's final budget for Fiscal Year 2019-2020.
Business Impact (Per NRS 237) <input type="checkbox"/> A Business Impact Statement is attached. <input checked="" type="checkbox"/> A Business Impact Statement is not required because this is not a rule. <input type="checkbox"/> A Business Impact Statement is not required. This is a rule but does not impose a direct and significant economic burden on a business, or directly restrict the formation, operation or exemption of a business. <input type="checkbox"/> A Business Impact Statement is not required. This is a rule but emergency action is necessary to protect the public health and safety (requires a unanimous vote of the City Council and cannot be in effect for more than six months).
Agenda Item Brief: This agenda item provides the Agency's Board with the Chief Administrative Officer's recommendations for the fiscal year 2019-2020 final budget for the City of Sparks Redevelopment Agency, Areas 1 and 2.

BACKGROUND & ANALYSIS:

The Agency's Chief Administrative Officer and Chief Financial Officer are presenting the Chief Administrative Officer's final budget recommendations for fiscal year 2019-2020 (FY20). Today, the Agency Board is asked to direct the Chief Administrative Officer in preparing the Agency's final budget document for submission to the State of Nevada. City staff has filed the tentative budget for FY20 based upon direction received at the February 25, 2019 budget workshop, and the Agency Board will hold a public hearing to receive public comment on the FY20 tentative budget at its regularly scheduled Agency meeting on May 28, 2019. Immediately following the public hearing on the FY20 tentative budget, the Chief Administrative Officer and Chief Financial Officer will present the FY20 final budget for approval which will be prepared based upon direction received today.

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

Attached to this agenda are summary financial information for the Redevelopment Agency Areas 1 and 2, providing an overview of the expectations for FY19 and budget recommendations for FY20.

ALTERNATIVES:

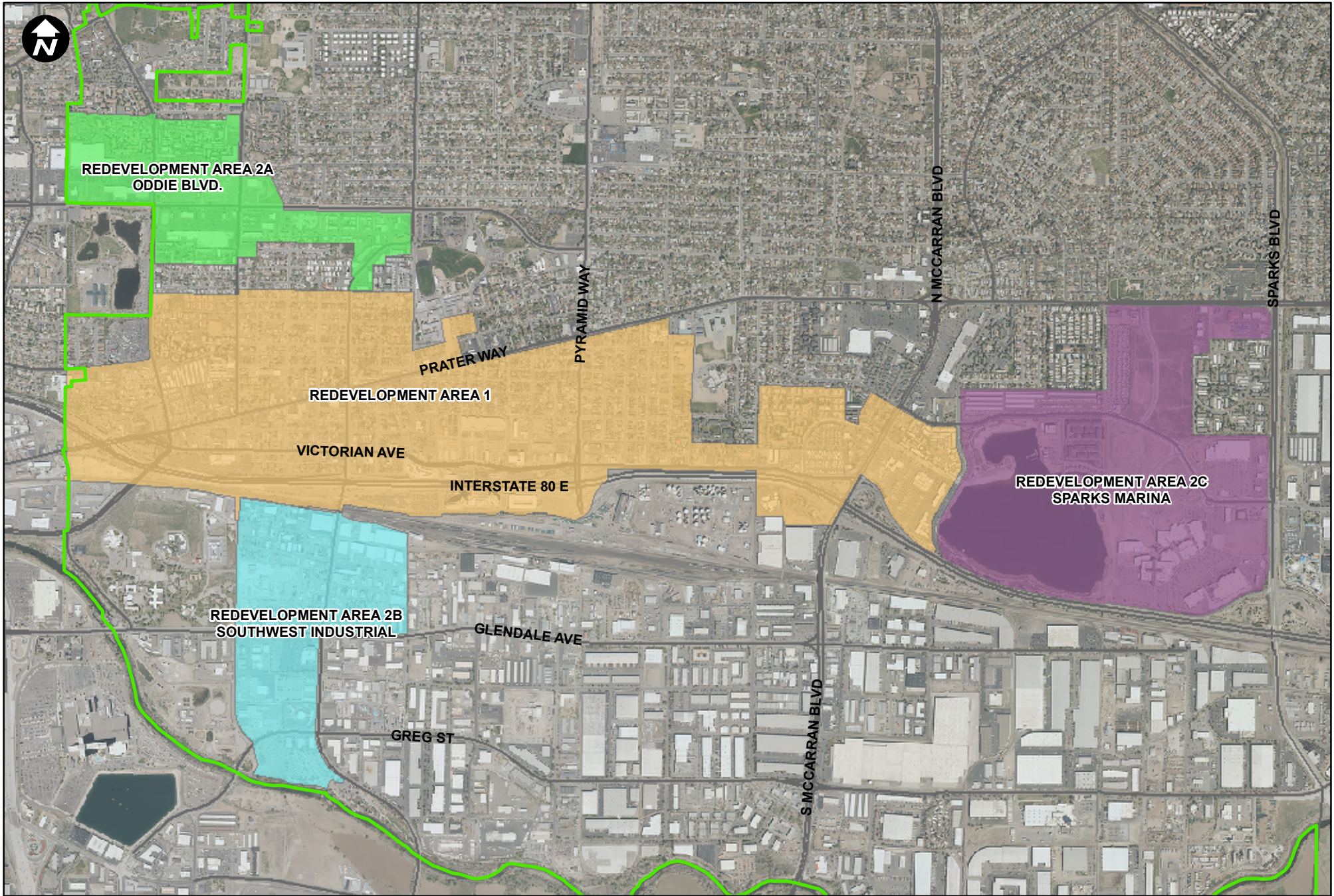
Agency members could also choose alternatives other than the recommendations presented today and direct the Chief Administrative Officer to prepare a final budget for fiscal year 2019-2020 accordingly.

RECOMMENDED MOTIONS:

"I move to approve the Chief Administrative Officer's final budget recommendations for the City of Sparks Redevelopment Agency, Areas 1 and 2, for fiscal year 2019-2020."

Redevelopment Agency Financial Overview





Redevelopment Districts

Legend

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

Date: August 2018



City of Sparks Redevelopment Agency

FY20 Budget Presentation

Chief Administrative Officer's Final Budget Recommendations

April 22, 2019

Redevelopment Agency Area #1 Overview and Recommended FY20 Budget

- FY20 budgeted revenues of \$3.5M from ongoing sources are up by 8.3% over FY19 estimates.
- FY20 Debt service costs total \$2.6M.
- Capital expenditures of approximately \$500K for the downtown garage and H and 16th Street improvements were incurred in FY19.
 - ✓ No other major CIP activity is expected in FY19 and plans have not been finalized for FY20 improvements.
- Revenues are expected to exceed expenses by \$678K in FY20.
- Unrestricted ending fund balance is expected to be \$2.0M in FY20 pending finalization of capital improvement plans.
 - ✓ Additional fund balance of \$3.6M is restricted for tax increment bond reserves
- Area #1 terminates in 2023

Sparks Redevelopment Agency Fiscal Summary

Sparks Redevelopment Area #1

(Chief Administrative Officer's FY20 Budget Recommendations)

	FY16 Actuals	FY17 Actuals	FY18 Actuals	FY19 Estimate	FY20 Budget
Revenues	\$2,600,692	\$2,666,289	\$2,940,371	\$3,199,772	\$3,464,972
Land Sale Proceeds	\$934,000	\$1,096,000	\$0	\$0	\$0
Transfer-In From General Fund	\$0	\$0	\$0	\$0	\$0
Expenditures	(\$2,818,415)	(\$2,668,724)	(\$2,970,912)	(\$3,365,170)	(\$2,786,697)
Net Revenues/(Expenses)	\$716,277	\$1,093,564	(\$30,541)	(\$165,398)	\$678,275
Beginning Fund Balance	\$3,301,029	\$4,017,306	\$5,110,871	\$5,080,330	\$4,914,932
Ending Fund Balance	\$4,017,306	\$5,110,871	\$5,080,330	\$4,914,932	\$5,593,207
Less: Restricted for Debt Service	(\$3,134,459)	(\$3,224,870)	(\$3,354,041)	(\$3,466,082)	(\$3,573,748)
Unrestricted Ending Fund Balance	<u>\$882,847</u>	<u>\$1,886,001</u>	<u>\$1,726,289</u>	<u>\$1,448,850</u>	<u>\$2,019,460</u>

Victorian Square Room Tax Cumulative Resources	<u>\$3,439,847</u>	<u>\$4,373,982</u>	<u>\$5,107,400</u>	<u>\$3,411,132</u>	<u>\$3,558,734</u>
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Note: The Victorian Square Room Tax Fund is a City Resource, but is Potentially Available for Victorian Square CIP Needs

** City Issued Debt Partially Paid by RDA #1

RDA #1 Debt Information	Tax Increment Refunding Bonds	2011 CTAX Refunding Bonds	2014 CTAX Refunding Bonds	Total RDA #1 Debt Service
Original Issue Amount	\$22,165,000	\$4,180,000	\$7,330,000	
Issue Date	5/11/2010	5/12/2011	8/14/2014	
Maturity Date	1/15/2023	5/1/2018	5/1/2026	
Interest Rate	4.0% - 5.375%	3.05%	3.09%	
FY19 Principal Payment	\$1,790,000	\$0	\$810,000	
FY19 Interest Payment	\$500,031	\$0	\$223,809	
Total FY19 Debt Service	\$2,290,031	\$0	\$1,033,809	
Total FY19 Debt Service Paid by RDA	\$2,290,031	\$0	\$297,108	\$2,587,139
6/30/19 Debt Outstanding	\$8,105,000	\$0	\$6,433,000	
FY20 Principal Payment	\$1,875,000	\$0	\$838,000	
FY20 Interest Payment	\$415,006	\$0	\$198,780	
Total FY20 Debt Service	\$2,290,006	\$0	\$1,036,780	
Total FY20 Debt Service Paid by RDA	\$2,290,006	\$0	\$297,962	\$2,587,968
6/30/20 Debt Outstanding	\$6,230,000	\$0	\$5,595,000	

**** Both CTAX bonds were issued by the City, but about 29% (\$297,962 in FY20) is allocated to RDA #1 for the downtown portion of the original project.**

Redevelopment Agency Area 1 Detail

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

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

	FY16	FY17	FY18	FY19 Estimates	FY20 Budget
BEGINNING FUND BALANCE	3,301,029	4,017,306	5,110,870	5,080,329	4,914,932
REVENUES					
Property Taxes (Real & Personal)	2,391,875	2,475,264	2,708,248	2,980,000	3,245,000
State Govt'l Svcs Tax (Formerly Motor Veh Priv Tax)	177,572	162,774	192,370	177,572	177,572
All other revenues	965,245	1,124,250	39,753	42,200	42,400
TOTAL REVENUES	3,534,692	3,762,288	2,940,371	3,199,772	3,464,972
EXPENSES					
Salaries & Benefits	(19,520)	(21,182)	(22,257)	(23,078)	(24,741)
Services and Supplies	(217,319)	(57,678)	(197,330)	(257,900)	(173,987)
Capital Outlay	0	(12,168)	(173,897)	(497,052)	0
Debt Service - Principal	(1,580,000)	(1,640,000)	(1,710,000)	(1,790,000)	(1,875,000)
Debt Service - Interest	(709,881)	(646,681)	(576,981)	(500,031)	(415,006)
TOTAL EXPENSES	(2,526,720)	(2,377,709)	(2,680,465)	(3,068,061)	(2,488,734)
TRANSFERS OUT					
Transfer out to City Debt Service Fund	(291,695)	(291,015)	(290,447)	(297,108)	(297,962)
TOTAL TRANSFERS OUT	(291,695)	(291,015)	(290,447)	(297,108)	(297,962)
CHANGE IN FUND BALANCE	716,277	1,093,564	(30,541)	(165,397)	678,276
ENDING FUND BLANCE	4,017,306	5,110,870	5,080,329	4,914,932	5,593,208
Less: Restricted for Debt Service	(3,134,459)	(3,224,869)	(3,354,040)	(3,466,082)	(3,573,748)
Unrestricted Ending Fund Balance	882,847	1,886,001	1,726,289	1,448,850	2,019,460

FISCAL NOTES

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

Redevelopment Agency Area #2 Overview and Recommended FY20 Budget

- Revenues are expected to increase by 5.0% equaling \$3.5M in FY20.
- Debt service costs are expected to be \$1.5M in FY20.
- No capital projects are planned for FY20.
- Revenues are expected to exceed expenses by \$1.8M in FY20.
- Unrestricted ending fund balance is expected to be \$5.1M by the end of FY20
 - ✓ \$2.3M of additional fund balance is restricted for Tax Increment bond service.
- Area #2 terminates in 2029.

Sparks Redevelopment Agency Fiscal Summary

Sparks Redevelopment Area #2

(Chief Administrative Officer's FY20 Budget Recommendations)

	FY16 Actuals	FY17 Actuals	FY18 Actuals	FY19 Estimate	FY20 Budget
Revenues	\$2,738,444	\$1,317,638	\$2,726,580	\$3,311,400	\$3,478,400
Transfer-In From General Fund	\$0	\$0	\$0	\$0	\$0
Expenditures	(\$2,921,639)	(\$2,415,094)	(\$1,598,670)	(\$1,740,245)	(\$1,637,736)
Net Revenues/(Expenses)	(\$183,195)	(\$1,097,456)	\$1,127,910	\$1,571,155	\$1,840,664
Beginning Fund Balance	\$4,171,441	\$3,988,246	\$2,890,790	\$4,018,700	\$5,589,856
Ending Fund Balance	\$3,988,246	\$2,890,790	\$4,018,700	\$5,589,856	\$7,430,520
Less: Restricted for Debt Service & Note Receivable	(\$3,763,728)	(\$1,565,857)	(\$1,804,665)	(\$2,040,484)	(\$2,281,146)
Unrestricted Ending Fund Balance	\$224,518	\$1,324,933	\$2,214,035	\$3,549,372	\$5,149,374

RDA #2 Debt Information

	2016 TIF Refunding Bonds	2014 Tax Increment Bonds	Total RDA #2 Debt Service
Original Issue Amount	\$9,660,000	\$7,285,000	
Issue Date	9/26/2016	8/14/2014	
Maturity Date	6/1/2028	6/1/2029	
Interest Rate	2.33%	3.25%	
FY19 Principal Payment	\$759,000	\$405,000	
FY19 Interest Payment	\$196,675	\$184,706	
Total FY19 Debt Service	\$955,675	\$589,706	\$1,545,381
6/30/19 Debt Outstanding	\$7,682,000	\$5,280,000	
FY20 Principal Payment	\$775,000	\$415,000	
FY20 Interest Payment	\$178,991	\$171,547	
Total FY20 Debt Service	\$953,991	\$586,547	\$1,540,538
6/30/20 Debt Outstanding	\$6,907,000	\$4,865,000	

Redevelopment Agency Area 2 Detail

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

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

	FY16	FY17	FY18	FY19 Estimates	FY20 Budget
BEGINNING FUND BALANCE	4,171,441	3,988,246	2,890,790	4,018,700	5,589,856
REVENUES					
Property Taxes (Real & Personal)	2,665,920	2,685,229	2,713,519	3,290,000	3,460,000
All other revenues (including refunding bond proceeds)	72,524	9,724,197	13,062	21,400	18,400
TOTAL REVENUES	2,738,444	12,409,426	2,726,581	3,311,400	3,478,400
TRANSFERS IN					
TOTAL TRANSFERS IN	0	0	0	0	0
EXPENSES					
Services and Supplies	(19,145)	(124,719)	(57,377)	(194,863)	(97,198)
Original Issue Discount/Governmental	0	(8,500)	0	0	0
Debt Refunding	0	(9,626,500)	0	0	0
Payment on Refinanced Bond	0	(1,456,787)	0	0	0
Debt Service - Principal	(915,000)	(859,000)	(1,130,000)	(1,164,000)	(1,190,000)
Debt Service - Interest	(913,769)	(353,523)	(411,294)	(381,381)	(350,538)
TOTAL EXPENSES	(1,847,914)	(12,429,029)	(1,598,671)	(1,740,244)	(1,637,736)
TRANSFERS OUT					
Transfer out to City Debt Service Fund	(1,073,725)	(1,077,853)	0	0	0
TOTAL TRANSFERS OUT	(1,073,725)	(1,077,853)	0	0	0
CHANGE IN FUND BALANCE	(183,195)	(1,097,456)	1,127,910	1,571,156	1,840,664
ENDING FUND BALANCE	3,988,246	2,890,790	4,018,700	5,589,856	7,430,520
<i>Less: Restricted for Debt Service & Note Receivable</i>	<i>(3,763,728)</i>	<i>(1,565,857)</i>	<i>(1,804,665)</i>	<i>(2,040,484)</i>	<i>(2,281,146)</i>
Unrestricted Ending Fund Balance	224,518	1,324,933	2,214,035	3,549,372	5,149,374

FISCAL NOTES

Resources to this Fund consist mainly of property taxes collected within Redevelopment Agency Area 2 (RDA2). These resources are used to repay the remaining 2 bonds issued in the name of RDA2--Tax Increment Revenue Bonds - Series 2016 (maturing FY28) and Series 2014 (maturing FY29). In addition, RDA2 has paid (via transfer to General Obligation Debt Service Fund) for principal and interest on debt originally issued in RDA2's name but subsequently refinanced as General Obligation (GO) debt--G.O. Limited Tax Med Term Bonds Series 2007A & Series 2007B. Both of these bond issues matured in FY17, removing \$1.1M of annual debt service (see Transfers Out above) paid by RDA2. Ending Fund Balance represents the required reserves and cash on hand to make future debt service payments. A subsidy from the General Fund was needed in FY13 in the amount of \$250K followed by an \$862K subsidy in FY14. Further subsidies are not expected due to rising property tax assessments and the sale of 10.2 acres of land owned by RDA2, the revenue for which was recorded in FY15. Ending Fund Balance represents the required \$729K reserve on the Tax Increment Revenue Bonds series 2014 plus cash on hand to make future debt service payments.

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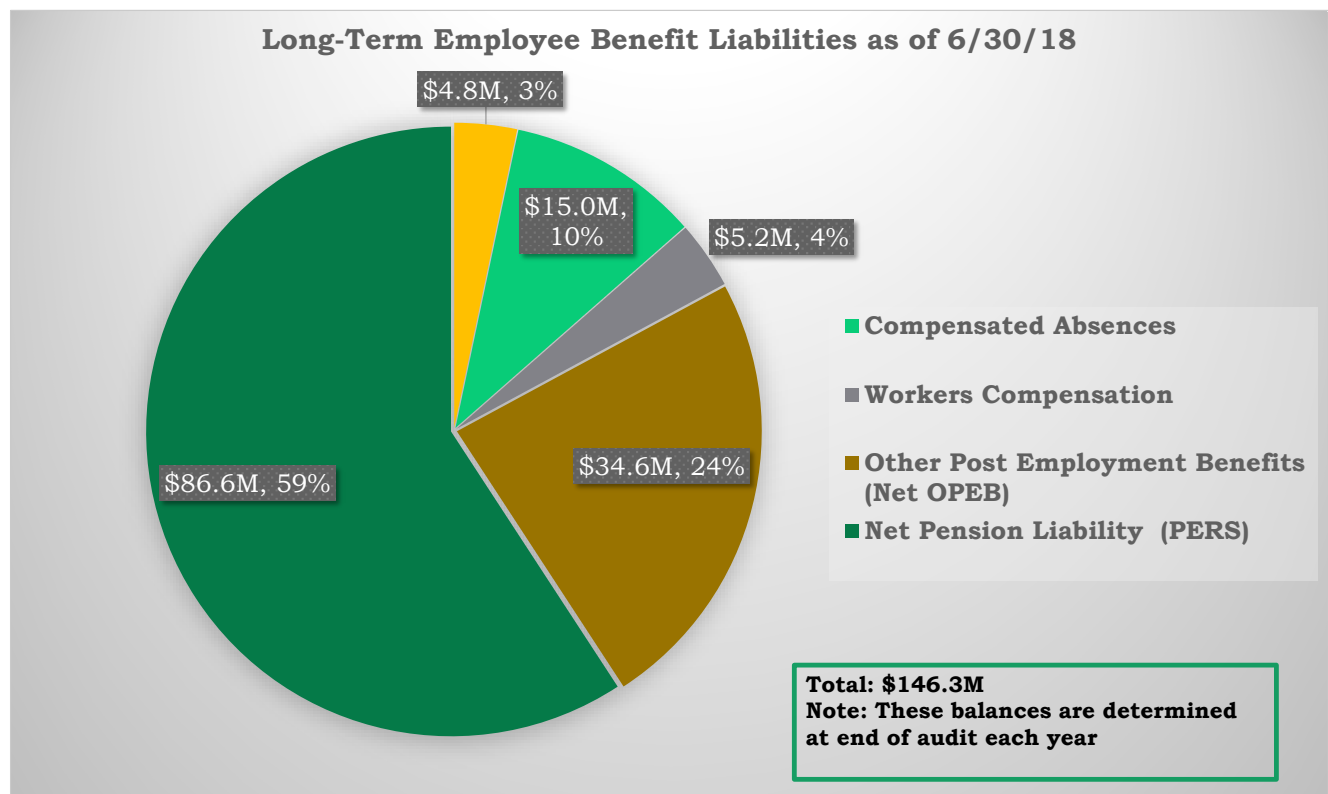
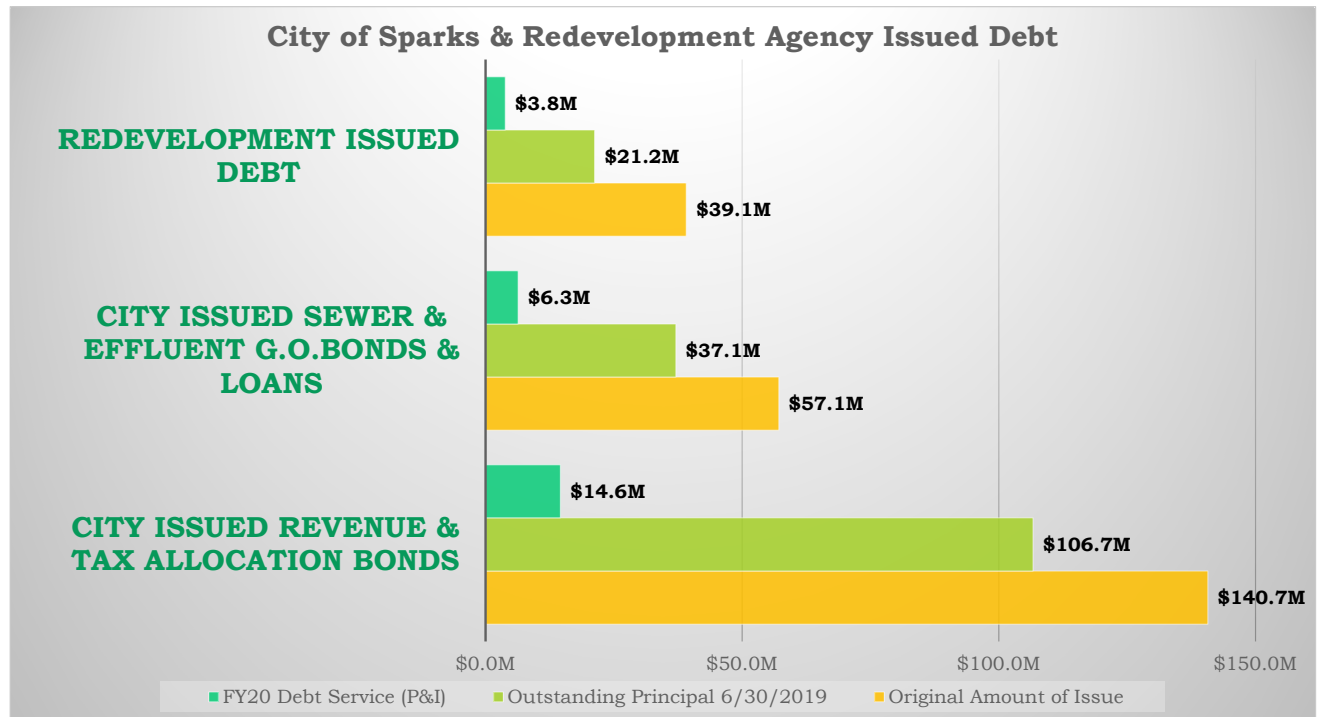
Debt Review



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

City of Sparks & Redevelopment Agency Issued Debt					
NAME OF BOND OR LOAN	Term (years)	Original Amount of Issue	Scheduled Maturity Date	Outstanding Principal ending 6/30/2019	FY20 Debt Service (P&I)
<u>City General Obligation (G.O) Bonds and Notes Payable</u>					
<i>*The City currently has no General Obligation debt outstanding with the exception of the Sewer and Effluent G.O. debt</i>					
<u>City Issued Revenue & Tax Allocation Bonds</u>					
CTAX Bond Series 2014 (partially funded by RDA)	12	\$7,330,000	5/1/2026	\$6,433,000	\$1,036,780
Sr. STAR Bonds Series 2008A	20	\$83,290,000	6/15/2028	\$63,425,000	\$8,206,350
Sub STAR Bonds Series 2008A	20	\$36,600,000	6/15/2028	\$29,714,979	\$4,352,342
LID #3	10	\$13,498,290	9/1/2027	\$7,091,668	\$974,890
<u>City Issued Sewer & Effluent G.O.Bonds & Loans</u>					
Enterprise Debt SRF 2016B	13	\$27,099,691	7/1/2029	\$19,508,338	\$3,429,395
Flood Control Bonds Series 2016	10	\$18,010,000	3/1/2026	\$13,330,000	\$2,101,750
TMWRF Expansion Loan- Sparks Portion of Reno-issued SRF Water Pollution Bonds	8	\$12,029,831	1/1/2024	\$4,218,271	\$812,989
<u>Redevelopment Issued Debt</u>					
RED Agency #1 Series 2010	14	\$22,165,000	1/15/2023	\$8,105,000	\$2,290,006
RED Agency #2 Series 2014	15	\$7,285,000	6/1/2029	\$5,280,000	\$586,547
RED Agency #2 Series 2016	12	\$9,660,000	6/1/2028	\$7,862,000	\$953,991
TOTAL CITY & REDEVELOPMENT ISSUED DEBT		\$236,967,812		\$164,968,256	\$24,745,039

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



Budgeted Positions

Note: This section does not reflect
the City Manager's proposed
organizational structure pending
Council approval



City of Sparks
FY20 Budgeted Positions

All positions currently authorized including those added via FY20 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	29,265,622	894,793	3,135,307	2,011,646	1,162,095	241,404	655,216	4,442,671	209,092	42,017,846
Part-time Temporary Wages *	54,000	1,720,313	0	0	0	0	0	0	0	1,774,313
Special Pays **	1,540,424	11,200	130,000	267,370	1,500	1,600	33,500	130,610	0	2,116,204
Longevity	860,153	27,532	62,877	39,794	29,674	9,196	14,837	102,055	1,800	1,147,918
Overtime/Premium Pays ***	4,671,558	18,343	178,571	34,158	48,908	28,187	18,535	665,756	17,846	5,681,862
Total Salaries & Wages	36,391,757	2,672,181	3,506,755	2,352,968	1,242,177	280,387	722,088	5,341,092	228,738	52,738,143
Benefits										
Retirement	12,037,567	385,184	968,501	606,362	351,637	78,726	198,999	1,392,715	61,749	16,081,440
Health Insurance ****	7,914,651	249,222	984,628	536,142	363,646	56,065	169,050	1,150,169	34,327	11,457,900
Workers Comp	1,469,445	7,480	32,864	33,590	11,186	2,060	6,154	40,480	1,802	1,605,061
Medicare	537,692	38,946	49,740	31,144	18,230	4,119	10,155	74,642	3,336	768,004
Cell, Uniform and Car Allowance	349,382	2,700	16,018	13,787	6,856	900	2,700	23,079	748	416,170
Deferred Compensation Match	374,783	14,150	33,730	13,004	9,430	2,683	6,421	18,850	650	473,701
Other Benefits	366,243	14,240	27,100	21,800	0	0	2,390	36,784	0	468,557
Total Benefits	23,049,763	711,922	2,112,581	1,255,829	760,985	144,553	395,869	2,736,719	102,612	31,270,833
Total Salaries, Wages & Benefits	59,441,520	3,384,103	5,619,336	3,608,797	2,003,162	424,940	1,117,957	8,077,811	331,350	84,008,976
Authorized F/T Positions	344	10	43	25	16	3	9	57	2	509
FY20 New Need Position	22	1	6	1	0	0	0	2	0	32
Total FTE's in FY20 Budget	366	11	49	26	16	3	9	59	2	541

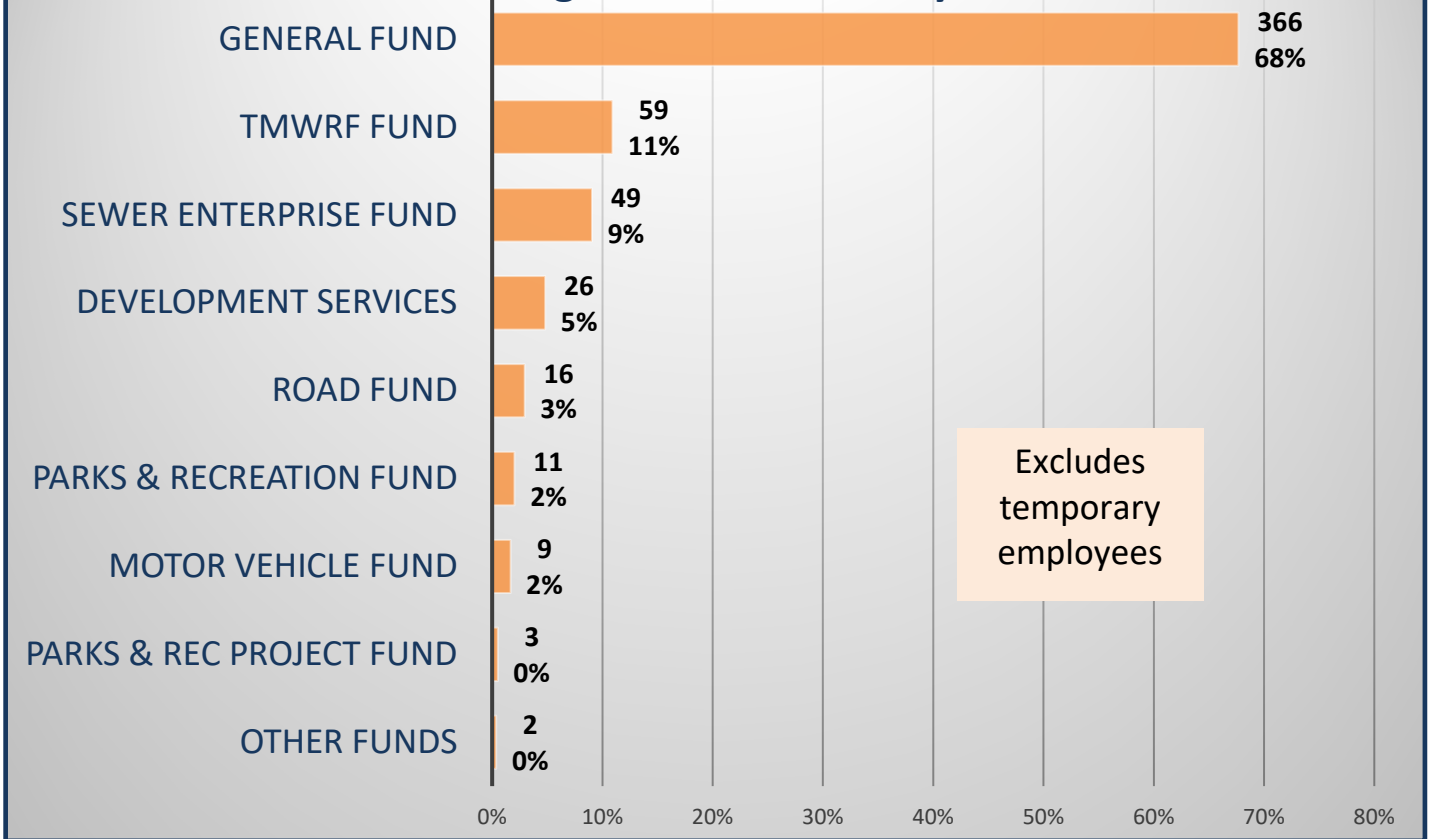
***Part-time Temporary Wages** include wages for temporary employees on Sparks' payroll and do not include amounts to be paid to temp agencies. Temporary positions are NOT included in the position counts.

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

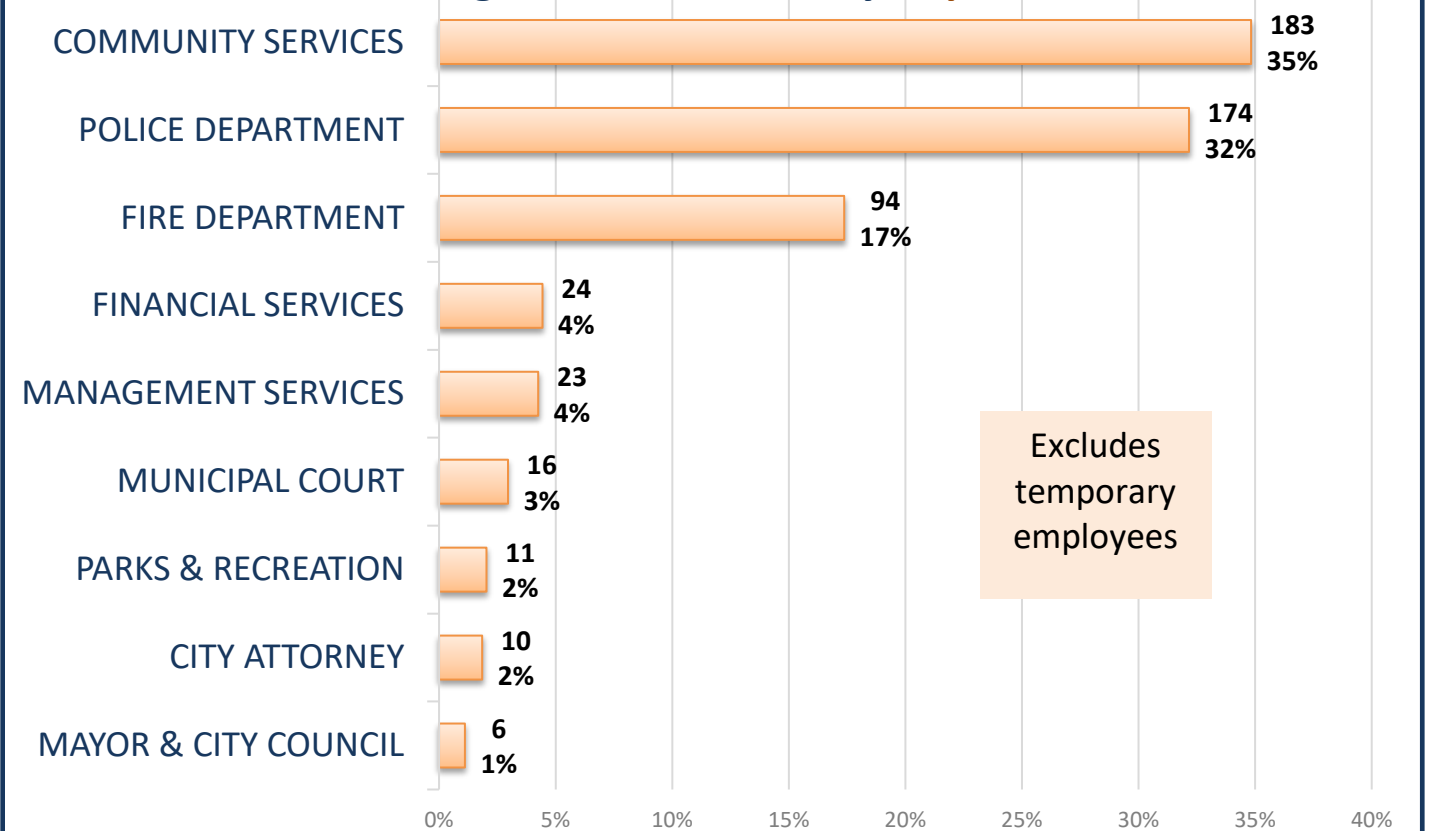
*** **Overtime/Premium Pays** include Overtime, Callback, Worked Holiday, Standby, Night Differential and Comp Bank cash outs.

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

FY20 Budgeted FTE Counts by *Fund*



FY20 Budgeted FTE Counts by *Department*



Mayor and City Council - FY20 Budgeted Positions

FY20 Budgeted Salaries and Benefits

	General Fund
Salaries & Wages	340,065
Part-time Temporary Wages *	15,500
Overtime/Premium Pays**	0
Benefits	229,425
Total Salaries & Benefits	584,990
Authorized F/T Positions	6
FY20 New Needs	0
Total FTE's in FY20 Budget	6

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

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

Mayor and City Council Position Detail

Position Title	Authorized F/T Positions	FY20 New Needs	Total
Mayor	1		1
City Council - Ward 1	1		1
City Council - Ward 2	1		1
City Council - Ward 3	1		1
City Council - Ward 4	1		1
City Council - Ward 5	1		1
TOTAL	6	0	6

Management Services Department - FY20 Budgeted Positions

FY20 Budgeted Salaries and Benefits

	General Fund	Sewer Enterprise Fund	Total
Salaries & Wages	1,819,487	302,655	2,122,142
Part-time Temporary Wages *	0	0	0
Overtime/Premium Pays**	12,013	11,126	23,139
Benefits	2,219,631	199,978	2,419,609
Total Salaries & Benefits	4,051,131	513,759	4,564,890
Authorized F/T Positions	17	4	21
FY20 New Needs	1	1	2
Total FTE's in FY20 Budget	18	5	23

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

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

Management Services Position Detail

Position Title	Authorized F/T Posiitons	FY20 New Needs	Total
Administrative Analyst Senior	1		1
Assistant City Clerk	1		1
Assistant City Manager	1		1
Business License Specialist	1		1
City Clerk	1		1
City Manager	1		1
Community Relations Mgr	1		1
Contracts & Risk Mgr	1		1
Customer Service Manager	1		1
Customer Service Specialist I/II	4	1	5
Executive Administrative Assistant	1		1
Human Resources Analyst	0	1	1
Human Resources Analyst re-classed to Human Resources Analyst Senior	1		1
Human Resources Analyst Senior	1		1
Human Resources Manager	1		1
Human Resources/Risk Tech II	2		2
Records Coordinator	1		1
Records Technician	1		1
TOTAL	21	2	23

City Attorney - FY20 Budgeted Positions

FY20 Budgeted Salaries and Benefits

	General Fund
Salaries & Wages	1,171,749
Part-time Temporary Wages *	0
Overtime/Premium Pays**	0
Benefits	580,631
Total Salaries & Benefits	1,752,380
Authorized F/T Positions	10
FY20 New Needs	0
Total FTE's in FY20 Budget	10

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

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

City Attorney Position Detail

Position Title	Authorized F/T Posiitons	FY20 New Needs	Total
Assistant City Attorney	2		2
Assistant City Attorney Senior	2		2
Chief Assistant City Attorney	1		1
City Attorney	1		1
Legal Secretary I/II	1		1
Legal Secretary re-classed to Sr. Legal Secretary	1		1
Legal Secretary Senior	1		1
Victim Advocate	1		1
TOTAL	10	0	10

Municipal Court - FY20 Budgeted Positions

FY20 Budgeted Salaries and Benefits

	General Fund	Muni Court Admin Assessment	Total
Salaries & Wages	1,373,742	0	1,373,742
Part-time Temporary Wages *	0	0	0
Overtime/Premium Pays**	0	12,000	12,000
Benefits	814,069	174	814,243
Total Salaries & Benefits	2,187,811	12,174	2,199,985
Authorized F/T Positions	15	0	15
FY20 New Needs	1	0	1
Total FTE's in FY20 Budget	16	0	16

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

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

Municipal Court Position Detail

Position Title	Authorized F/T Posiitons	FY20 New Needs	Total
Assistant Court Administrator	1		1
Court Compliance Officer	1		1
Judges Assistant	2		2
Marshal	6		6
Muni Court Clerk I/II	2	1	3
Municipal Court Administrator	1		1
Municipal Court Judge	2		2
TOTAL	15	1	16

Financial Services Department - FY20 Budgeted Positions

FY20 Budgeted Salaries and Benefits

	General Fund
Salaries & Wages	2,035,297
Part-time Temporary Wages *	19,500
Overtime/Premium Pays**	25,875
Benefits	1,066,160
Total Salaries & Benefits	3,146,832
Authorized F/T Positions	22
FY20 New Needs	2
Total FTE's in FY20 Budget	24

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

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

Financial Services Position Detail

Position Title	Authorized F/T Posiitons	FY20 New Needs	Total
Accountant I/II	4		4
Accountant Senior	2		2
Accounting Manager	1		1
Accounting Specialist I/II	3	1	4
Budget Administrator	1		1
Financial Services Director	1		1
IT Security Specialist	0	1	1
IT Manager	1		1
IT Support Specialist I/II	2		2
Network & Infrastructure Admin	1		1
Payroll Administrator	1		1
Systems Analyst II	2		2
Systems Analyst Senior	1		1
Systems Development Administrator	1		1
Systems Specialist	1		1
TOTAL	22	2	24

Police Department - FY20 Budgeted Positions

FY20 Budgeted Salaries and Benefits

	General Fund	Other Funds (Grant Fund)	Total
Salaries & Wages	14,249,922	70,339	14,320,261
Part-time Temporary Wages *	19,000	0	19,000
Overtime/Premium Pays**	3,339,054	0	3,339,054
Benefits	10,376,759	33,128	10,409,887
Total Salaries & Benefits	27,984,735	103,467	28,088,202
Authorized F/T Positions	161	1	162
FY20 New Needs	12	0	12
Total FTE's in FY20 Budget	173	1	174

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

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

Police Department Position Detail

Position Title	Authorized F/T Posiitons	FY20 New Needs	Total
Administrative Assistant	1		1
Crime Analyst/Statistician	1		1
Deputy Police Chief	2		2
Detective	22		22
Emergency Com Supervisor	5		5
Emergency Communication Dispatcher	12	2	14
GT Specialist I - GIS	1		1
IT Administrator	1		1
IT Support Specialist	1		1
IT Support Specialist Sr.	1		1
Police Assistant I/II	5	2	7
Police Chief	1		1
Police Lieutenant	6		6
Police Office Asst I/II	9	1	10
Police Officer (incl. Recruits)	67	6	73

Police Department Position Detail

Position Title	Authorized F/T Posiitons	FY20 New Needs	Total
Police Operations Specialist	2	1	3
Police Records Supervisor	3		3
Police Sergeant	10		10
Police Services Manager	2		2
Property Evidence Supervisor	1		1
Property Evidence Tech I/II	2		2
Sergeant Detective	4		4
Terminal Agency Coord	1		1
Victim Advocate	2		2
TOTAL	162	12	174

Fire Department - FY20 Budgeted Positions

FY20 Budgeted Salaries and Benefits

	General Fund	Development Services Enterprise Fund	Total
Salaries & Wages	8,827,758	165,958	8,993,716
Part-time Temporary Wages *	0	0	0
Overtime/Premium Pays**	1,264,530	7,144	1,271,674
Benefits	6,556,800	111,929	6,668,729
Total Salaries & Benefits	16,649,088	285,031	16,934,119
Authorized F/T Positions	89	1	90
FY20 New Needs	3	1	4
Total FTE's in FY20 Budget	92	2	94

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

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

Fire Department Position Detail

Position Title	Authorized F/T Posiitons	FY20 New Needs	Total
Administrative Assistant	1		1
Administrative Secretary	1		1
Assistant Fire Marshal	1		1
Fire Apparatus Operator	21		21
Fire Battalion Chief	5		5
Fire Captain	23		23
Fire Chief	1		1
Fire Marshal	1		1
Fire Plans Examiner	1		1
Fire Prev Inspector II	4	1	5
Firefighter	12		12
Firefighter/Paramedic	18	3	21
IT Support Specialist Sr	1		1
TOTAL	90	4	94

Community Services Department - FY20 Budgeted Positions

FY20 Budgeted Salaries and Benefits

	General Fund	Sewer Enterprise Fund	Dev Services Enterprise Fund	Road Fund	Parks & Rec Project Fund	Motor Vehicle Fund	TMWRF	Other Funds	Total
Salaries & Wages	1,848,178	3,025,529	2,152,851	1,193,269	252,200	703,553	4,675,336	140,552	13,991,468
Part-time Temporary Wages *	0	0	0	0	0	0	0	0	0
Overtime/Premium Pays**	30,086	167,446	27,015	48,908	28,187	18,535	665,756	5,846	991,779
Benefits	1,206,287	1,912,603	1,143,900	760,985	144,553	395,869	2,736,719	69,309	8,370,225
Total Salaries & Benefits	3,084,551	5,105,578	3,323,766	2,003,162	424,940	1,117,957	8,077,811	215,707	23,353,472
Authorized F/T Positions	24	39	24	16	3	9	57	1	173
FY20 New Needs	3	5	0	0	0	0	2	0	10
Total FTE's in FY20 Budget	27	44	24	16	3	9	59	1	183

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

Temporary positions are NOT included in the position counts.

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

Community Services Position Detail

Position Title	Authorized F/T Positions	FY20 New Needs	Total
Administrative Assistant	1		1
Administrative Secretary	3		3
Asset Manager	1		1
Assistant Community Services Director-Development	1		1
Assistant Public Works Manager	1		1
Building Inspector I	1		1
Building Inspector II	3		3
Building Inspector Senior	2		2
Building Official	1		1
Capital Projects Coordinator	2		2
Capital Projects Manager	1		1
Chemist II	5		5
City Engineer	1		1
Civil Engineer	1		1
Civil Engineer Senior	3	1	4
Code Enforcement Officer	2		2
Code Enforcement Supervisor	1		1
Community Appearance Maintenance Worker Lead	1		1
Community Services Director	1		1
Control System Programmer	3		3
Crew Supervisor	14		14
Deputy Building Official	1		1
Development Services Manager	1		1
Environmental Control Officer	3		3
Environmental Control Supervisor	1		1
Equipment Mechanic I/II	5		5
Equipment Mechanic Lead	1		1

Community Services Position Detail

Position Title			Authorized F/T Posiitons	FY20 New Needs	Total
Equipment Parts Technician			1		1
Facilities Maintenance Worker III			1		1
Facilities Maintenance Worker Lead			1		1
Heavy Equipment Operator			1		1
Housing Specialist			1		1
Infrastructure Coordinator			1		1
Laboratory Manager			1		1
Laboratory Quality Assurance Officer			1		1
Laborer				3	3
Office Assistant			1		1
Parks Development Coordinator			1		1
Parks Maintenance Worker I/II			7		7
Parks Maintenance Worker Lead			4		4
Permit Supervisor			1		1
Permit Technician II			2		2
Permit Technician Senior			1		1
Planner I/II			2		2
Planner Senior			1		1
Planning Manager			1		1
Plans Examiner			1		1
Plans Examiner Senior			1		1
Public Works Inspector			4		4
Public Works Manager			1		1
Safety Coordinator			2		2
Streets Maintenance Worker I/II			3		3
Streets Maintenance Worker Lead			1		1
Systems Analyst Senior-GIS			2		2
TP Electrician & Instrumentation Tech I/II			5		5
Traffic Maintenance Worker			4		4
Traffic Signal Technician II			2		2
Traffic Signal Technician Lead			1		1
Transportation Manager			1		1
Transportation Services Coordinator			1		1
Treatment Plant Maintenance Manager			1		1
Treatment Plant Manager			1		1
Treatment Plant Mechanic I/II			9		9
Treatment Plant Operations Manager			1		1
Treatment Plant Process Engineer			1		1
Utilities Maintenance Worker I/II			17	3	20
Utilities Maintenance Worker Lead			3		3
Utility Locator			1		1
Utility Manager			1		1
Warehouse Technician			1		1
Wastewater Plant Operator I/II			14	3	17
Wastewater Plant Operator III			4		4
TOTAL			173	10	183

Parks & Recreation Department - FY20 Budgeted Positions

FY20 Budgeted Salaries and Benefits

	Parks & Rec Fund
Salaries & Wages	933,525
Part-time Temporary Wages *	1,720,313
Overtime/Premium Pays**	18,343
Benefits	711,922
Total Salaries & Benefits	3,384,103
Authorized F/T Positions	10.0
FY20 New Needs	1.0
Total FTE's in FY20 Budget	11.0

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

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

Parks & Recreation Position Detail

Position Title	Authorized F/T Posiitons	FY20 New Needs	Total
Administrative Secretary	1		1
Aquatics Specialist	1		1
Office Assistant	1		1
Parks & Recreation Director	1		1
Parks and Recreation Administration Manager	1		1
Recreation Manager	2		2
Recreation Specialist I/II	2	1	3
Special Events Supervisor	1		1
TOTAL	10	1	11

Department Review

Note: This section does not reflect
the City Manager's proposed
organizational structure pending
Council approval



City Council

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

Mayor

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

Management Services

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

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

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

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

Redevelopment Management: Oversight and direction of all Redevelopment activities.

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

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

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

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

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

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

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

MANAGEMENT SERVICES (CONTINUED)

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

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

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

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

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

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.
- Developing and managing strategic initiatives and performance measures.
- Developing and implementing budget management procedures.

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, Civil Service Commission, and Charter Committee.
- Review contracts, agreements, memoranda of agreement, inter-local agreements, and land transaction documents.
- Advise City departments on legal questions arising in the conduct of City business.

Criminal Division

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

CITY ATTORNEY (CONTINUED)

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.

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.

Financial Services

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

The Financial Services Department provides the following key services:

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

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

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

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

Police Department



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

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

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

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

POLICE DEPARTMENT (CONTINUED)

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

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

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

POLICE DEPARTMENT (CONTINUED)

- Coordinates Citizen Volunteers.

Investigations Division: The Investigations Division includes a Deputy Chief, a Lieutenant responsible for Internal Affairs, a Detective Section also responsible for regional investigation units and the Property and Evidence Unit. This division is responsible for the following tasks:

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

Fire Department



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

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

- Maintaining a professional workforce and a quality work environment.
- Developing and managing strategic initiatives and performance measures.
- Developing and implementing budget management procedures.
- Establishing, coordinating, and assigning employees to internal and external work-related committees and teams.
- Developing department operating procedures.
- Analyzing and anticipating risks in the City and developing service delivery models to address these risks.
- Procuring operating supplies, equipment, and apparatus.

FIRE DEPARTMENT (CONTINUED)

- Collecting and analyzing fire department data.
- Maintaining the department's records and record management system.

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

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

Fire Operations

The goal of the Operations Division is to provide timely and effective emergency services throughout the City in order to limit the loss of life and property. The Operations Division also provides automatic and mutual aid to other local and regional jurisdictions. In addition to emergency responses, the Operations Division is also involved in a number of other non-emergency support functions.

Emergency Services

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

Non-Emergency Support Services

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

Fire Training and Safety

The goal of the Training Division is to plan, coordinate, and deliver practical, state-of-the-art training to department employees so they can operate safely and efficiently at emergency incidents. Major responsibilities of the Training and Safety Division include:

- Scheduling, delivering, and documenting department training, including special teams.
- Professional development

FIRE DEPARTMENT (CONTINUED)

- Ensuring compliance with applicable policies, procedures, standards and laws.
- Ensuring the safety of personnel operating at emergency incidents.

Parks and Recreation

The Parks and 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. Development and managing strategic initiatives, performance measures, and budget controls.

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

Facility Operations: Deliver and maintain responsive community services and facilities that support the safety and wellbeing of our residents and visitors through: recreational facilities (daily usage and rentals) including Alf Sorensen Community Center, Larry D. Johnson Community Center, Recreation Center, Sports Complex at Golden Eagle Regional Park, Shadow Mountain Sports Complex, Sparks Marina Park, Deer Park pool (seasonal), three reservable event venues and approximately 15 sports fields at eight school sites.

Recreation Programs/Services: Develop, administer and coordinate programs and services for all ages and abilities ranging from youth/adult sports, kids out-of-school programs, community classes, swimming lessons/aquatic programs, arts and programming for people with disabilities. Support fast and efficient connections through development of transportation (trail system) and communication systems.

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.

Community Services



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

Administration

- Manage, supervise, direct and support middle management/divisional staff and the services they provide.
- Develop and manage strategic initiatives and performance measures.
- Manage and analyze the department's divisional budgets and fiscal internal controls; manage department records including personnel, travel and training, as well as those relating to budgets and the expenditure of funds.
- Provide succession planning to ensure that staff are adequately prepared to fill vacancies as they occur and/or advance within the organization.
- Serve as staff support for Planning Commission, Sparks Building Code Board of Appeals, Capital Improvements Advisory Committee, Enterprise Fund Oversight Committee and the Sparks Tourism Facility and Revitalization Steering 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.
- Coordinate infrastructure and regional programs with federal, state and local agencies.
- Administer the City's redevelopment and economic development initiatives.
- Assist with development of city sustainability practices.

Building & Safety Division

- Process all applications for building, street cut, fire sprinkler, and flood plain permits within the City of Sparks and sewer tap permits in Washoe County areas adjacent to the City.
- Review building construction plans for compliance with City codes and ordinances.

COMMUNITY SERVICES (CONTINUED)

- 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, Residential Construction Tax, sewer and RTC fees associated with new growth.

Capital Projects Division

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

Maintenance & Operations Services Division

Facility Maintenance: Maintain 694,211 square feet of City facilities, provide custodial services, and oversee contracts with vendors for professional services. Provide Graffiti removal on public property.

Fleet and Equipment Services: Responsible for the requisition, repair, and maintenance of all the City's fleet of 568 vehicles and equipment according to national standards, Federal and Nevada 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 attractive parks system totaling 561.3 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, catch basins, ditches, detention dams, debris traps, leaf pickup and street sweeping.

Street / Traffic Paint and Signs / Traffic Signals: Maintain a safe, accessible roadway system totaling 734 lane miles. Provide compliant road markings and signage, 24-hour response and routine maintenance for 109 traffic signals and over 2500 street and park lights.

COMMUNITY SERVICES (CONTINUED)

Planning & Community Enhancement Division

- Update and maintain the City's Comprehensive Plan.
- Coordinate City review of planning entitlements (e.g., annexations, Comprehensive Plan amendments, rezoning, planned developments, conditional use permits, site plan reviews, etc.).
- 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).
- Administer the City's housing rehabilitation programs.
- Review building permit and business license applications for zoning code compliance.
- Code enforcement.
- Serve the public at the planning counter, by telephone and email.

Traffic Engineering & Pavement Management Division is responsible for all traffic control and traffic flow within the City, and serves 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 serves Sparks and portions of Reno and unincorporated Washoe County. TMWRF currently treats approximately 28 million gallons of wastewater each day.

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

COMMUNITY SERVICES (CONTINUED)

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

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

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

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

Utility Engineering and Support Services Division

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

Central Service Cost Allocation Plan



City of Sparks

FY20 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 FY20 plan allocates central service costs from FY18. A detailed view of these costs and the allocation methods can be obtained by contacting Stacie Hemmerling at shemmerling@cityofsparks.us.

Central Service Costs Allocated to Other Funds	3,016,620	24%
Unallocated Central Service Costs	9,465,031	76%
Total Central Service Costs - FY18 Actuals	<u>12,481,651</u>	

Summary of Central Service Costs Allocated

	Sewer Funds	Vehicle Fund	Health Insurance Fund	Worker's Comp Fund	Development Services Enterprise Fund	TMWRF	Redevelopment Area 1	Redevelopment Area 2	Total
City Attorney	73,227	15,315	-	-	44,893	70,142	191	-	203,769
Community Services	281,817	11,773	-	-	37,695	-	3,617	506	335,407
Financial Services	464,949	81,467	117,252	11,954	129,411	254,191	4,894	703	1,064,821
Management Services	455,879	69,598	63,276	5,733	295,850	261,040	42,145	4,747	1,198,268
Mayor & Council	63,294	13,990	13,988	1,748	61,720	14,003	42,103	3,509	214,355
Total FY20 Common Service Charge	1,339,166	192,142	194,515	19,435	569,569	599,376	92,951	9,465	3,016,620

New Needs



City of Sparks

FY20

**New
Needs**

City of Sparks

FY20 New Needs

Summary of General & Parks and Recreation Fund Recommended New Needs

New Need	FY20	FY21	FY22	City Manager Recommendation ✓
General & Parks and Recreation Funds				
<i>FY18 Re-submit - Human Resources Analyst</i>	94,000	100,000	104,000	✓
<i>FY18 Re-submit - Court Clerk</i>	74,000	80,000	83,000	✓
<i>IT Security Specialist</i>	100,000	107,000	112,000	✓
<i>Accounting Specialist I/II (payroll)</i>	86,000	92,000	95,000	✓
<i>FY13 Re-submit - Emergency Communications Dispatcher</i>	96,000	103,000	106,000	✓
<i>FY13 Re-submit - Emergency Communications Dispatcher</i>	96,000	103,000	106,000	✓
<i>FY18 Re-submit - Police Operations Specialist</i>	91,000	97,000	100,000	✓
<i>FY18 Re-submit - Police Office Assistant</i>	82,000	87,700	91,700	✓
<i>FY18 Re-submit - Police Officer</i>	124,800	125,400	129,400	✓
<i>FY18 Re-submit - Police Officer</i>	124,800	125,400	129,400	✓
<i>FY18 Re-submit - Police Officer</i>	124,800	125,400	129,400	✓
<i>FY18 Re-submit - Police Officer</i>	124,800	125,400	129,400	✓
<i>FY18 Re-submit - Police Assistant</i>	91,300	97,000	100,000	✓
<i>FY18 Re-submit - Police Assistant</i>	91,300	97,000	100,000	✓
<i>Police Officer - Homeless/River issue</i>	124,800	125,400	129,400	✓
<i>Police Officer - Homeless/River issue</i>	124,800	125,400	129,400	✓
<i>Firefighter/Paramedic (cost offset by overtime savings)</i>	103,000	88,500	92,955	✓
<i>Firefighter/Paramedic (cost offset by overtime savings)</i>	103,000	88,500	92,955	✓
<i>Firefighter/Paramedic (cost offset by overtime savings)</i>	103,000	88,500	92,955	✓
<i>Laborer - Parks (mid-year hire)</i>	99,143	88,286	88,286	✓
<i>Laborer - Parks (mid-year hire)</i>	99,143	88,286	88,286	✓
<i>Laborer - Parks (mid-year hire)</i>	99,143	88,286	88,286	✓
Feasibility Analysis - East Industrial Area (Yr 1 is 100% General Fund; Yr 2 is \$150K General Fund, \$50K Sewer Fund and \$50K Storm Drain Fund)	300,000	150,000	0	✓
<i>Recreation Specialist II for Youthwatch (cost offset 100% by revenue increase)</i>	0	0	0	✓
Total General & Parks and Recreation Funds	2,556,829	2,396,457	2,317,822	

FY20 New Needs

Summary of All FY20 Submissions

City Manager
Recommendation

New Need	FY20	FY21	FY22	✓
General & Parks and Recreation Funds				
Management Services Department				
1 <i>FY18 Re-submit - Human Resources Analyst</i>	94,000	100,000	104,000	✓
2 Electronic Performance Management System	23,284	17,284	17,284	
3 FY18 Re-submit - Risk Remediation Program	20,000	20,000	20,000	
Management Services Total	137,284	137,284	141,284	
City Attorney				
1 <i>Legal Secretary I/II (cost offset by temp agency savings)</i>	41,000	50,000	53,000	
City Attorney Total	41,000	50,000	53,000	
Municipal Court				
1 <i>FY18 Re-submit - Court Clerk</i>	74,000	80,000	83,000	✓
Municipal Court Total	74,000	80,000	83,000	
Financial Services Department				
1 <i>IT Security Specialist</i>	100,000	107,000	112,000	✓
2 <i>Accounting Specialist I/II (payroll)</i>	86,000	92,000	95,000	✓
3 Disaster Recovery/Continuous Data Protection Plan	127,000	120,000	120,000	
Financial Services Total	313,000	319,000	327,000	

FY20 New Needs

Summary of All FY20 Submissions

New Need	FY20	FY21	FY22	City Manager Recommendation
Police Department				✓
1 FY13 Re-submit - Emergency Communications Dispatcher	96,000	103,000	106,000	✓
1 FY13 Re-submit - Emergency Communications Dispatcher	96,000	103,000	106,000	✓
1 FY13 Re-submit - Emergency Communications Dispatcher	96,000	103,000	106,000	
1 FY13 Re-submit - Emergency Communications Dispatcher	96,000	103,000	106,000	
1 FY13 Re-submit - Emergency Communications Dispatcher	96,000	103,000	106,000	
1 FY13 Re-submit - Emergency Communications Dispatcher	96,000	103,000	106,000	
1 FY18 Re-submit - Police Operations Specialist	91,000	97,000	100,000	✓
2 FY18 Re-submit - Police Office Assistant	82,000	87,700	91,700	✓
2 FY18 Re-submit - Police Office Assistant	82,000	87,700	91,700	
3 FY18 Re-submit - Police Officer	124,800	125,400	129,400	✓
3 FY18 Re-submit - Police Officer	124,800	125,400	129,400	✓
3 FY18 Re-submit - Police Officer	124,800	125,400	129,400	✓
3 FY18 Re-submit - Police Officer	124,800	125,400	129,400	✓
3 FY18 Re-submit - Police Officer	124,800	125,400	129,400	
3 FY18 Re-submit - Police Officer	124,800	125,400	129,400	
4 FY18 Re-submit - Detective - General Assignment	172,800	142,200	147,200	
4 FY18 Re-submit - Detective - General Assignment	172,800	142,200	147,200	
5 FY18 Re-submit - Police Officer - Motor/Traffic	130,900	128,400	133,400	
5 FY18 Re-submit - Police Officer - Motor/Traffic	130,900	128,400	133,400	
6 FY18 Re-submit - Police Assistant	91,300	97,000	100,000	✓
6 FY18 Re-submit - Police Assistant	91,300	97,000	100,000	✓
7 Police Officer - Homeless/River issue	124,800	125,400	129,400	✓
7 Police Officer - Homeless/River issue	124,800	125,400	129,400	✓
Police Department Total	2,619,400	2,628,800	2,715,800	

FY20 New Needs

Summary of All FY20 Submissions

City Manager
Recommendation

New Need	FY20	FY21	FY22	✓
Fire Department				
1 Firefighter/Paramedic (cost offset by overtime savings)	103,000	88,500	92,955	✓
1 Firefighter/Paramedic (cost offset by overtime savings)	103,000	88,500	92,955	✓
1 Firefighter/Paramedic (cost offset by overtime savings)	103,000	88,500	92,955	✓
2 Sr. Administrative Analyst	100,600	107,000	112,000	
3 Fire Captain (Training Division)	273,500	190,000	195,000	
Fire Department Total	683,100	562,500	585,865	
Community Services Department				
1 Laborer - Parks (mid-year hire)	99,143	88,286	88,286	✓
1 Laborer - Parks (mid-year hire)	99,143	88,286	88,286	✓
1 Laborer - Parks (mid-year hire)	99,143	88,286	88,286	✓
2 Laborer - Parks (mid-year hire)	99,143	88,286	88,286	
2 Laborer - Parks (mid-year hire)	99,143	88,286	88,286	
2 Laborer - Parks (mid-year hire)	99,143	88,286	88,286	
2 Laborer - Parks (mid-year hire)	99,143	88,286	88,286	
2 Laborer - Facilities	118,000	91,000	91,000	
3 Six Foot Sickle Bar Mower	12,000	2,000	2,000	
4 Mechanized sidewalk snow removal equipment	45,000	5,000	5,000	
5 Parking Lot Plow	11,000	0	0	
6 Feasibility Analysis - East Industrial Area (Yr 1 is 100% General Fund; Yr 2 is \$150K General Fund, \$50K Sewer Fund and \$50K Storm Drain Fund)	300,000	150,000	0	✓
Community Services Total	1,180,000	866,000	716,000	
Parks & Recreation Fund				
1 Recreation Specialist II for Youthwatch (cost offset 100% by revenue increase)	0	0	0	✓
2 Recreation Specialist II for Adult Sports/Facilities (cost offset by temp savings)	55,000	64,000	67,000	
3 Recreation Specialist I (Special Events)	86,000	92,000	95,000	
Parks & Rec Fund Total	141,000	156,000	162,000	
Total General & Parks and Recreation Funds	5,188,784	4,799,584	4,783,949	

FY20 New Needs

Summary of All FY20 Submissions

City Manager
Recommendation

New Need	FY20	FY21	FY22	✓
Other Funds				
Sewer Operations & Capital Funds				
1 Senior Civil Engineer	119,000	126,200	131,200	✓
2 1/2 Ton Pickup (Maintenance)	40,195	8,195	8,195	✓
2 1/2 Ton Pickup (Admin)	40,195	8,195	8,195	✓
1 Customer Service Specialist I	86,000	92,000	95,000	✓
Feasibility Analysis - East Industrial Area (Yr 1 is 100% General Fund; 6 Yr 2 is \$150K General Fund, \$50K Sewer Fund and \$50K Strom Drain Fund)		50,000		✓
Sewer Fund Total	285,390	284,590	242,590	
Drains Operations & Capital Funds				
1 Utility Maintenance Worker I/II + 1/2 Ton Truck	119,195	95,195	99,195	✓
1 Utility Maintenance Worker I/II + 1/2 Ton Truck	119,195	95,195	99,195	✓
1 Utility Maintenance Worker I/II	79,000	87,000	91,000	✓
2 Wastewater Plant Operator II	93,000	98,200	101,200	✓
Feasibility Analysis - East Industrial Area (Yr 1 is \$250K General Fund; 6 Yr 2 is \$150K General Fund, \$50K Sewer Fund & \$50K Strom Drain Fund)		50,000		✓
Drains Fund Total	410,390	425,590	390,590	
Motor Vehicle Fund				
3 Diesel Exhaust Fluid (DEF) Dispensing Station (70% General Fund impact approximately \$32K in FY20)	45,000	0	0	✓
Motor Vehicle Fund Total	45,000	0	0	
Development Services Enterprise Fund				
4 Fire Prevention Inspector	185,600	137,000	143,000	✓
Development Services Fund Total	185,600	137,000	143,000	
Truckee Meadows Water Reclamation Facility (TMWRF)				
Wastewater Treatment Plant Operator I/II	83,000	92,000	95,000	✓
Wastewater Treatment Plant Operator III	93,000	103,000	107,000	✓
TMWRF Fund Total	176,000	195,000	202,000	
Total Other Funds	1,102,380	1,042,180	978,180	

FY20 New Needs

Summary of All FY20 Submissions

City Manager
Recommendation
✓

New Need	FY20	FY21	FY22
Total New Needs Requests - All Funds	6,291,164	5,841,764	5,762,129

<i>Summary of all New Needs Requests</i>	<i>General Fund / Parks & Recreation Fund</i>	<i>Other Funds</i>	<i>Total</i>
<i>Full-time positions</i>	44.00	9.00	53.00
<i>Personnel Costs</i>	\$4,650,500	\$976,990	\$5,627,490
<i>Other Costs</i>	\$538,284	\$125,390	\$663,674
<i>Total</i>	\$5,188,784	\$1,102,380	\$6,291,164

<i>Summary Recommended New Needs</i>	<i>General Fund / Parks & Recreation Fund</i>	<i>Other Funds</i>	<i>Total</i>	
<i>Full-time positions</i>	23.00	9.00	32.00	✓
<i>Personnel Costs</i>	\$2,256,829	\$976,990	\$3,233,819	✓
<i>Other Costs</i>	\$300,000	\$125,390	\$425,390	✓
<i>Total</i>	\$2,556,829	\$1,102,380	\$3,659,209	

FY20 Re-submittal of FY19 New Needs Request

New Need brief description:

Human Resources Analyst

Requesting Department:

Administrative Services

Departmental
Priority # ---->

1

(1, 2, 3, etc.)

Department Contact:

Mindy Falk

Agresso Fund & Program Number:

1101, 050400

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

Check all that apply & fill in cost estimates:

☐

New Equipment

FY19 costs FY20 costs FY21 costs

3,000

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

☐

Professional Service

FY19 costs FY20 costs FY21 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 FY19	Total FY20	Total FY21
1	HR Analyst I/II	54,000	37,000	91,000	100,000	104,000
2				0		
Total		54,000	37,000	91,000	100,000	104,000

☐

Other

FY19 costs FY20 costs FY21 costs

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

Description of New Need

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

On June 30, 2012, excluding Municipal Court, the City had 418 full time employees. On June 30, 2016 the City had 449 full time employees. This is a 7.4% increase. In same time period, recruitments (new positions and promotional) for FY12 was 25 and 64 in FY16.

In addition to increased workload due to an increased workforce, the Human Resources Department has experienced an increase in overseeing complex employment laws, such as, the Americans with Disabilities Act and the Affordable Care Act.

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

In order for the City of Sparks Human Resources Department to stay abreast of the needs of the city, the departments and the employees, and to make sound recommendations for future planning, one additional Human Resources Analyst is respectfully requested. This additional position will allow Human Resources to have a dedicated Analyst assigned to recruiting again, as well as to take some of the employee relations workload.

Currently the department has 4.5 full time equivalent positions devoted to human resource functions. If approved, the new needs request would increase that to 5.5.

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:	Electronic Performance Management System		
Requesting Department:	Human Resources	Department Priority #	2
Department Contact:	Mindy Falk	---->	
Agresso Fund & Program Number:	1101 050400	(if approved, budget will be placed in this Program)	

Check all that apply & fill in cost estimates:

	FY20 costs	FY21 costs	FY22 costs
<input type="checkbox"/> New Equipment Please describe any one-time vs. on-going costs including maintenance:			

	FY20 costs	FY21 costs	FY22 costs
<input type="checkbox"/> Professional Service Please describe any one-time vs. on-going costs:			

<input type="checkbox"/> Personnel (Need City Manager pre-approval for submission to New Needs)					
Position Title	Salary	Benefits	Total FY20	Total FY21	Total FY22
1			0		
2			0		
3			0		
4			0		
<i>Total</i>	0	0	0	0	0

	FY20 costs	FY21 costs	FY22 costs
<input checked="" type="checkbox"/> Other Please describe any one-time vs. on-going costs:	23,284	17,284	17,284

Software for a City-wide performance management system. In the first fiscal year there would be \$3,500 in set-up costs and \$2,500 in training costs. Each year there would be a \$17,284 software licensing fee.

Description of New Need

The Human Resources Department requests software to manage the City's performance management systems. Currently, performance management is manual, and involves a considerable amount of paperwork, writing and struggling with the form. In a manual process, it is hard to ensure consistency when supervision changes are made mid-performance period. Managers end up spending their performance management time pushing paper rather than discussing performance issues and development. Automation will improve performance management workflow, help ensure that consistent information is shared with employees and substantially reduce the paperwork associated with this process. The Society of Human Resources reports that automated performance management systems are viewed by organizations positively by managers and employees, they decrease workload, they ensure widespread access to performance management tools and they provide a standardized, structured approach to collecting and storing performance data. The City of Sparks employee survey identified concerns across departments with the current performance management process, and a performance management system would go a long way toward addressing issues identified by managers, supervisors and employees themselves.

FY20 Re-submittal of FY18 & FY19 New Needs Request

New Need brief description:

Risk Remediation

Requesting Department:

Risk Management

Departmental

Priority # ---->

3

(1, 2, 3, etc.)

Department Contact:

Dan Marran

Agresso Fund & Program Number:

050510

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

Check all that apply & fill in cost estimates:

☐

New Equipment

FY18 costs

FY19 costs

FY20 costs

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

☐

Professional Service

FY18 costs

FY19 costs

FY20 costs

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

☐

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

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

☒

Other

FY18 costs

FY19 costs

FY20 costs

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

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

Description of New Need

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

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:

Legal Secretary I

Requesting Department:

City Attorney

Department

Priority #

---->

Department Contact:

Shirle Eiting

Agresso Fund & Program Number:

061360

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

Check all that apply & fill in cost estimates:

☐

New Equipment

FY20 costs FY21 costs FY22 costs

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

☐

Professional Service

FY20 costs FY21 costs FY22 costs

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

Currently we pay a temp agency for a part time person to fullfil some of the duties.

☒

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

	Position Title	Salary	Benefits	Total FY20	Total FY21	Total FY22
1	Legal Secretary I-Civil	47,000	36,000	83,000	92,000	95,000
2	temporary agency savings			(42,000)	(42,000)	(42,000)
3				0		
4				0		
Total		47,000	36,000	41,000	50,000	53,000

☐

Other

FY20 costs FY21 costs FY22 costs

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

Description of New Need

Due to an increase in work load in the civil and criminal departments, the current division of work between the existing legal secretaries has to be reassigned. The civil secretary no longer has the time to assist the other departments in the city, the criminal division nor to answer the phones as has been the past practice.

The new position would be crossed trained to provide assistance to civil secretary, answer phones and assistance to both the civil and criminal deputies as directed.

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:

COURT CLERK

Requesting Department:

MUNICIPAL COURT

Department

Priority #

1

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Department Contact:

HEIDI SHAW

Agresso Fund & Program Number:

1101/071355/601010

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

Check all that apply & fill in cost estimates:

☐

New Equipment

FY20 costs FY21 costs FY22 costs

--	--	--

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

ANY NEW EQUIPEMNT REQUIRED FOR THIS POSITOIN WOULD BE COVERED BY THE COURT.

☐

Professional Service

FY20 costs FY21 costs FY22 costs

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

☐

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

	Position Title	Salary	Benefits	Total FY20	Total FY21	Total FY22
1	Court Clerk	40,000	34,000	74,000	80,000	83,000
2				0		
3				0		
4				0		
Total		40,000	34,000	74,000	80,000	83,000

☐

Other

FY20 costs FY21 costs FY22 costs

--	--	--

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

Description of New Need

Every year the court reviews the court clerk assignments/workflow procedures to maximize work product and provide the best customer service possible. A Court Clerk position receives, prepares and processes a wide variety of clerical, technical, and administrative duties in support of Judicial Orders, NRS mandates, AOC statistical requirements, the public and daily court operations in the areas of records management, data entry, sentence compliance, public service counter and courtroom support.

Due to growth in the City and as the need for new police officers continues to increase, the need for support staff at the court also continues to increase due to workload and judicial compliance standards and requirements.

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:

IT Security Specialist to coordinate all Technology Security for the city
(Resubmission of New Need from FY19)

Requesting Department:

Financial Services

Department
Priority #

1

Department Contact:

Steve Davidek

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Aggresso Fund & Program Number:

1101 080710

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

Check all that apply & fill in cost estimates:



New Equipment

FY20 costs	FY21 costs	FY22 costs
3,000		

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

New PC, Software, Phone and desk



Professional Service

FY20 costs	FY21 costs	FY22 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 FY20	Total FY21	Total FY22
1	IT Security Specialist (like Systems Spec)	58,000	39,000	97,000	107,000	112,000
2				0		
3				0		
4				0		
Total		58,000	39,000	97,000	107,000	112,000



Other

FY20 costs	FY21 costs	FY22 costs

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

Description of New Need

Currently IT shares the responsibility for all security needs across the entire IT Operations Area. Now that we have added our own internet connection and firewalls, the county is no longer managing this for us. We need to have someone focus on Security at all levels in the technology we use from Active Directory Logons to internet access and firewalls. Having someone focus on this will allow us to better handle all of these functions.

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:

Accounting Specialist I/II to primarily assist with payroll processing and additionally provide support to the accounts payable and accounts receivable functions.

Requesting Department:

Financial Services Department

Department
Priority #

2

Department Contact:

Jeff Cronk

---->

Agresso Fund & Program Number:

1101/080201

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

Check all that apply & fill in cost estimates:



New Equipment

FY20 costs FY21 costs FY22 costs

3,000

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

Workstation for new staff



Professional Service

FY20 costs FY21 costs FY22 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 FY20	Total FY21	Total FY22
1	Accounting Specialist I	47,000	36,000	83,000	92,000	95,000
2				0		
3				0		
4				0		
Total		47,000	36,000	83,000	92,000	95,000



Other

FY20 costs FY21 costs FY22 costs

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

Description of New Need

Reviewing the structure of the Financial Services Department payroll office, staff has determined the need of one additional Accounting Specialist I/II to meet the needs of the increasingly complex payroll and timekeeping systems. With elimination of the payroll IT support during the recession, additional duties have landed in the payroll function. The complexities of the system (Agresso / Novatime) require additional time and support by current staff resulting in additional overtime expense and employee burnout. This will also allow the Financial Services Department to meet the payroll needs of the growing city staff and create crosstraining opportunities in the accounts payable and accounts receivable functions.

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:

Disaster Recovery/Continuous Data Protection Plan

Requesting Department:

Financial Services

Department
Priority #

3

Department Contact:

Steve Davidek

---->

Agresso Fund & Program Number:

603057 080710

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

Check all that apply & fill in cost estimates:



New Equipment

FY20 costs FY21 costs FY22 costs

120,000	120,000	120,000
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Please describe any one-time vs. on-going costs including maintenance:



Professional Service

FY20 costs FY21 costs FY22 costs

7,000		
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Please describe any one-time vs. on-going costs:

There is a one time setup charge of 7000



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

	Position Title	Salary	Benefits	Total FY20	Total FY21	Total FY22
1						
2						
3						
4						
Total		0	0	0	0	0



Other

FY20 costs FY21 costs FY22 costs

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

Description of New Need

To setup a secure cloud based IT Recovery System. See attached explanation for more details and the initial quote

FY20 New Need

IT Disaster Recovery/Resilience Plan December 6, 2018

Over the past 38 plus years, the City of Sparks has relied on our Information Technology Team to help keep the city running during many types of disasters...from power outages, floods, cable and fiber cuts, hardware failure, to viruses and other digital problems.

We have been lucky that we have been able to recover and restore most data because of backups or gotten very lucky and only lost at most a day's work.

With the City's continued use of technology to manage all functions of the city, IT has been exploring ways to make sure that in the event of a catastrophic disaster, we are able to get employees back online in the shortest time feasible.

A little history. Back in the 80's when we only had one minicomputer – an HP 3000 – IT had agreements with the RSCVA and the State Controller's Office to allow us to restore some files and programs on their HP 3000 computers to at least be able to get out a Payroll if needed.

Today, that would not work. We have Petabytes of data, over 100 virtual servers and over 100 virtual desktops. To create a backup data center that could handle the minimum of systems we would need to bring the city partially back on line would cost over a half a million dollars for equipment and initial install and a monthly fee in the area of 30,000 a month. And then we would have plan for replacement of servers and expansion of storage every year in the 100,000 range.

We have considered the Police Dept. Data Center as our backup systems location, but we would have to purchase additional storage and a tape library to consider it as our primary backup location. Cost to add storage, tape library and additional servers would be around 150,000. And this would only work if the Police Dept. is not damaged or in danger also.

Knowing that the City is not flush with extra money to spend on equipment that may get used once every couple of years, IT started looking at the "Cloud" for a disaster recovery location.

We have looked at a number of vendors for our virtual servers, but we need to also figure out how to manage a number of physical Data Base servers. As we looked at the solutions, we really liked the product from Zerto as it was more than a DR site, it was a "continuous data protection" (CDP) solution. Continuous data protection (CDP), also called continuous backup or real-time backup, refers to backup of computer data by automatically saving a copy of every change made to that data, essentially capturing every version of the data that the user saves. After some discussions, IT explained we also needed to include our physical SQL Data Base Servers. Zerto told us how they partner with iLand to provide a total cloud-based solution for CDP.

Zerto and iLand provide a 75% reduction in recovery time, continuous backup (which will allow us to change our backup plans in the future to not include tape) and all systems available in less than an hour for the major servers and 4 to 6 hours for other supporting servers and desktops.

The CDP solution from iLand includes initial setup of Zerto and the physical server systems, server storage at a cloud service location. This system would be “backing up” our data and system continuously.

If a disaster strikes that causes the city to lose our data center, we would move to our cloud location for access using secure connections that would go live after some minor setup options. All of this would be tested in advance and in the future on a scheduled basis. Our employees would be able to securely access these resources as needed from devices either at home if they have internet access or remote locations not near the city.

Costs for the system are 6,500 for initial standard setup and approximately 10,000 a month for continuous backup with additional fees during a disaster for increased network, system and storage needs required to run the city during a disaster from this remote location.

For IT, the peace of mind knowing that we could bring most systems back with in hours instead of days or weeks would be a positive direction for the city.



iland Internet Solutions

1235 North Loop West, Suite 800, Houston, TX, 77008, USA
Phone: (800) 697-7088
Email: sales@iland.com

Work Order

Customer: City Of Sparks
Customer #: 130843706
Date: August 24th, 2018

Work Order #: 00017036-18159
Data Center: Dallas - USA
Contract Term: 36 Month(s)
Payment Terms: Net 30
Invoice Frequency: Billed Quarterly

SALESPERSON	EMAIL	PHONE	EXT
Will Sexton	wsexton@iland.com	(832) 369-9581	x381

Networking

Item Number	Description	Quantity	Cost per Unit	Monthly Cost
ECS-BND	Reserved Bandwidth Per GB	20,000	USD 0.04000	USD 800.00
NTWK-IP-ADR-1	Public IP Addresses - 1 Usable	1	USD 4.00000	USD 4.00
ECS-BRST-BND	Burst Bandwidth Per GB	0	USD 0.08000	USD 0.00
TOTAL				USD 804.00

Secure Cloud

Item Number	Description	Quantity	Cost per Unit	Monthly Cost
ECS-AS-R-C	iland Secure Cloud Reserved CPU Per GHz	4	USD 27.11000	USD 108.44
ECS-AS-R-R	iland Secure Cloud Reserved RAM Per GB	64	USD 14.82000	USD 948.48
R-S-ACC-AS	iland Secure Cloud Reserved Encrypted Accelerated Storage per GB	46,000	USD 0.10054	USD 4,624.84
ECS-AS-B-C	iland Secure Cloud Burst CPU (GHz per Hour)	0	USD 0.04700	USD 0.00
ECS-AS-B-R	iland Secure Cloud Burst RAM (GB per Hour)	0	USD 0.02569	USD 0.00
B-S-ACC-AS	iland Secure Cloud Burst Encrypted Accelerated Storage (GB per Hour)	0	USD 0.00023	USD 0.00
TOTAL				USD 5,681.76

Licensing

Item Number	Description	Quantity	Cost per Unit	Monthly Cost
CCSZ-REPL-VM	Zerto Replication Per VM	79	USD 32.77500	USD 2,589.23
DTMUVG	Double-Take Availability - Virtual Edition metered monthly subscription (per job)	1	USD 112.50000	USD 112.50
TOTAL				USD 2,701.73

Total Monthly Recurring Charges:

USD 9,187.49

Standard Setup Cost:	USD 6,428.44
Fixed Fee Setup Cost:	USD 0.00
Total Non-Recurring Charges:	USD 6,428.44

Terms & Conditions

This iland Work Order (this "Order") is entered into on the date set out above by and between the Provider and the Customer (each as identified below). This Order is subject to the terms, conditions, and agreements set out in the Service Agreement (the "Agreement") between the Provider and the Customer.

The Provider shall provide the resources described above in each case to the Customer, and the Customer shall compensate the Provider at the rates set out above, in each case subject to the terms and conditions set out in the Agreement and the relevant Schedules until this Order is terminated in accordance with the Agreement.

If Customer is migrating services from one iland environment to another iland environment as part of this work order, billing will begin on the new environment once the Provider confirms the Cloud Resources have been handed off to the customer. Billing will end on the old environment once the Provider confirms the Cloud Resources have been handed off. The customer will have a 30 day window to ensure all resources are fully migrated and removed without charge. After 30 days if the resources within the old environment remain active, billing for those resources will recommence outside other stipulations highlighted within this work order.

By signing this Order the undersigned agree to the terms and conditions set out in this Order, the Agreement, the associated iland Service Schedules attached to the Agreement.

CUSTOMER: **City Of Sparks**
431 Prater Way
Sparks NV
89431
USA

Customer Reference ID:
(Customer's Internal Tracking) _____

Customer PO#: _____

Promo Code: _____

Name (Print): _____

Title: _____

Signature: _____

Effective Date: _____

THANK YOU FOR YOUR BUSINESS!

FY20 Re-submittal of FY13 New Needs Request - *due electronically to Stacie by 3/9/12*

New Need brief description:

Requesting Department:

Contact:

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

Check all that apply & fill in cost estimates:

	FY20 costs	FY21 costs	FY22 costs
<input checked="" type="checkbox"/> Equipment	18,000		

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

1/10/19 SH added estimate for 9 computer workstations

	FY20 costs	FY21 costs	FY22 costs
<input type="checkbox"/> Professional Service			

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

<input checked="" type="checkbox"/> Personnel						
	Position Title	Salary	Benefits	Total FY20	Total FY21	Total FY22
1	Emergency Comm. Dispatcher	55,000	38,000	93,000	103,000	106,000
2	Emergency Comm. Dispatcher	55,000	38,000	93,000	103,000	106,000
3	Emergency Comm. Dispatcher	55,000	38,000	93,000	103,000	106,000
4	Emergency Comm. Dispatcher	55,000	38,000	93,000	103,000	106,000
5	Emergency Comm. Dispatcher	55,000	38,000	93,000	103,000	106,000
6	Emergency Comm. Dispatcher	55,000	38,000	93,000	103,000	106,000
	Total	330,000	228,000	558,000	618,000	636,000

Detailed Description:

Here is where you sell it. Tell Council what they will be getting with this new need that they don't already have. How will it make us different? How will it provide new or better services?

This request is related to City of Sparks Strategic Goal #3, "Promote the safety of our residents, businesses and visitors."

The current staffing compliment for dispatchers/dispatch supervisors is 17 employees. Current shift minimums are set at 2 dispatchers for graveyard; 3 for day shift and 3 for swing shift. At these minimums, staffing only allows for 1 dispatcher for Police main radio traffic, 1 dispatcher for Police support and if a third dispatcher is present, a dispatcher for all other necessary duties including answering emergency 911 lines and regular phone lines, and Fire Dispatch. Answering phones are secondary jobs for Police support dispatchers. On graveyard, all duties are shared by 2 dispatchers. On all shifts, a simple restroom break reduces staffing below minimum levels. If staff took contractually guaranteed breaks (2 15-minute breaks per 8 hour shift) staffing would be below minimums for 1.5 hours per shift. Further, staffing Special Events for Police frequently requires a dedicated dispatcher.

In calendar year 2018, there were approximately 150,000 total phone calls into the center. There were approximately 42,000 incoming 911 calls and text conversations. These text conversations can be lengthy and take much time to determine what service is needed. Police calls for service have grown more violent, requiring more officers on many calls, thereby requiring more dispatch attention. This often forces incoming phone calls to be placed on hold for lengthy periods of time. Staffing levels have not kept up with demand of phone calls, radio traffic and ancillary duties such as keeping up the tow log, and various required NCIC entries. One urgent call for service can quickly overwhelm on-duty personnel. This places officers, firefighters and the public at an increased risk.

FY20 Re-submittal of FY18 & FY19 New Needs Request

New Need brief description:	Police - Police Operations Specialist	
Requesting Department:	Police Department	Departmental Priority # ----> 1 (1, 2, 3, etc.)
Department Contact:	Pete Krall	
Agresso Fund & Program Number:	1 Position 1101, 090304 Support Services	(if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

	FY20 costs	FY21 costs	FY22 costs
<input checked="" type="checkbox"/> New Equipment	3,000		

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

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

	FY20 costs	FY21 costs	FY22 costs
<input type="checkbox"/> Professional Service			

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

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

	Position Title	Salary	Benefits	Total FY20	Total FY21	Total FY22
1	Police Operations Specialist	51,000	37,000	88,000	97,000	100,000
2						
3				0		
4				0		
Total		51,000	37,000	88,000	97,000	100,000

	FY20 costs	FY21 costs	FY22 costs
<input type="checkbox"/> Other			

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

Description of New Need

The Police Department is requesting one new Police Office Specialist position.

Prior to the recession, the police department employed four Police Office Specialists. Two of these positions operated in the Detective Section and one of these positions operated in Support Services and one in the Patrol Section. They performed critical functions to the police department; however, vacancies were not filled and were eliminated in order to navigate the recession. The duties for these two positions were spread amongst two upgraded Administrative Secretaries and an Administrative Assistant within the police department. The work load created for the other positions was unrealistic at the time and continues to be so. There is not time to perform all the necessary functions, so frequently important tasks are delayed until they become critical, duties are assigned to employees out of their job classification or employees who are of a different job classification fill these roles for a period of time to catch them up or cover time off. These positions were recently reclassified under the Hay process as the duties and responsibilities are unique and do not match other City positions. Volunteers are also utilized to assist in the workload. We have been very lucky to develop long term volunteers who have developed the institutional knowledge to take on some of these duties; however, volunteers' status can change very quickly depending on their personal living situation. We are asking for one new Police Operations Specialist. This would reduce the common practice of utilizing employees out of class to complete critical functions, and provide the opportunity for three Police Office Specialists to cross-train and improve efficiencies within the Department. I have broken down the workload for the three Police Office Specialists as follows:

New Need brief description:

Police - Police Operations Specialist

Requesting Department:

Police Department

Departmental
Priority # ---->

1

Description of New Need, Continued...

Police Operations Specialist – Detectives

Prepare morning folder for Sergeants review.

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

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

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

DA Run Paperwork

Run Criminal History on all Felony and Gross Misdemeanor arrests

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

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

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

Jan Evans

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

Assign cases

Assign cases in Case Management daily

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

Splitting Detective Cases and/or Supplements

Verify sergeant has signed all necessary paperwork

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

Data Entry of Detective Cases

Enter original cases taken by detectives into Tiburon (Tritech)

Enter supplements taken by detectives into Tiburon

Update Case Management as needed

Type Dictated Reports from Detectives

Type reports on correct formats as dictated by detectives

Proofread reports for errors

Process DA RFI (Request Further Information)

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

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

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

Subpoenas

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

Return subpoenas to correct court once signed by detective

Court Call Offs

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

Timecards (27)

Review timecards every pay period for accuracy

Prepare Callout log for every pay period

Keep copies of timecards in binder

Assist nonsworn with questions on Novatime

Paperwork from DA's Office

Dispositions

Check filing cabinet for case file

Look up detective working case

Enter disposition information into computer

Evidence Release

Date stamp

Make copies for evidence and detectives

Send originals to Imaging

Look up detective working case

Transcripts

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

Type all Homicide transcripts

Type all OIS transcripts

New Need brief description:

Police - Police Operations Specialist

Requesting Department:

Police Department

Departmental
Priority # ---->

1

Description of New Need, Continued...

GTA Letters

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

Lab Results

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

If no assigned detective, make copy of case for Sergeant

Pay Tow Bills

Order Supplies

Answer Phones

Route calls to proper detectives

Answer routine questions from public

Take messages for detectives and sergeants

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

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

Field media calls depending on current situation

Ebook on Major Cases

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

Type Tabs for binders

Print cases for detectives upon request

Send copies of cases to other agencies upon request of detective

Disseminate and stamp copy of case following proper procedures

Mail or fax copies to agency

Update Detective Information Sheets as needed

Police Operations Specialist - Support Services

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

Register Police Department Employees for training

Complete Travel Authorizations for travel and training

Track and record all training

Maintain training records

Respond to Subpoenas Duces Tecum requesting training records

Respond to requests for training documents from City Attorney

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

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

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

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

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

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

Review and Prepare Timecards each pay period (5 people)

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

Create and compile background files for potential new hires

Contact Candidates for Interviews and schedule interviews

Transcribe Polygraph reports

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

Schedule and attend meetings; create agendas

Book Rooms and Conference Facilities

Order and Maintain Stationary and Equipment

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

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

Provide information to other law enforcement agencies.

FY20 Re-submittal of FY18 & FY19 New Needs Request

New Need brief description:

Police - Police Operations Specialist

Requesting Department:

Police Department

Departmental
Priority # ---->

1

Description of New Need, Continued...

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

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

Current Work by Volunteers

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

FY20 Re-submittal of FY18 & FY19 New Needs Request

New Need brief description:	Police Office Assistants-2	
Requesting Department:	Police Department	Departmental Priority # ----> 2 <small>(1, 2, 3, etc.)</small>
Department Contact:	Pete Krall	
Agresso Fund & Program Number:	1101; 090201	(if approved, budget will be placed in this Program)

Check all that apply & fill in cost estimates:

	FY20 costs	FY21 costs	FY22 costs
<input checked="" type="checkbox"/> New Equipment	6,000	700	700

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

Technology Expense - Microsoft licensing, - \$350 \$ X2) = computer

	FY20 costs	FY21 costs	FY22 costs
<input type="checkbox"/> Professional Service			

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

<input checked="" type="checkbox"/>	Personnel (Need City Manager pre-approval for submission to New Needs)				
	Salary	Benefits	Total FY20	Total FY21	Total FY22
1 Police Office Assistant	44,000	35,000	79,000	87,000	91,000
2 Police Office Assistant	44,000	35,000	79,000	87,000	91,000
3			0		
Total	88,000	70,000	158,000	174,000	182,000

	FY20 costs	FY21 costs	FY22 costs
<input type="checkbox"/> Other			

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

Description of New Need

The Police Department is requesting 2 new Police Office Assistant position.

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

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

Recent checks were done to determine how many cases or reports the Records Section was behind at any given time. In the two months prior we averaged over 75 cases waiting to be processed. These numbers could easily creep higher; however, overtime is routinely hired to reduce the back log.

FY20 Re-submittal of FY18 & FY19 New Needs Request

New Need brief description:

Police Office Assistants-2

Requesting Department:

Police Department

Departmental
Priority # ---->

2

(1, 2, 3, etc.)

Department Contact:

Pete Krall

Agresso Fund & Program Number:

1101; 090201

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

Description of New Need continued...

Assembly Bill 579 (AB 579), the Adam Walsh Act, has almost tripled the amount of sex offender registrations we are required to process each month. Not only has the volume increased, the amount of time it takes to process the sex offender registration has increased from approximately 15 minutes per offender to 30 – 35 minutes per offender. This is a mandated change in which we have no control.

Marsy's Law will greatly increase the amount of time expended on preparing public record requests. Each report would have to be redacted to remove all identifying information for the victim. NRS 239.0107 states we only have five business days to respond to public record requests. We will not be able to comply with this law with our current staffing level.

Police Office Assistants are now responsible for entering warrants, which must be entered within 72 hours of receipt. Warrants must be double checked by a second person, per NCIC/NCJIS requirements. Our current minimum staffing must be increased from 1.5 to 2 to meet this requirement. It has also been requested that Police Office Assistants complete all NCIC/NCJIS entries, which would relieve some responsibilities of dispatch. This cannot be accomplished without the addition of these two new positions. All NCIC/NCJIS entries are required to be entered in a timely manner and double checked by a second person. Our current minimum staffing must be increased from 1.5 to 2 before we could accommodate this request.

FY20 Re-submittal of FY18 & FY19 New Needs Request

New Need brief description:

Police Officer Positions - 6

Requesting Department:

Police Department

Departmental

Priority # ---->

3

(1, 2, 3, etc.)

Department Contact:

Pete Krall

Agresso Fund & Program Number:

Police Officers: 1101; 091344

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

Check all that apply & fill in cost estimates:

	FY20 costs	FY21 costs	FY22 costs
<input checked="" type="checkbox"/> New Equipment	60,000	0	0

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

One Time Uniform and Equipment Expenses: \$7,000 per officer, 6 X \$7,000 = \$42,000

Technology Expense - YEAR 1 only (computer, monitor, Microsoft licensing, desk and other office needs - \$3,000 estimate x 6 officers)

	FY20 costs	FY21 costs	FY22
<input checked="" type="checkbox"/> Professional Service	4,800	2,400	2,400

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

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

Following Years: Physicals 6 X \$400: Total \$2,400

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

	Position Title	Salary	Benefits	Total FY20	Total FY21	Total FY22
1	Police Officer	61,000	53,000	114,000	125,000	129,000
2	Police Officer	61,000	53,000	114,000	125,000	129,000
3	Police Officer	61,000	53,000	114,000	125,000	129,000
4	Police Officer	61,000	53,000	114,000	125,000	129,000
5	Police Officer	61,000	53,000	114,000	125,000	129,000
6	Police Officer	61,000	53,000	114,000	125,000	129,000
Total		366,000	318,000	684,000	750,000	774,000

	FY20 costs	FY21 costs	FY22 costs
<input type="checkbox"/> Other			

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

Description of New Need

In recent years, a problem has arisen along the Truckee River in Sparks. We have had a large influx of homeless people living along the river banks. This has created a health and safety situation due to the massive amount of trash, hypodermic needles and human waste deposited along the river. There is a high potential that this waste has also been deposited in the river, which is the local water supply. The City Council directed that this issue be addressed. The Police Department bore the enforcement arm of this task, however, the Police Department is already stretched to capacity to meet daily staffing needs. A team of officers on overtime was created to address and manage the initial problem, and were highly successful. Officers are needed to continue to manage this public health threat, and intermittent enforcement will not be successful. Two officers are needed to address the issue on a full-time basis, which exists along the river corridor and the industrial district. Issues such as homelessness, abandoned motor homes and cars and related criminal activity such as robbery, burglary and theft would be the responsibility of these officers.

FY20 Re-submittal of FY18 & FY19 New Needs Request

New Need brief description:

Two General Assignment Detectives

Requesting Department:

Police Department

Departmental
Priority # ---->

4

(1, 2, 3, etc.)

Department Contact:

Pete Krall

Agresso Fund & Program Number:

1101; 091345

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

Check all that apply & fill in cost estimates:



New Equipment

FY20 costs	FY21 costs	FY22 costs
100,000	15,600	15,600

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

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



Professional Service

FY20 costs	FY21 costs	FY22 costs
1,600	800	800

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

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



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

	Position Title	Salary	Benefits	Total FY20	Total FY21	Total FY22
1	Detective-General Assignment	67,000	55,000	122,000	134,000	139,000
2	Detective-General Assignment	67,000	55,000	122,000	134,000	139,000
Total		134,000	110,000	244,000	268,000	278,000



Other

FY20 costs	FY21 costs	FY22 costs

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

Description of New Need

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

There are two main reasons for this request.

Case Loads are too high:

For a property detective to effectively work a case load, he or she needs to carry no more than 25 cases at any one time. Currently we have 9 general assignment detectives, many of whom are carrying approximately 25 cases each. This does not count major cases such as officer involved shootings, which can run into the thousands of pages of documents and hundreds of hours of work to complete. This causes large time delays in getting a case complete. Evidence and a victims' property can become much more difficult to locate due to the delay. Detectives are forced to prioritize the high impact cases or less time intensive cases which leaves cases of a lower priority to stay in an "as I have time" status.

For a child crimes detective, the goal is no more than 13 cases for each detective as a case load. Currently the child crimes detectives are carrying an average of 25 cases each which are lower numbers than usual. This case load causes delays in interviews and the overall investigation. These are cases where children are victims of physical and/or sexual abuse. These are emotionally charged cases where delays are not tolerated well by the involved parties, the ability to successfully prosecute the case is reduced. Often family living arrangements are altered during these investigations which puts more stress on the victims and their families. Even our detective sergeants are currently carrying an average of 32.5 cases.

Workable cases are not being assigned:

Monthly, the Police Department tracks how many cases are assigned to detectives to investigate. We also track how many cases could have been assigned as a workable case, but were not assigned due to the work load. Thus far in calendar 2018, 340 cases have not assigned. These cases are typically felony cases that have workable leads; however, the detective supervisor determined it would not be an efficient use of time to assign them to a detective because of the amount of time/resources that would be needed to resolve the case and/or the loss to the victim is less than other cases.

FY20 Re-submittal of FY18 & FY19 New Needs Request

New Need brief description:

2 Police Officer Positions - Motor/Traffic

Requesting Department:

Police Department

Departmental
Priority # ---->

5

(1, 2, 3, etc.)

Department Contact:

Pete Krall

Agresso Fund & Program Number:

Motor/Traffic Officers 1101; 091344

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

Check all that apply & fill in cost estimates:



New Equipment

FY20 costs FY21 costs FY22 costs

26,200	0	0
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Please describe any one-time vs. on-going costs including maintenance:

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



Professional Service

FY20 costs FY21 costs FY22 costs

1,600	800	800
-------	-----	-----

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

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



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

	Position Title	Salary	Benefits	Total FY20	Total FY21	Total FY22
1	Police Officer - Motors/Traffic	63,000	54,000	117,000	128,000	133,000
2	Police Officer - Motors/Traffic	63,000	54,000	117,000	128,000	133,000
Total		126,000	108,000	234,000	256,000	



Other

FY20 costs FY21 costs FY22 costs

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

Description of New Need

The Police Department is requesting two additional Motorcycle Officer positions:

Traffic is always a top safety concern of our community and Council members.

Over the course of the recession we were able to reduce staffing in several areas due to the dynamics of that time. By necessity we eliminated the Motorcycle Units that focused on traffic issues so we could staff patrol. As the City grows, recovering these positions is necessary. Prior to the recession, the Traffic Section consisted of 4 Motorcycle Officers and 1 Accident Investigator. The Traffic Section was eliminated for several years, but was revived with 2 Motorcycle Officers, and that is how it is currently staffed. However, even now we sometimes are forced to roll our Motorcycle officers into daily staffing plans to meet minimum staffing requirements. Traffic related issues continue to be one of the major complaints from our citizens. 4 Motorcycle Officers would give us much better coverage for the City geographically, better coverage during various times of day and better coverage during various days of the week. As the population in this area increases so will the traffic challenges these units are tasked with mitigating. We still possess the motorcycles from when the unit was fully staffed so we do not need to purchase motorcycles at this time. Our motor units are used for traffic enforcement of high accident locations. Our top ten accident locations do not vary much so we tend to use them for enforcement in those locations in addition to school zones. Increasing the number of motor officers allows us to monitor more high accident locations and more school zones. Unlike many other types of situations, we know where the majority of accidents are going to occur. Additional Motor Officers allow us to strategically apply accident reduction efforts at those intersections and enhanced safety in school zones.

FY20 Re-submittal of FY18 & FY19 New Needs Request

New Need brief description:

Two Police Assistant Positions

Requesting Department:

Police Department

Departmental
Priority # ---->

6

(1, 2, 3, etc.)

Department Contact:

Pete Krall

Agresso Fund & Program Number:

1101; 090204

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

Check all that apply & fill in cost estimates:

☒ **New Equipment**

FY20 costs FY21 costs FY22 costs

6,600 0 0

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

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

☐ **Professional Service**

FY20 costs FY21 costs FY22 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 FY20	Total FY21	Total FY22
1	Police Assistant I/II	51,000	37,000	88,000	97,000	100,000
2	Police Assistant I/II	51,000	37,000	88,000	97,000	100,000
3				0		
Total		102,000	74,000	176,000	194,000	200,000

☐ **Other**

FY20 costs FY21 costs FY22 costs

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

Description of New Need

The Police Department is requesting two new Police Assistant positions.

Police Assistants staff the front desk of the police department. They answer telephone calls from the public, take police reports, complete follow up on police reports, run the Senior Phone Patrol program which has 40 members, answer questions and are often the first face people see when they come to the police department. On average the police assistants take about 25% of all the police reports taken at the department. This is a significant total. Thru October of 2018, 4 Police Assistants took 2,309 Reports. Many of these reports need to be sent to detectives and in order to be assigned must have a high level of detail.

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

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

Reacquiring two of the positions would allow us to extend the hours of the front desk and provide some report taking outside of the building to free up police officer time. Additionally, the Police Assistants could handle lower level quality of life issues such as abandoned cars. Currently the front desk closes at 6 p.m. on weekdays, 4 p.m. on Saturdays and it is closed on Sundays. It used to be open every day and stay open until 9 p.m. on weekdays.

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:	Police Officer Positions--Two (2)		
Requesting Department:	Police	Department Priority #	7
Department Contact:	Deputy Chief Pete Krall	---->	
Agresso Fund & Program Number:	Police Officers; 1101; 091344	(if approved, budget will be placed in this Program)	

Check all that apply & fill in cost estimates:

	FY20 costs	FY21 costs	FY22 costs
<input checked="" type="checkbox"/> New Equipment	20,000	0	0

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

One time uniform and equipment expenses: \$7,000 per officer; 2 x \$7,000= \$14,000
 Technology Expense - Year one only (computer, monitor, Microsoft licensing, desk and other office needs \$3,000 for each officer; 2

	FY20 costs	FY21 costs	FY22 costs
<input checked="" type="checkbox"/> Professional Service	1,600	800	800

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

First Year: Physicals 2 X \$400 and Psychological Testing 2 x \$400= \$1,600
 Following Year: Physicals 2 X \$400= \$800

<input type="checkbox"/> Personnel (Need City Manager pre-approval for submission to New Needs)						
	Position Title	Salary	Benefits	Total FY20	Total FY21	Total FY22
1	Police Officer	61,000	53,000	114,000	125,000	129,000
2	Police Officer	61,000	53,000	114,000	125,000	129,000
3				0		
4				0		
Total		122,000	106,000	228,000	250,000	258,000

	FY20 costs	FY21 costs	FY22 costs
<input type="checkbox"/> Other			

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

Description of New Need

In recent years, a problem has arisen along the Truckee River in Sparks. We have had a large influx of homeless people living along the river banks. This has created a health and safety situation due to the massive amount of trash, hypodermic needles and human waste deposited along the river. There is a high potential that this waste has also been deposited in the river, which is the local water supply. The City Council directed that this issue be addressed. The Police Department bore the enforcement arm of this task, however, the Police Department is already stretched to capacity to meet daily staffing needs. A team of officers on overtime was created to address and manage the initial problem, and were highly successful. Officers are needed to continue to manage this public health threat, and intermittent enforcement will not be successful. Two officers are needed to address the issue on a full-time basis, which exists along the river corridor and the industrial district. Issues such as homelessness, abandoned motor homes and cars and related criminal activity such as robbery, burglary and theft would be the responsibility of these officers.

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:

Hire three (3) new firefighter/paramedics (FF/PMs) to get closer to meeting NFPA standards and phase in staffing for Fire Station 6

Requesting Department:

Fire

1

Department Contact:

Chris Maples, Fire Chief

Agresso Fund & Program Number:

Emergency Services 100401/601010

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

Check all that apply & fill in cost estimates:

☐ **New Equipment**

FY20 costs FY21 costs FY22 costs

51,000

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

The estimated cost of \$51,000 includes the cost to outfit each of the 3 firefighter/paramedics with their own structural and wildland firefighting PPE, radios, SCBAs, EMS gear and miscellaneous equipment (approximately \$17,000 per FF/PM). No other equipment costs are anticipated,

☐ **Professional Service**

FY20 costs FY21 costs FY22 costs

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

N/A

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

	Position Title	Salary	Benefits	Total FY20	Total FY21	Total FY22
1	Firefighter Paramedic	72,000	61,000	133,000	140,000	146,000
2	Firefighter Paramedic	72,000	61,000	133,000	140,000	146,000
3	Firefighter Paramedic	72,000	61,000	133,000	140,000	146,000
4	Overtime/Callback Savings	(150,000)		(150,000)	(154,500)	(159,135)
Total		66,000	183,000	249,000	265,500	278,865

☒ **Other**

FY20 costs FY21 costs FY22 costs

9,000

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

This is the cost associated with putting three (3) new employees through a three (3) week orientation program at Fire Station 1 to familiarize

Description of New Need

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

SFD is currently authorized 24 personnel per battalion, plus the Battalion Chief (BC), for a maximum daily staffing of 25 per battalion (minimum daily staffing is 22, including the BC). At this level, we can staff our seven (7) front-line apparatus (E11, E12, E21, E31, L41, E51, and T11), with three (3) personnel each (Captain, FAO, FF), while still allowing for three (3) members of Local 1265 to be on annual leave (AL) at any one time (Local 1265's labor agreement permits 1/7 of the Union's shift strength to be off on AL each day).

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

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

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:

Hire three (3) new firefighter/paramedics (FF/PMs) to get closer to meeting NFPA standards and phase in staffing for Fire Station 6

Requesting Department:

Fire

1

Department Contact:

Chris Maples, Fire Chief

Agresso Fund & Program Number:

Emergency Services 100401/601010

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

Description of New Need Continued...

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

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

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

Additionally, the recent approval of developments like the Fountain House apartments, The Bridges, The Deco, and other high density multi-family dwellings, as well as the extensive commercial development at the Legends and Galleria shopping centers, increases the likelihood that we will be unable to provide an adequate fire suppression response in the future and will be forced to rely more and more frequently on our mutual aid partners. This was the case with the D'Andrea Clubhouse fire and the Walton's Funeral Home fire, as well as several recent fires in single-family residences. This situation is exacerbated by the fact that we have not increased our staffing levels in over 8 years, despite a dramatic increase in call volume over the same period – in 2008, we ran 7,954 calls; in 2017, we responded to 13,319 calls, an increase of over 67%.

If three (3) new firefighter/paramedics (FF/PMs) are hired, it will only increase our minimum daily staffing to 23, including the BC. Thus, even with the addition of these new positions, we still won't be able to meet the NFPA 1710 standard for anything other than single-family residences. However, hiring three new firefighters would be a step in the right direction and support the City Manager's long-term objective of hiring suppression personnel for the eventual staffing of Fire Station 6.

Adding three additional firefighters gives us the ability to increase each battalion's complement by one person. In this situation, Truck 11 (T11) would be staffed with a 4-person crew whenever possible. This apparatus was selected, as T11 is an aerial device. Another requirement of NFPA 1710 is that one member of a truck or ladder company be assigned specifically to operate the aerial device at all times. When available, having a fourth firefighter on T11 would be particularly helpful, as T11 is our most complicated piece of apparatus and carries a variety of specialized equipment. T11 responds to all fire, rescue, and extrication calls throughout the city.

Hiring three new FF/PMs in FY20 would be the first increase in suppression staffing since 2008. The hiring of these three FFs also supports the longer-term objective of having sufficient employees to staff Station 6 once it is constructed. Negotiations are underway to purchase the site for Station 6, impact fees are being collected for its construction (although still several years away), and the City Manager has endorsed the idea of hiring three FFs per year through FY24, so that by the time Station 6 opens, we have the personnel available to staff the station. In the meantime, adding three new FFs per year allows us to staff additional rigs with four-person crews, continue to meet the Council-approved objective of having FF/PMs on all apparatus in the City, and gives us the flexibility to potentially staff a two-person squad to relieve some of the call volume on E11, E12, and E21, which are the busiest engines in the City.

Finally, hiring three FF/PMs each year through FY24 brings us that much closer to meeting the NFPA standard for strip malls and apartment buildings.

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:

Hire an Administrative Analyst Senior for the Fire Department

Requesting Department:

Fire

2

Department Contact:

Chris Maples, Fire Chief

Agresso Fund & Program Number:

Fire Administration 101627/601010

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

Check all that apply & fill in cost estimates:



FY20 costs FY21 costs FY22 costs

2,600

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

New computer, monitor, speakers and related software (Office 365, Smart Draw, Adobe Pro, etc.), and phone. Hardware is estimated at approximately \$1,800 and software at \$800. Future software and licenses will be included in the department's or city's IT budget.



Professional Service

FY20 costs FY21 costs FY22 costs

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

N/A



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

	Position Title	Salary	Benefits	Total FY20	Total FY21	Total FY22
1	Administrative Analyst Senior	58,000	40,000	98,000	107,000	112,000
2				0		
3				0		
4				0		
Total		58,000	40,000	98,000	107,000	112,000



Other

FY20 costs FY21 costs FY22 costs

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

The FY19 CIP budget includes money for a partial remodel of the administrative offices at Station 1. This proposed remodel will include two new offices, one of which will be used for the new Administrative Analyst Senior.

Description of New Need

The Fire Department had an Administrative Analyst until October 2009. This person was responsible for assisting the Fire Chief and senior staff with data analysis, strategic planning, developing the department's budget, producing annual and quarterly reports, etc. Since the position became vacant in 2009, these responsibilities have fallen to the Fire Chief and senior staff.

The position of Administrative Analyst Senior has a defined skill set that few of the department's employees, including the Chief Officers, possess. Most of the department's senior staff have "come up through the ranks;" and their careers have focused, by necessity, on firefighting, commanding incidents, and managing the day-to-day operations of the department. While very adept at doing this, we collectively lack the formal training in data analysis and program management that are the foundation of the Administrative Analyst Senior position.

With the increased emphasis placed on statistical analysis and metrics to quantify and document the department's operational capabilities, filling this position is warranted. We cannot continue to rely on our current staff to prepare reports and manage ancillary programs when they should be focused on running their respective divisions (operations, training, and prevention).

New Need brief description:

Hire an Administrative Analyst Senior for the Fire Department

Requesting Department:

Fire

2

Department Contact:

Chris Maples, Fire Chief

Aggresso Fund & Program Number:

Fire Administration 101627/601010

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

Description of New Need Continued...

Filling an Administrative Analyst Senior position would enable us to have a single employee responsible to conduct statistical analysis of all department data, generate the appropriate metrics to tell our story, ensure we are meeting NFPA standards (or at least identify where we fall short), and assist in determining if we are utilizing the department's personnel, apparatus, equipment, and other resources in the most appropriate and efficient manner possible.

As envisioned, this position would report to and be under the direct supervision of the Fire Chief and consolidate many of the functions currently assigned to members of the department's senior staff and/or line personnel. For example, the Administrative Analyst Senior would coordinate and supervise the department's Fire IT Specialist, manage the Fire RMS program, be responsible for submitting the monthly reports through the National Fire Incident Reporting System (NFIRS), collect and analyze call data using the recently purchased Fire Stats and Code 3 analytical programs, manage the department's social media accounts, etc.

Additionally, the Administrative Analyst Senior would be responsible for grant management, records management, and policy management. Ideally, the position would also be responsible for coordinating the department's capital improvement projects and facility maintenance with city staff and individual contractors, responsibilities currently assigned to the Training Chief.

These responsibilities were previously assigned to the department's former Administrative Analyst before the position was vacated in 2009. Bringing this position back is critical to move the department forward and ensure we have someone with the requisite knowledge and experience to perform these essential functions.

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:

Re-assign or promote an additional Fire Captain to the Training Division as a Training Captain/Safety Officer

Requesting Department:

Fire

3

Department Contact:

Chris Maples, Fire Chief

Agresso Fund & Program Number:

Training/Safety 101631/601010

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

Check all that apply & fill in cost estimates:



New Equipment

FY20 costs

FY21 costs

FY22 costs

91,500

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

When a Captain is re-assigned or promoted to the Training Division it will result in the promotions of an FAO to Captain, a Firefighter to FAO, and the hiring of one additional Firefighter (FF) to replace the FF promoted to FAO. The cost to outfit the new FF with structural and wildland PPE, a radio, SCBA, EMS gear, etc., is approximately \$17,000. For the new Training Captain, a vehicle must be purchased (typically a 4WD pick-up truck) and equipped with the emergency lights, radios, and an MDT (including the Tiburon Mobile License). The estimated cost for the vehicle is approximately \$70,000. Additionally, a new work station (computer, software programs, tablet, phone, etc.) will be necessary. The estimated cost for these items is approximately \$4,500. Total equipment cost is therefore \$91,500.



Professional Service

FY20 costs

FY21 costs

FY22 costs

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

N/A



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

	Position Title	Salary	Benefits	Total FY20	Total FY21	Total FY22
1	Fire Captain	104,000	75,000	179,000	190,000	195,000
2				0		
3				0		
4				0		
Total		104,000	75,000	179,000	190,000	195,000



Other

FY20 costs

FY21 costs

FY22 costs

3,000

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

This is the estimated cost of putting a new FF through a three (3) week orientation program to familiarize him/her with the operational procedures of the department. Depending on the new FF's level of experience, this may or may not be necessary.

Description of New Need

Currently, we have two Training Captains/Safety Officers (McDonald/Elorza) who both work a 40-hour week and respond as safety officers to all multi-company incidents when on duty. I would like to reassign or promote an additional Captain to the Training Division as a 40-hour employee.

Captain McDonald would be designated as the Department's EMS Captain. This would be his primary responsibility (a position normally filled by a Chief Officer in other departments), but he would also be available to assist the other Training Captains with suppression training.

The primary responsibility of the other two Training Captains would be suppression training, which includes new hire academies/orientations, developing assessment centers for promotional exams, certifications, task books, multi-company drills, etc.

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:	Re-assign or promote an additional Fire Captain to the Training Division as a Training Captain/Safety Officer		
Requesting Department:	Fire	3	
Department Contact:	Chris Maples, Fire Chief		
Aggresso Fund & Program Number:	Training/Safety 101631/601010	(if approved, budget will be placed in this Program)	

Description of New Need Continued...

Another responsibility of each Training Captain would be to respond to multi-alarm assignments as Safety Officers, helping to ensure that a safety officer is available on a more regular basis to respond to incidents and help us to meet the NFPA 1521 standard, which calls for a designated safety officer on calls. Note: with three (3) Training Captains assigned to a 40-hour week and working staggered shifts (Monday - Friday), we would have had a safety officer available to respond to approximately 66% of all working incidents (fires, rescues, extrications, HM calls, etc.) that we responded to in 2018 (January through November).

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

1. Promote or assign one (1) Captain to the Training Division on a 40-hour work schedule.
2. Promote one (1) FAO to fill the vacancy created by promoting/reassigning a Captain to the Training Division.
3. Hire one (1) new firefighter/paramedic to fill the vacancy created by the Captain/FAO promotions.
4. Designate Captain McDonald as the Department's EMS Captain; a dedicated EMS Officer has been a department priority for several years.

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:	Seven laborer positions for Parks Maintenance		
Requesting Department:	Community Services	Department Priority #	1
Department Contact:	Ron Korman		
Agresso Fund & Program Number:	1101, 130520	(if approved, budget will be placed in this Program)	

Check all that apply & fill in cost estimates:

	FY20 costs	FY21 costs	FY22 costs
<input type="checkbox"/> New Equipment	155,000	30,000	30,000

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

This is a one time purchase of vehicles for these positions. There will be ongoing cost recovery and maintenance expenses associated with this purchase.

SH notes 12/24/18 = estimating \$15K in year 1 and \$30K/year after for M&R and cost recovery since no other estimate was provided.

	FY20 costs	FY21 costs	FY22 costs
<input type="checkbox"/> Professional Service			

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

<input checked="" type="checkbox"/>	Personnel (Need City Manager pre-approval for submission to New Needs)					
	Position Title	Salary	Benefits	Total FY20	Total FY21	Total FY22
1	Laborer	42,000	35,000	77,000	84,000	84,000
2	Laborer	42,000	35,000	77,000	84,000	84,000
3	Laborer	42,000	35,000	77,000	84,000	84,000
4	Laborer	42,000	35,000	77,000	84,000	84,000
5	Laborer	42,000	35,000	77,000	84,000	84,000
6	Laborer	42,000	35,000	77,000	84,000	84,000
7	Laborer	42,000	35,000	77,000	84,000	84,000
	Total	294,000	245,000	539,000	588,000	588,000

	FY20 costs	FY21 costs	FY22 costs
<input type="checkbox"/> Other			

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

Description of New Need

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

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:

One Laborer position for Facility Maintenance

Requesting Department:

Community Services

Department
Priority #

2

Department Contact:

Ron Korman/John Martini

---->

Agresso Fund & Program Number:

1101, 130525

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

Check all that apply & fill in cost estimates:



New Equipment

FY20 costs FY21 costs FY22 costs

42,000

7,000

7,000

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

This would be a one time purchase of a vehicle for this laborer. There would be an ongoing cost recovery and M&R on this vehicle
SH notes 12/24/18 = estimating \$7K per year for M&R and cost recovery since no other estimate was provided.



Professional Service

FY20 costs FY21 costs FY22 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 FY20	Total FY21	Total FY22
1	Laborer	42,000	34,000	76,000	84,000	84,000
2				0		
3				0		
4				0		
Total		42,000	34,000	76,000	84,000	84,000



Other

FY20 costs FY21 costs FY22 costs

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

Description of New Need

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

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:

Six Foot Sickle Bar Mower

Requesting Department:

Community Services

Department
Priority #

3

Department Contact:

Ron Korman

---->

Agresso Fund & Program Number:

1101, 130520

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

Check all that apply & fill in cost estimates:



New Equipment

FY20 costs FY21 costs FY22 costs

12,000

2,000

2,000

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

This is a one time purchase. There will be ongoing cost recovery and M&R costs associated with this equipment

SH notes 12/24/18 = estimating \$2K per year for M&R and cost recovery since no other estimate was provided.



Professional Service

FY20 costs FY21 costs FY22 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 FY20	Total FY21	Total FY22
1						
2						
3						
4						
Total		0	0	0	0	0



Other

FY20 costs FY21 costs FY22 costs

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

Description of New Need

Public works would like to purchase this sickle bar mower to use at various locations around the City. The advantage to utilizing a sickle bar mower is they are not prone to ejecting projectiles when in operation. We have found this to be a problem when working where pedestrians are in the area,

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:

Mechanized sidewalk snow removal equipment

Requesting Department:

Community Services

Department

Priority #

---->

4

Department Contact:

Ron Korman/John Martini

Agresso Fund & Program Number:

1101, 130520

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

Check all that apply & fill in cost estimates:



New Equipment

FY20 costs FY21 costs FY22 costs

45,000

5,000

5,000

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

This would be a one time purchase of this equipment. There would be ongoing cost recovery and M&R expenses related to this equipment.

SH notes 12/24/18 = estimating \$5K per year for M&R and cost recovery since no other estimate was provided.



Professional Service

FY20 costs FY21 costs FY22 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 FY20	Total FY21	Total FY22
1						
2						
3						
4						
Total		0	0	0	0	0



Other

FY20 costs FY21 costs FY22 costs

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

Description of New Need

This request is for the purchase of two mechanized walk behind snow removal brooms that are 36" wide. The sidewalks along Prater Way after the rebuild exclude the use of conventional equipment due to the final placement of the light poles in the middle of the sidewalks. This type of equipment will allow us to remove the snow in a timely and efficient manner.

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:

One parking lot plow to be installed on an existing truck

Requesting Department:

Community Services

Department
Priority #

5

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Department Contact:

Ron Korman/John Martini

Agresso Fund & Program Number:

1101, 130520

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

Check all that apply & fill in cost estimates:



New Equipment

FY20 costs FY21 costs FY22 costs

11,000

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

This would be a one time purchase of this equipment. There would be no ongoing expenses associated with this equipment. Any maintenance associated would be covered by the truck that it will be attached to.



Professional Service

FY20 costs FY21 costs FY22 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 FY20	Total FY21	Total FY22
1						
2						
3						
4						
Total		0	0	0	0	0



Other

FY20 costs FY21 costs FY22 costs

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

Description of New Need

One additional truck mounted plow will allow staff to provide more efficient and timely snow removal around the City owned facilities during and after winter storms. Our staff is also looking to utilize this type of equipment to remove snow from the regional trails, the Marina where possible, and along the Truckee River path.

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:

Feasibility Analysis for Possible East Industrial Area

Requesting Department:

Community Services

Department
Priority #

6

Department Contact:

Armando Ornelas, Asst. Community Services Director

Agresso Fund & Program Number:

Fund 1101, Program Number 130200 80%; 1630 Program 130600 10%; and 1640 Program 130620 10%

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

Check all that apply & fill in cost estimates:

☐

New Equipment

FY20 costs FY21 costs FY22 costs

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

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☒

Professional Service

FY20 costs FY21 costs FY22 costs

300,000	250,000	
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Please describe any one-time vs. on-going costs:

All costs are one-time. Could potentially be phased over two fiscal years.

☐

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

	Position Title	Salary	Benefits	Total FY20	Total FY21	Total FY22
1						
2						
3						
4						
Total		0	0	0	0	0

☐

Other

FY20 costs FY21 costs FY22 costs

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

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Description of New Need

Need approximately \$550,000 in funding to develop and analyze a conceptual plan for creation of an industrial area for large-scale users in the area east of the Pah Rah mountain range. Components of the analysis include preparation of a conceptual land plan and corresponding civil engineering studies for the provision of transportation and utility infrastructure to serve this area. Also needed is a fiscal analysis to project revenues from, and costs to, the City and other public agencies for the provision of services, particularly law enforcement, emergency medical services and fire protection. The effort would be similar to that previously undertaken for the East Truckee River corridor.

Funding

Year 1 \$300,000 will be funded by General Fund. Work consists of advanced land use planning.

Year 2 \$250,000 will be funded \$150,000 General Fund and \$50,000 Sewer Fund and \$50,000 Storm Drain Fund. Year 2 work consists of conceptual infrastructure planning and economic analysis.

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:

One full time Recreation Specialist II for Youthwatch programming (Assume cost 100% offset by revenue increase)

Requesting Department:

Parks and Recreation

Department

Priority #

1

Department Contact:

Tracy Domingues

Aggresso Fund & Program Number:

Fund 1221; Program 122002

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

Check all that apply & fill in cost estimates:

☐

New Equipment

FY20 costs FY21 costs FY22 costs

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

☐

Professional Service

FY20 costs FY21 costs FY22 costs

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

☐

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

	Position Title	Salary	Benefits	Total FY20	Total FY21	Total FY22
1	Recreation Specialist II	51,000	37,000	88,000	97,000	100,000
2	Revenue increase assumption			(88,000)	(97,000)	(100,000)
Total		51,000	37,000	0	0	0

☐

Other

FY20 costs FY21 costs FY22 costs

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

Description of New Need

The continual increase in demand for our out-of-school recreation (OSR) programs and newly imposed federal regulations connected to federal funding (Children's Cabinet) requires more time of existing staff. Under the supervision of the Recreation Supervisor, this position will provide oversight and planning needed for over 240 program days per year at 15 sites, with some programs operating up to 11 hours per day. The planning requires coordinating staff & bus schedules, planning all OSR activities, preparing and maintaining supplies for each activity & scheduling field trips. Additionally, staff are now required to have specific coursework when working with children in OSR programs. This position will also maintain educational/class requirement records for up to 125 temporary employees and assist with orientation which requires a minimum of 2 hours per new employee.

In FY16, Fund 1221 had a 77.6% cost recovery rate (CR) while the Youthwatch division (excluding Small Wonders) had a CR of 143%. **In FY17**, Fund 1221 experienced a 75% CR with Youthwatch (excluding Small Wonders) having a CR of 135%. **In FY18**, Fund 1221 closed the books with a 74.9% CR with Youthwatch (excluding Small Wonders) closing with a 132% CR. The decrease in Youthwatch CR is due to increased inflationary costs mostly related to wages the cost of turnover. The registration fees will be evaluated again by the Parks and Recreation Commission on 1/23/19 as presented by staff on an annual basis. The excess funds go toward the bottom line of Fund 1221.

City Manager Steve Driscoll approved this request for submission on 11/13/18. This request reduces the previous requests of 6, 3/4 time temporary positions with benefits for Youthwatch to 4, 3/4 time positions with benefits (priority #4).

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:

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

Requesting Department:

Parks and Recreation

Department
Priority #

2

Department Contact:

Tracy Domingues

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Agresso Fund & Program Number:

Fund 1221; Program 121227

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

Check all that apply & fill in cost estimates:

☐

New Equipment

FY20 costs

FY21 costs

FY22 costs

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

☐

Professional Service

FY20 costs

FY21 costs

FY22 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 FY20	Total FY21	Total FY22
1	Recreation Specialist II	51,000	37,000	88,000	97,000	100,000
2	Temp savings	(25,000)	(8,000)	(33,000)	(33,000)	(33,000)
3				0		
4				0		
Total		26,000	29,000	55,000	64,000	67,000

☐

Other

FY20 costs

FY21 costs

FY22 costs

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

Description of New Need

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

In FY16, The Fund 1221 as a whole had a 77.6% cost recovery rate (CR) while the Adult Sports division had a 117% CR. **In FY17**, Fund 1221 experienced a 75% CR. Adult Sports, which also pays for all temporary labor for field maintenance at both sports facilities, had a 110% CR. **In FY18**, Fund 1221 closed the books with a 74.9% CR. Adult Sports, which continues to pay for all temporary labor for field maintenance at both facilities, had expenses of \$280,719 and revenues of \$323,083 (doesn't include \$113k in GERP field rental revenues) for a 113% CR. The excess funds go toward the bottom line of Fund 1221.

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:

One full-time Recreation Specialist I for the Special Events Division

Requesting Department:

Parks and Recreation

Department

Priority #

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3

Department Contact:

Tracy Domingues

Aggresso Fund & Program Number:

Fund 1221; Program 122077

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

Check all that apply & fill in cost estimates:

☐

New Equipment

FY20 costs FY21 costs FY22 costs

3,000

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

☐

Professional Service

FY20 costs FY21 costs FY22 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 FY20	Total FY21	Total FY22
1	Recreation Specialist I	47,000	36,000	83,000	92,000	95,000
2				0		
3				0		
4				0		
Total		47,000	36,000	83,000	92,000	95,000

☐

Other

FY20 costs FY21 costs FY22 costs

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

Description of New Need

The events office used to be manned by 3 FT staff. In recent years, events have been managed by 1 FT and 1 temporary position (avg. of 500 hours/year). It would be beneficial to have a Recreation Specialist I/II assist in the recruitment, administration and overall calendar/on-site management of events. Most of this work is currently performed by one FT position with minimal to no backup during the busy event season. This position may also assist or take over in the production of the Turkey Trot, Mayor's Cup, and/or Hometowne Christmas events, thereby allowing staff in other divisions to focus on their duties providing better work balance.

In FY16, Fund 1221 had a 77.6% cost recovery rate (CR) while the Special Events division had a CR of 90%. The only event that isn't CR is the Hometowne Christmas parade/tree lighting produced in-house. **In FY17**, Fund 1221 experienced a 75% CR with Special Events having a CR of 91%. **In FY18**, Fund 1221 closed the books with a 74.9% cost recovery with Special Events closing with a 89% CR.

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:

Two (2) 1/2 ton Pickups in 1630 (Approved in Rate Study)

Requesting Department:

Community Services

Department
Priority #**1630-2**

Department Contact:

Jon Ericson John Martini

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Agresso Fund & Program Number:

1630/130575 & 1630/130170

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

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

FY20 costs FY21 costs FY22 costs

80,390

16,390

16,390

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

Vehicle -\$32,000 cost - M&R \$3,120/year - Cost Recovery \$5075/year

**Professional Service**

FY20 costs FY21 costs FY22 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 FY20	Total FY21	Total FY22
1						
2						
3						
4						
Total		0	0	0	0	0

**Other**

FY20 costs FY21 costs FY22 costs

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

Description of New Need

Approved through the 2018 Rate Study.

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:

Addition of one Customer Service Specialist I to the Management Services complement.

Requesting Department:

Management Services

Department

Priority #

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Department Contact:

Lisa Hunderman and John Martini

Agresso Fund & Program Number:

1630/050454

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

Check all that apply & fill in cost estimates:



New Equipment

FY20 costs FY21 costs FY22 costs

3,000

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

computer work station



Professional Service

FY20 costs FY21 costs FY22 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 FY20	Total FY21	Total FY22
1	Customer Service Specialist I	47,000	36,000	83,000	92,000	95,000
2						
3						
4						
Total		47,000	36,000	83,000	92,000	95,000



Other

FY20 costs FY21 costs FY22 costs

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

Description of New Need

Due to increased workloads of sewer service billing, collections and the processing of sewer service payments combined with the loss of contract personnel the department has a need to add an FTE to maintain customer service standards and expectations.

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:

(3) Maint Worker I/II in Drains (Approved in Rate Study)

Requesting Department:

Community Services

Department

Priority #

1640-1

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Department Contact:

John Martini or Jon Ericson

Agresso Fund & Program Number:

1640/130585

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

Check all that apply & fill in cost estimates:



New Equipment

FY20 costs FY21 costs FY22 costs

80,390

16,390

16,390

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

2 additional pick-up trucks 1/2 ton Pick up - Cost recovery \$5075/year each M&R \$3120/Year each



Professional Service

FY20 costs FY21 costs FY22 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 FY20	Total FY21	Total FY22
1	Utilities Maintenance Worker I	44,000	35,000	79,000	87,000	91,000
2	Utilities Maintenance Worker I	44,000	35,000	79,000	87,000	91,000
3	Utilities Maintenance Worker I	44,000	35,000	79,000	87,000	91,000
4				0		
Total		132,000	105,000	237,000	261,000	273,000



Other

FY20 costs FY21 costs FY22 costs

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

Description of New Need

Approved through the 2018 Rate Study.

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:

Waste Operator II (Approved in rate study to operate Little D)

Requesting Department:

Community Services

Department

Priority #

1640-2

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Department Contact:

Jon Ericson

Agresso Fund & Program Number:

1640/130180

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

Check all that apply & fill in cost estimates:

☐

New Equipment

FY20 costs FY21 costs FY22 costs

5,000

1,200

1,200

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

Will need 1 Computer, 1 Cell Phone and 1 Desk

☐

Professional Service

FY20 costs FY21 costs FY22 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 FY20	Total FY21	Total FY22
1	Wastewater Plant Operator II	51,000	37,000	88,000	97,000	100,000
2				0		
3				0		
4				0		
<i>Total</i>		51,000	37,000	88,000	97,000	100,000

☐

Other

FY20 costs FY21 costs FY22 costs

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

Description of New Need

Approved through the 2018 Rate Study.

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:

DEF Station

Requesting Department:

Community Services/Public Works

Department

Priority #

1701-3

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Department Contact:

John Martini/Ron Korman

Agresso Fund & Program Number:

1702/130540

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

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

FY20 costs FY21 costs FY22 costs

45,000

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

This is one time purchase. There will not be ongoing cost recovery and M&R expenses through fleet.

SH note 12/31/18: This one-time cost would be added to the costs required to be recovered by FY20 vehicle M&R rates and would impact the General Fund by approximately \$32K in FY20)**Professional Service**

FY20 costs FY21 costs FY22 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 FY20

Total FY21

Total FY22

1
2
3
4**To be completed by Finance**

Total

0

0

0

0

0

**Other**

FY20 costs FY21 costs FY22 costs

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

Description of New Need

DEF or diesel exhaust fluid is a requirement for all diesel engines including heavy equipment. Currently bulk DEF is available at fuel stations and at the tank farm.

Many pieces of equipment are fueled using portable truck mounted tanks and therefore do not access these DEF stations. At times these different equipments run out of DEF and require maintenance in the Garage.

Having a DEF tank should eliminate this issue and result in less down time for the fleet.

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:

This request is for a new Fire Prevention Inspector I position funded through the Development Enterprise Fund

Requesting Department:

Fire

Department

Priority #

4

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Department Contact:

Robert King, Fire Marshal

Agresso Fund & Program Number:

2201-101383

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

Check all that apply & fill in cost estimates:



New Equipment

FY20 costs

FY21 costs

FY22 costs

56,600

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

One time cost for new vehicle at \$50,000. One time cost for radios at \$5,000. One time cost for office needs at \$1,600.



Professional Service

FY20 costs

FY21 costs

FY22 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 FY20	Total FY21	Total FY22
1	Fire Prevention Inspector I	76,000	53,000	129,000	137,000	143,000
2				0		
Total		76,000	53,000	129,000	137,000	143,000



Other

FY20 costs

FY21 costs

FY22 costs

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

Description of New Need

Fire Prevention Inspector I Justification

CHALLENGES

* An increase in new development, new business, code enforcement, convention, and special events inspection workload, together with an increase in fire investigations has prompted the request for an additional Fire Prevention Inspector I position. The current compliment of fire prevention staff are no longer able to keep up with the increased new development workload, which is causing business and construction permit inspections to fall behind.

* **New Development.** The new development boom in the City of Sparks started mid-way through 2017, and many of the developments are requiring their required fire inspections now. City of Sparks is seeing a significant increase in residential apartment complexes, which require an assortment of fire inspections. The City of Sparks is also seeing an increase in Marijuana occupancies and new businesses with high-pile racking of hazardous materials and/or Class A plastics. Both of those types of occupancies require highly technical fire plan review, and detailed fire inspections which take more time than ordinary business occupancies. Many residential developments, such as Pioneer Meadows, Kiley Ranch, Stonebrook, Miramonte, and D'Andrea have begun building homes again. Residential fire sprinkler inspections are required in two of these large subdivisions, and FPB Inspectors have now been assigned an additional duty to conduct fire flow inspections on all new public and private fire hydrants. This new task has added a significant amount of workload to Inspection staff.

New Need brief description:

This request is for a new Fire Prevention Inspector I position funded through the Development Enterprise Fund

Requesting Department:

Fire

Department
Priority #
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4

Department Contact:

Robert King, Fire Marshal

Agresso Fund & Program Number:

2201-101383

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

Description of New Need Continued...

SOLUTION/BENEFITS To address these challenges, the Fire Department proposes to hire a full-time Fire Prevention Inspector I, and to restructure the fire prevention bureau programs. It is recommended that this position be added to the City personnel compliment, but not funded until revenue is sufficient to justify it.

Restructure strategy:

- * The new Enterprise funded Fire Prevention Inspector I would be dedicated to conducting new development inspections, inclusive of permit inspections, new public/private fire hydrant flow and inspections, and tenant improvements. This would not only help maintain the increased workload, but also provide enhanced customer service to the fast-paced development community.
- * With a dedicated new development Fire Prevention Inspector I conducting the majority of new development inspections, our existing Inspection staff would have more time to conduct and maintain the existing business (Target Hazard) inspections, as well as keep up with new business, convention, special event, code enforcement inspections, and fire investigations.
- * The hiring of this position would also provide the desired time to enhance our existing public fire safety education programs for the community. Statistically, the highest percentage of fires that occur in the City of Sparks is within residential occupancies, specifically apartment complexes. There is a need to develop and administer an annual public fire safety education program for these occupancies.

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:

Wastewater Treatment Plant Operator I/II

Requesting Department:

Community Services

Department

Priority #

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Department Contact:

Michael Drinkwater

Aggresso Fund & Program Number:

5605-131505

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

Check all that apply & fill in cost estimates:☐**New Equipment**

FY20 costs FY21 costs FY22 costs

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

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☐**Professional Service**

FY20 costs FY21 costs FY22 costs

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

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

	Position Title	Salary	Benefits	Total FY20	Total FY21	Total FY22
1	Wastewater Plant Operator III	47,000	36,000	83,000	92,000	95,000
2				0		
3				0		
4				0		
Total		47,000	36,000	83,000	92,000	95,000

☐**Other**

FY20 costs FY21 costs FY22 costs

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

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Description of New Need

Over the last 5 years the treatment plant had added additional process and equipment, increasing the complexity of the process and the demands on the operations staff. Compounding this is the aggressive CIP which requires the day shift crews to support various types of construction. Consequently, the minimum number of operators on shift to provide for proper operations and safety is taxing current staffing. An additional operation will allow for complete staffing on each crew. The additional operator will also facility training of new operations in anticipation of retirements from the operations staff.

FY20 New Needs Request Form - email shemmerling@cityofsparks.us by 12/14/18

New Need brief description:

Wastewater Treatment Plant Operator III

Requesting Department:

Community Services

Department

Priority #

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Department Contact:

Michael Drinkwater

Aggresso Fund & Program Number:

5605-131505

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

Check all that apply & fill in cost estimates:☐**New Equipment**

FY20 costs FY21 costs FY22 costs

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

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☐**Professional Service**

FY20 costs FY21 costs FY22 costs

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

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

	Position Title	Salary	Benefits	Total FY20	Total FY21	Total FY22
1	Wastewater Plant Operator III	55,000	38,000	93,000	103,000	107,000
2				0		
3				0		
4				0		
Total		55,000	38,000	93,000	103,000	107,000

☐**Other**

FY20 costs FY21 costs FY22 costs

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

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Description of New Need

The treatment plant has 5 operations crews in order to staff the facility 24 hours per day, every day. Four of the operations crews have an WWTPO III to serve as a technical lead and as a relief supervisor in the absence of the Crew Supervisor. The addition of a 5th WWTPO III will staff each crew with this level of experience and ability, increasing operational flexibility.

Capital Improvement Plan Process



CAPITAL IMPROVEMENT PLAN

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

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

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

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

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

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

- The Sparks City Clerk
- The Washoe County Clerk

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

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

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

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

FY20 CIP Budget Summary

Below is a summary of the FY20 CIP by fund:

FUND NAME	FY 20 CIP BUDGET
Transportation	3,710,818
Capital Projects	2,976,800
Ad Valorem Capital Projects	150,000
Parks & Recreation Projects	1,632,500
Park District 1	410,000
Park District 2	410,000
Park District 3	515,000
Victorian Room Tax	1,092,080
Community Development Block Grant	226,802
Municipal Court	175,000
Street Cut	250,000
Sanitary Sewer	5,031,355
Storm Drain / River Flood	5,005,541
Effluent	150,000
Motor Vehicles	2,563,841
Total	24,299,737

Capital Improvement Plan Executive Summary



CITY OF SPARKS

Executive Summary of FY20 CIP Projects

Project #	Project Description	Total Budget 2019-2020
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ROAD FUND (1401): Transportation Systems Street Projects

PAVEMENT MANAGEMENT PROGRAM

Planned Capital Improvements

20-0500	Street Improvements - Corrective and Rehab (see "FY20 Rehab" map)	\$ 1,680,000.00
20-0501	Sidewalk Rehabilitation	\$ 400,000.00
20-0502	Alley, Parking Lot and Pathway - Rehab	\$ 200,000.00
20-0503	Windsurfer Drive Improvements	\$ 350,000.00
20-0504	Concrete Grinder for Sidewalks	\$ 30,000.00

Annual Recurring Capital Projects and Maintenance/Materials

20-0590	Street and Alley Surfaces - Preventative (see "FY20 Prev." Map)	\$ 375,000.00
20-0591	Annual Pavement Management Program Support:	\$ 100,000.00
20-0592	Annual Street Surface Maintenance and Materials	\$ 293,336.00

TRAFFIC PROGRAM

20-0693	Traffic Signs and Paint	\$ 132,482.00
20-0690	Traffic Safety	\$ 50,000.00
20-0691	Electrical System Upgrades	\$ 50,000.00
20-0692	MUTCD Sign Compliance Requirements Program	\$ 50,000.00

TOTAL ROAD FUND PROJECTS \$ 3,710,818.00

CAPITAL PROJECTS FUND (1404): City Facilities Projects

CITY FACILITIES & EQUIPMENT

Planned Capital Improvements

20-1001	Maintenance Admin - Window Replacement	\$ 30,000.00
20-1002	Maintenance Yard Building Exterior Painting Project	\$ 165,000.00
20-1003	Maintenance Garage East Parking Lot Reconstruction - Phase 2	\$ 350,000.00
20-1004	Fire Station #1 - Cooling Tower/Boiler Piping Improvements	\$ 70,000.00
20-1005	Fire Station #2 - Dorm Room/Restroom Remodel and Carpet Replacement	\$ 225,000.00
20-1006	City Hall IT Remodel	\$ 95,000.00
20-1007	City Hall Cooling Tower Ductwork Replacement	\$ 70,000.00
20-1008	City Hall Lift Station Upgrade	\$ 30,000.00
20-1009	City Hall Finance Restroom ADA Upgrades	\$ 85,000.00
20-1010	City Hall VHF and 800 Mhz Radio Improvements	\$ 115,000.00
20-1011	Police Dept.- Dispatch Expansion Project	\$ 250,000.00
20-1012	Alf Water Heater Replacement	\$ 35,000.00
20-1013	Marina North End Irrigation Pump Inlet Replacement	\$ 75,000.00
20-1014	Maintenance Garage Replacement of Two Vehicle Lifts	\$ 45,000.00
20-1015	Fuel Management System for Police	\$ 85,000.00

CITY OF SPARKS

Executive Summary of FY20 CIP Projects

Project #	Project Description	Total Budget 2019-2020
Annual Recurring Capital Projects and Maintenance/Materials		
080730	IT Sustainability Plan (City's Wildly Important Goal WIG) - HARDWARE	\$ 471,800.00
080731	IT Sustainability Plan (City's Wildly Important Goal WIG) - SOFTWARE	\$ 500,000.00
20-1090	Annual City-wide Facility Improvements	\$ 100,000.00
20-1091	City Lighting Energy Retrofits	\$ 25,000.00
20-1092	Annual Maintenance Contract for Photovoltaic Systems	\$ 15,000.00
20-1093	City Facilities ADA Mitigation Improvements	\$ 20,000.00
20-1094	Annual City-wide Elevator Retrofit and Upgrades	\$ 100,000.00
20-1095	Annual City-wide Door Replacement Project	\$ 20,000.00
TOTAL CAPITAL PROJECTS-CITY FACILITIES		\$ 2,976,800.00
CAPITAL FACILITIES FUND (1405): Capital Facilities Projects		
CAPITAL FACILITIES PROJECTS		
Planned Capital Improvements		
20-1501	City-wide Re-Keying/Security Improvements	\$ 100,000.00
20-1500	City Hall HR Carpet Replacement	\$ 20,000.00
20-1502	Fire Station #5 - Apparatus Bay Door Replacement	\$ 30,000.00
TOTAL CAPITAL FACILITIES PROJECTS		\$ 150,000.00
PARKS and RECREATION PROJECTS (1402): Capital Improvements		
PARKS AND RECREATION PROJECTS		
Planned Capital Improvements		
20-1600	Marina - All Abilities Playground	\$ 550,000.00
Annual Recurring Capital Projects and Maintenance/Supplies		
20-1690	Bike Path Rehabilitation	\$ 100,000.00
20-1691	Annual Sports Court Rehabilitation Project	\$ 22,500.00
20-1692	Nursery Re-Stock	\$ 7,000.00
20-1693	Sports Fields Grass Turf Replacement	\$ 18,000.00
20-1694	Marina Park Landscape, Path Modifications, and Upgrades	\$ 25,000.00
20-1695	Annual Park Facilities Improvements	\$ 50,000.00
TOTAL PARKS AND RECREATION CAPITAL PROJECTS		\$ 772,500.00

CITY OF SPARKS

Executive Summary of FY20 CIP Projects

Project #	Project Description	Total Budget 2019-2020
GOLDEN EAGLE REGIONAL PARK PROJECTS		
Planned Capital Improvements		
20-1700	Synthetic Turf Replacement - Field 10 - 15 (Infields)	\$ 700,000.00
20-1701	Batting Cage Installation Project	\$ 50,000.00
Annual Recurring Capital Projects and Maintenance/Supplies		
20-1790	Annual GERP Site and Facilities Improvements	\$ 30,000.00
20-1791	Annual Turf Maintenance Contract	\$ 80,000.00
TOTAL GOLDEN EAGLE REGIONAL PARK PROJECTS		\$ 860,000.00
TOTAL PARKS AND RECREATION CAPITAL PROJECTS AND GERP PROJECTS		\$ 1,632,500.00

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

PARK DISTRICT #1 PROJECTS		
20-1800	Poulakidas Play Structure Replacement	\$ 135,000.00
20-1801	Burgess Park Tennis Court Surface Replacement	\$ 225,000.00
20-1890	Annual Park District 1 Improvements	\$ 50,000.00
TOTAL PARK CONSTRUCTION TAX DIST #1 PROJECTS		\$ 410,000.00

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

PARK DISTRICT #2 PROJECTS		
20-1900	Pah Rah Dog Park	\$ 35,000.00
20-1901	Pah Rah Playground Turf Replacement with Tiles	\$ 275,000.00
20-1990	Annual Park District 2 Improvements	\$ 100,000.00
TOTAL PARK CONSTRUCTION TAX DIST #2 PROJECTS		\$ 410,000.00

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

PARK DISTRICT #3 PROJECTS		
20-2091	Black Hills Park	\$ 450,000.00
20-2092	Del Cobre Landscaping	\$ 15,000.00
20-2090	Annual Park District 3 Improvements	\$ 50,000.00
TOTAL PARK CONSTRUCTION TAX DIST #3 PROJECTS		\$ 515,000.00

CITY OF SPARKS

Executive Summary of FY20 CIP Projects

Project #	Project Description	Total Budget 2019-2020
VICTORIAN SQUARE ROOM TAX (1415): Victorian Square Room Tax Projects		
VICTORIAN SQUARE ROOM TAX PROJECTS		
Planned Capital Improvements		
20-2100	Victorian Square Infrastructure Improvement Project Section 2	\$ 800,000.00
20-2101	Victorian Square Cinema Re-opening Contribution	\$ 100,000.00
20-2102	Victorian Square Nugget Events Center Contribution	\$ 142,080.00
Annual Recurring Capital Projects and Maintenance/Supplies		
20-2190	Victorian Square Development Contribution	\$ 50,000.00
TOTAL VICTORIAN SQUARE ROOM TAX PROJECTS		\$ 1,092,080.00
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) (1203): Capital Projects		
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECTS		
20-2290	Pedestrian and Street Improvements	\$ 226,802.00
TOTAL CDBG PROJECTS		\$ 226,802.00
MUNICIPAL COURT ADMINISTRATIVE ASSESSMENT FUND (1208):		
MUNICIPAL COURT ADMIN ASSESSMENT PROJECTS		
Planned Capital Improvements		
20-2301	Muni-Court Enclosed Parking Lot Rehabilitation	\$ 80,000.00
20-2300	Security Camera System Replacement	\$ 75,000.00
Annual Recurring Capital Projects and Maintenance/Supplies		
20-2390	Annual Municipal Court Facility Improvements	\$ 20,000.00
TOTAL MUNICIPAL COURT PROJECTS		\$ 175,000.00
STREET CUT FUND (1224):		
STREET CUT PROJECTS		
20-2490	Street Cut Repair Contract	\$ 250,000.00
TOTAL STREET CUT PROJECTS		\$ 250,000.00

CITY OF SPARKS

Executive Summary of FY20 CIP Projects

Project #	Project Description	Total Budget 2019-2020
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SPARKS UTILITIES (1600's): Sanitary Sewer, Storm Drain, and Effluent Projects

SEWER PROJECTS

EXPANSION / REHABILITATION OF SEWER INFRASTRUCTURE SYSTEMS

20-6580	TMWRF Clarifier Basin Concrete and Steel Rehab	\$ 174,731.00
15-6590B	TMWRF Nitrification Tower Rehab and Improvements	\$ 156,850.00
18-6585	TMWRF Heat Loop System Improvements	\$ 1,035,210.00
18-6588	TMWRF Motor Control Centers Rehab	\$ 163,124.00
18-6589	TMWRF Aeration/Post-Air/Spent Backwash Tanks Rehab	\$ 156,850.00
20-6586	TMWRF Digester Cover #4 Repair - Interior Coating and Insulation	\$ 470,550.00
15-6590A	TMWRF Activated Sludge Flow Improvements: Primary Hydraulic Controls	\$ 470,550.00
20-6587	TMWRF Roof Rehabilitation (throughout facility) & Top Deck Coating Eval	\$ 156,850.00
20-6582	Sanitary Sewer Manhole Rehab.	\$ 25,000.00
20-6583	Sewer Line Special Assessment	\$ 200,000.00
20-6584	Sanitary Sewer Upgrade Projects - Tyler and 18th	\$ 871,640.00
20-6595	Annual Sewer System Rehab	\$ 1,000,000.00
20-6596	Annual Sewer System Street Improvement Coordination	\$ 50,000.00

SEWER OPERATIONAL EFFICIENCY PROJECTS

20-6597	Annual Contingency for Emergencies	\$ 100,000.00
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FUND 1630 AND 1631 Subtotal \$ 5,031,355.00

STORM DRAIN PROJECTS & EQUIPMENT

EXPANSION / REHABILITATION OF STORM DRAINS INFRASTRUCTURE SYSTEMS

20-6600	Wingfield Hills Storm Drain Improvements	\$ 200,000.00
20-6601	Rockwood Dr and Glen Meadow Dr SD Improvements - Construction	\$ 1,850,000.00
20-6690	Annual Storm Drain Street Improvement Coordination	\$ 275,000.00
20-6691	Annual Storm Drain System Dam, Ditch, Flood and Drainage Structures	\$ 200,000.00
20-6692	Annual Curb, Gutter, and Sidewalk Projects	\$ 650,000.00
20-6602	Grapple Truck for Trash Pickup	\$ 366,541.00
20-6603	Hook Truck with Snow Maintenance Capability	\$ 455,000.00
20-6604	Two Message Boards	\$ 34,000.00
20-6605	Excavator	\$ 250,000.00
20-6606	Two Brine Tanks- 25,000 Gallon Storage Capacity	\$ 50,000.00

STORM DRAINS OPERATIONAL EFFICIENCY PROJECTS

20-6693	FEMA CRS/CAV	\$ 50,000.00
20-6694	North Truckee Drain Annual Cleaning	\$ 150,000.00
20-6695	Storm Drain Outreach Maintenance Program	\$ 15,000.00
20-6696	Annual Contingency for Emergencies	\$ 100,000.00
20-6697	Camera Van Purchase	\$ 360,000.00

FUND 1640 AND 1641 Subtotal \$ 5,005,541.00

CITY OF SPARKS

Executive Summary of FY20 CIP Projects

Project #	Project Description	Total Budget 2019-2020
EFFLUENT REUSE PROJECTS		
EFFLUENT REUSE OPERATIONAL EFFICIENCY PROJECTS		
20-6792	Regional Effluent Planning and Demonstration Projects	\$ 75,000.00
20-6790	Effluent Metered Site Upgrades	\$ 25,000.00
20-6791	Annual Contingency for Emergencies	\$ 50,000.00
FUND 1650 AND 1651 Subtotal		\$ 150,000.00
TOTAL SEWER IMPROVEMENT FUNDS		\$ 10,186,896.00
MOTOR VEHICLE FUND (1702):		
CITY VEHICLE AND EQUIPMENT REPLACEMENTS		
20-7500	Vehicle and Equipment Replacement Plan - current year	\$ 1,806,550.00
100902	Fire Apparatus Replacement Plan - 1702	\$ 722,291.00
100903	Fire Capital Equipment Replacement Plan - 1702	\$ 35,000.00
TOTAL MOTOR VEHICLE RELATED PROJECTS		\$ 2,563,841.00

Five Year Capital Improvement Plan FY20-FY24



City of Sparks

Five Year Capital Improvement Plan 2019/20 - 2023/24

Project # Project Description	FY19 Budgeted	FY19 Estimated Actuals	FY20	FY21	FY22	FY23	FY24
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ROAD FUND (1401): Transportation Systems, Road Improvements and related road maintenance projects

Capital Resources							
Funding Available from Prior Year			427,784	182,170	403,689	497,081	496,998
Fuel Tax Revenues			2,839,930	2,896,728	2,954,663	3,013,756	3,074,031
TMWA MUA Revenue			733,450	748,119	763,081	778,343	793,910
Electric and Gas Franchise Fees			2,090,478	2,132,288	2,174,933	2,218,432	2,262,801
Miscellaneous. Revenue/Expenses			8,400	25,000	25,000	25,000	25,000
Developer Contribution for Windsurfer Drive Improvements			236,660				
Less Road Maintenance Personnel			(2,443,713)	(2,517,024)	(2,592,535)	(2,670,311)	(2,750,420)
Total Available For Road Projects			3,892,988	3,467,281	3,728,831	3,862,301	3,902,320

PAVEMENT MANAGEMENT PROGRAM

Planned Capital Improvements								
Street Improvement & Equipment - Corrective / Rehabilitation								
20-0500	Street Improvements - Corrective and Rehab (see "2018 Rehab" map)	2,561,950	2,561,492	1,680,000	1,400,000	1,530,000	1,650,000	1,900,000
20-0501	Sidewalk Rehabilitation	200,000	199,100	400,000	400,000	400,000	400,000	400,000
20-0502	Alley, Parking Lot and Pathway - Rehab	200,000	199,043	200,000	200,000	200,000	200,000	200,000
20-0503	Windsurfer Drive Improvements			350,000				
20-0504	Concrete Grinder for Sidewalks			30,000				
Annual Recurring Capital Projects and Maintenance / Materials								
20-0590	Street and Alley Surfaces - Preventative (see "2018 Prev" map)	375,000	373,892	375,000	375,000	400,000	400,000	425,000
20-0591	Annual Pavement Management Program Support:	100,000	98,797	100,000	100,000	100,000	100,000	100,000
	Design/Geotechnical Support							
	RTC- 2011-12 / 2015-16 Fuel TAX Supported Roadway Projects and NDOT							
	Enhancement Supported Projects							
	Real Property / Right of Way Services							
20-0592	Annual Street Surface Maintenance and Materials for:	284,792	279,508	293,336	302,136	311,200	320,536	330,152
	Crack Seal and Road Surfacing							
	Sub-total	3,721,742	3,711,832	3,428,336	2,777,136	2,941,200	3,070,536	3,355,152

City of Sparks

Five Year Capital Improvement Plan 2019/20 - 2023/24

Project #	Project Description	FY19 Budgeted	FY19 Estimated Actuals	FY20	FY21	FY22	FY23	FY24
TRAFFIC PROGRAM								
<i>Planned Capital Improvements</i>								
<i>Annual Recurring Capital Projects and Maintenance/Supplies</i>								
20-0693	Traffic Signs and Paint	128,623	126,849	132,482	136,456	140,550	144,767	149,110
	Line Laser for Traffic Paint and Signs							
	Traffic Paint Materials							
	Street Signs							
20-0690	Traffic Safety	50,000	47,500	50,000	50,000	50,000	50,000	50,000
	Safe Route To School Plan Updates							
	City-wide Signal Coordination/Capacity Improvements							
	Traffic Calming Enhancements							
20-0691	Electrical System Upgrades	50,000	45,200	50,000	50,000	50,000	50,000	50,000
	Traffic Signal Detection Upgrades							
	Traffic Signal Conflict Monitor Replacement Projects							
	Traffic Computer Maintenance and Upgrades							
	Traffic Signal LED Replacement Program							
	Contracting Services - Street Sign and Traffic Signal Electrical							
20-0692	MUTCD Sign Compliance Requirements Program	50,000	50,000	50,000	50,000	50,000	50,000	50,000
	FY19 Budgeted Projects							
	Sub-total	278,623	269,549	282,482	286,456	290,550	294,767	299,110
TOTAL ROAD FUND PROJECTS		4,000,365	3,981,381	3,710,818	3,063,593	3,231,750	3,365,303	3,654,262

CAPITAL PROJECTS FUND (1404): Acquisition and construction of fixed assets and rehabilitation of capital facilities.

1404A - Capital Resources								
	Funding Available from Prior Year			225,558	124,958	10,458	489,668	64,349
	General Fund Transfer for Public Works Projects			1,900,000	1,957,000	2,015,710	2,076,181	2,138,467
	Unspent Bond Proceeds Dedicated to Debt Service			0	0	0	0	0
	Miscellaneous Revenue/Expenses			4,400	8,500	8,500	8,500	8,500
	Total Available For Capital Projects			2,129,958	2,090,458	2,034,668	2,574,349	2,211,316

City of Sparks
Five Year Capital Improvement Plan 2019/20 - 2023/24

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City of Sparks

Five Year Capital Improvement Plan 2019/20 - 2023/24

Project #	Project Description	FY19 Budgeted	FY19 Estimated Actuals	FY20	FY21	FY22	FY23	FY24
Annual Recurring Capital Projects and Maintenance/Supplies								
20-1090	Annual City-wide Facility Improvements	100,000	95,000	100,000	100,000	100,000	100,000	100,000
20-1091	City Lighting Energy Retrofits	20,000	19,000	25,000	25,000	25,000	25,000	25,000
20-1092	Annual Maintenance Contract for Photovoltaic Systems	15,000	15,000	15,000	15,000	15,000	15,000	15,000
20-1093	City Facilities ADA Mitigation Improvements	20,000	19,495	20,000	20,000	20,000	20,000	20,000
20-1094	Annual City-wide Elevator Retrofit and Upgrades	60,000	60,000	100,000	100,000	100,000	100,000	100,000
20-1095	Annual City-wide Door Replacement Project	20,000	20,000	20,000	20,000	20,000	20,000	20,000
	Sub-total	235,000	228,495	280,000	280,000	280,000	280,000	280,000
TOTAL 1404A - CAPITAL PROJECTS								
		235,000	228,495	2,005,000	2,080,000	1,545,000	2,510,000	1,205,000
1404B - Capital Resources - IT Sustainability Plan #1 - Hardware (Tech Refresh)								
	Funding Available from Prior Year			92,134	104,176	13,548	6,220	3,760
	General Fund transfer - Marijuana Licensing Fees are the designated resource in FY20			483,842	430,252	60,412	28,640	
	Total Available For Capital Projects			575,976	534,428	73,960	34,860	3,760
Annual Recurring Capital Projects and Maintenance/Supplies								
080730	IT Sustainability Plan (City's Wildly Important Goal WIG) - HARDWARE	462,660	450,000	471,800	520,880	67,740	31,100	18,800
	Sub-total	462,660	450,000	471,800	520,880	67,740	31,100	18,800
TOTAL 1404B - CAPITAL PROJECTS - IT Sustainability Plan #1								
				471,800	520,880	67,740	31,100	18,800
1404C - Capital Resources - IT Sustainability Plan #2 - Software (Major Systems)								
	Funding Available from Prior Year			123,599	56,999	44,999	24,999	73,999
	General Fund transfer - Marijuana Licensing Fees are the designated resource in FY20			433,400	273,000	205,000	174,000	296,000
	Total Available For Capital Projects			556,999	329,999	249,999	198,999	369,999
Annual Recurring Capital Projects and Maintenance/Supplies								
080731	IT Sustainability Plan (City's Wildly Important Goal WIG) - SOFTWARE	410,000	405,000	500,000	285,000	225,000	125,000	370,000
	Sub-total	410,000	405,000	500,000	285,000	225,000	125,000	370,000
1404C - TOTAL CAPITAL PROJECTS - IT Sustainability Plan #2								
		410,000	405,000	500,000	285,000	225,000	125,000	370,000
TOTAL CAPITAL PROJECTS FUND 1404 (Including Part A, B, and C)								
				2,976,800	2,885,880	1,837,740	2,666,100	1,593,800

City of Sparks

Five Year Capital Improvement Plan 2019/20 - 2023/24

Project #	Project Description	FY19 Budgeted	FY19 Estimated Actuals	FY20	FY21	FY22	FY23	FY24
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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			239,539	304,239	358,159	518,683	683,598
Ad Valorem Taxes designated for Capital Projects per NRS 354.59815 and 354.598155			211,000	215,220	219,524	223,915	228,393
Miscellaneous Revenue/Expenses			3,700	3,700	1,000	1,000	1,000
Total Available For Capital Projects			454,239	523,159	578,683	743,598	912,991

CAPITAL FACILITIES PROJECTS

Planned Capital Improvements

20-1501	City-wide Re-Keying/Security Improvements		100,000	100,000			
20-1500	City Hall HR Carpet Replacement		20,000				
20-1502	Fire Station #5 - Apparatus Bay Door Replacement		30,000				
	Fire Station #2 - Restroom Remodel			65,000			
	Maintenance Yard Bull Pen Ventilation Improvement Project				50,000		
	Fire Station #3 - Remodel Shower Stalls				10,000		
	Fire Station #1 - Ceiling Fans for Apparatus Bays					60,000	
	Sub-total	0	0	150,000	165,000	60,000	60,000
							0
TOTAL CAPITAL PROJECTS - CAPITAL FACILITIES			150,000	165,000	60,000	60,000	0

City of Sparks

Five Year Capital Improvement Plan 2019/20 - 2023/24

Project #	Project Description	FY19 Budgeted	FY19 Estimated Actuals	FY20	FY21	FY22	FY23	FY24
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PARKS AND RECREATION PROJECTS (1402): Park Improvement Projects, including Sparks Marina.

Capital Resources

Funding Available from Prior Year			193,862	40,235	(130,433)	198,384	290,210
Electric and Gas Franchise Fees			1,045,227	1,066,132	1,087,454	1,109,203	1,131,387
Miscellaneous Revenue/Expenses			15,500	15,810	16,126	16,449	16,778
Less Park and Recreation Personnel			(441,854)	(455,110)	(468,763)	(482,826)	(497,311)
Total Available For Capital Projects			812,735	667,067	504,384	841,210	941,064

PARKS AND RECREATION PROJECTS

Planned Capital Improvements

20-1600 Marina - All Abilities Playground			550,000				
Marina Wall Rehab South				400,000			
Marina Drainage and Sitting Steps at Volleyball Courts				150,000			
Alf Carpet Replacement				25,000			
LDJ Interior Paint and Wainscoting					30,000		
Recreation Gym Interior Paint					25,000		
Pah Rah Park Additional Parking						300,000	
Rock Park Additional Parking							500,000
Richards Way Gym Floor Repair/Replacement							60,000
Wedekind Park - Pave Parking Lot							400,000
Sub-total	0	0	550,000	575,000	55,000	300,000	960,000

Annual Recurring Capital Projects and Maintenance/Supplies

20-1690 Bike Path Rehabilitation	100,000	98,700	100,000	100,000	120,000	120,000	120,000
20-1691 Annual Sports Court Rehabilitation Project	22,500	21,000	22,500	22,500	22,500	22,500	22,500
20-1692 Nursery Re-Stock	10,000	10,000	7,000	7,000	10,000	10,000	10,000
20-1693 Sports Fields Grass Turf Replacement	17,500	16,000	18,000	18,000	18,500	18,500	18,500
20-1694 Marina Park Landscape, Path Modifications, and Upgrades	25,000	25,000	25,000	25,000	25,000	25,000	25,000
20-1695 Annual Park Facilities Improvements	45,000	43,000	50,000	50,000	55,000	55,000	55,000
Sub-total	220,000	213,700	222,500	222,500	251,000	251,000	251,000

TOTAL CAPITAL PROJECTS PARKS AND RECREATION	220,000	213,700	772,500	797,500	306,000	551,000	1,211,000
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City of Sparks

Five Year Capital Improvement Plan 2019/20 - 2023/24

Project # Project Description	FY19 Budgeted	FY19 Estimated Actuals	FY20	FY21	FY22	FY23	FY24
Capital Resources - Golden Eagle Regional Park							
Funding Available from Prior Year			767,509	1,049,800	1,109,719	1,558,280	1,085,441
Electric and Gas Franchise Fees			0	0	0	0	0
General Fund Transfer - Marijuana Licensing Fees are the designated resource in FY20			882,758	800,000	800,000	800,000	800,000
GERP Facility Rentals, Sponsorship, Advertising, and Lighting Revenue			189,700	189,700	189,700	189,700	189,700
GERP Concession Franchise Fees			100,000	100,000	100,000	100,000	100,000
Miscellaneous Revenue			13,800	505	505	505	505
Less Golden Eagle Regional Park Operations			(43,967)	(45,286)	(46,644)	(48,044)	(49,485)
Total Available For Capital Projects			1,909,800	2,094,719	2,153,280	2,600,441	2,126,161
GOLDEN EAGLE REGIONAL PARK PROJECTS							
Planned Capital Improvements							
20-1700 Synthetic Turf Replacement - Field 10 - 15 (Infields)			700,000				
20-1701 Batting Cage Installation Project			50,000				
Synthetic Turf Replacement - Field 9 (Complete)				875,000			
Synthetic Turf Replacement - Field 5, and 6 (Infields)					480,000		
Synthetic Turf Replacement - Field 10, 13, 14 (Outfields)						1,400,000	
Synthetic Turf Replacement - Field 5 and 6 (Outfields)							980,000
Annual Recurring Capital Projects and Maintenance/Supplies							
20-1790 Annual GERP Site and Facilities Improvements	25,000	24,300	30,000	30,000	35,000	35,000	35,000
20-1791 Annual Turf Maintenance Contract	80,000	72,000	80,000	80,000	80,000	80,000	80,000
Sub-total	105,000	96,300	860,000	985,000	595,000	1,515,000	1,095,000
TOTAL CAPITAL PROJECTS - GERP	105,000	96,300	860,000	985,000	595,000	1,515,000	1,095,000
TOTAL PARKS AND REC PROJECTS FUND 1402	325,000	310,000	1,632,500	1,782,500	901,000	2,066,000	2,306,000

City of Sparks

Five Year Capital Improvement Plan 2019/20 - 2023/24

Project # Project Description	FY19 Budgeted	FY19 Estimated Actuals	FY20	FY21	FY22	FY23	FY24
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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			742,284	678,184	359,202	385,202	411,202
Budgeted Residential Park Construction Tax			340,000	75,000	75,000	75,000	75,000
Miscellaneous Revenue/Expenses			5,900	6,018	1,000	1,000	1,000
Total Available For Neighborhood Parks			1,088,184	759,202	435,202	461,202	487,202

PARK DISTRICT #1 PROJECTS

Planned Capital Improvements

20-1800 Poulakidas Play Structure Replacement			135,000				
20-1801 Burgess Park Tennis Court Surface Replacement			225,000				
Oppio Tennis Court Surface Replacement				225,000			
Village Green Play Structure Replacement				125,000			

Annual Recurring Capital Projects and Maintenance/Supplies

20-1890 Annual Park District 1 Improvements	50,000	35,000	50,000	50,000	50,000	50,000	50,000
Sub-total	50,000	35,000	410,000	400,000	50,000	50,000	50,000

TOTAL CAPITAL PROJECTS - PARK DISTRICT #1	50,000	35,000	410,000	400,000	50,000	50,000	50,000
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City of Sparks

Five Year Capital Improvement Plan 2019/20 - 2023/24

Project # Project Description	FY19 Budgeted	FY19 Estimated Actuals	FY20	FY21	FY22	FY23	FY24
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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			429,445	327,445	392,445	462,290	532,135
Budgeted Residential Park Construction Tax			308,000	165,000	165,000	165,000	165,000
Miscellaneous Revenue/Expenses			0	0	4,845	4,845	4,845
Total Available For Neighborhood Parks			737,445	492,445	562,290	632,135	701,980

PARK DISTRICT #2 PROJECTS

Planned Capital Improvements

20-1900 Pah Rah Dog Park			35,000				
20-1901 Pah Rah Playground Turf Replacement with Tiles			275,000				

Park District #2 Park Improvement Projects

20-1990 Annual Park District 2 Improvements	225,000	160,000	100,000	100,000	100,000	100,000	100,000
Sub-total	225,000	160,000	410,000	100,000	100,000	100,000	100,000

TOTAL CAPITAL PROJECTS - PARK DISTRICT #2	225,000	160,000	410,000	100,000	100,000	100,000	100,000
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City of Sparks
Five Year Capital Improvement Plan 2019/20 - 2023/24

Project # Project Description	FY19 Budgeted	FY19 Estimated Actuals	FY20	FY21	FY22	FY23	FY24
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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			323,222	17,322	26,604	191,604	356,604
Budgeted Residential Park Construction Tax			200,000	200,000	200,000	200,000	200,000
Miscellaneous Revenue/Expenses			9,100	9,282	15,000	15,000	15,000
Total Available For Neighborhood Parks			532,322	226,604	241,604	406,604	571,604

PARK DISTRICT #3 PROJECTS

Planned Capital Improvements

20-2091 Black Hills Park			450,000				
20-2092 Del Cobre Landscaping			15,000				
Bodega Park Playground Replacement				150,000			

Annual Recurring Capital Projects and Maintenance/Supplies

20-2090 Annual Park District 3 Improvements	25,000	14,000	50,000	50,000	50,000	50,000	50,000
Sub-total	25,000	14,000	515,000	200,000	50,000	50,000	50,000

TOTAL CAPITAL PROJECTS - PARK DISTRICT #3	25,000	14,000	515,000	200,000	50,000	50,000	50,000
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City of Sparks
Five Year Capital Improvement Plan 2019/20 - 2023/24

Project # Project Description	FY19 Budgeted	FY19 Estimated Actuals	FY20	FY21	FY22	FY23	FY24
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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			3,411,132	3,558,734	3,313,454	3,268,174	3,414,974
Anticipated Victorian Square Room Tax Revenues			1,217,882	975,000	1,025,000	1,075,000	1,125,000
Miscellaneous Revenue/Expenses			21,800	21,800	21,800	21,800	21,800
Total Available For Room Tax Projects			4,650,814	4,555,534	4,360,254	4,364,974	4,561,774

VICTORIAN SQUARE ROOM TAX PROJECTS

Planned Capital Improvements

20-2100 Victorian Square Infrastructure Improvement Project Section 2			800,000				
Victorian Square Infrastructure Improvement Project Section 3				800,000			
Victorian Square Infrastructure Improvement Project Section 4					800,000		
Victorian Square Infrastructure Improvement Project Section 5						800,000	
Victorian Square Infrastructure Improvement Project Section 6 and 7							600,000
20-2101 Victorian Square Cinema Re-opening Contribution	100,000	100,000	100,000	100,000	100,000	100,000	
Victorian Square Arts and Culture Project				150,000			
20-2102 Victorian Square Nugget Events Center Contribution	853,760	853,760	142,080	142,080	142,080		
Sub-total	953,760	953,760	1,042,080	1,192,080	1,042,080	900,000	600,000

Annual Recurring Capital Projects and Maintenance/Supplies

20-2190 Victorian Square Development Contribution	50,000	45,000	50,000	50,000	50,000	50,000	50,000
Sub-total	50,000	45,000	50,000	50,000	50,000	50,000	50,000

TOTAL VICTORIAN SQUARE ROOM TAX PROJECTS	1,003,760	998,760	1,092,080	1,242,080	1,092,080	950,000	650,000
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City of Sparks

Five Year Capital Improvement Plan 2019/20 - 2023/24

Project # Project Description	FY19 Budgeted	FY19 Estimated Actuals	FY20	FY21	FY22	FY23	FY24
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COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) (1203): Projects that benefit low and moderate income people; help to prevent or eliminate slum and blight; or meet an urgent need such as a natural disaster.

Capital Resources

Funding Available from Prior Year			0	0	0	0	0
Grant Award			226,802	420,000	420,000	420,000	420,000
Total Available For CDBG Projects			226,802	420,000	420,000	420,000	420,000

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECTS

Planned Capital Improvements

20-2290 Pedestrian and Street Improvements - Current Five Year Plan is Bound by D Street North to Oddie Blvd and from Rock Blvd East to 12th Street (see "2019 CDBG Pedestrian and Street Improvement" Map)	475,000	475,000	226,802	420,000	420,000	420,000	420,000
Sub-total	475,000	475,000	226,802	420,000	420,000	420,000	420,000

TOTAL CDBG CAPITAL PROJECTS	475,000	475,000	226,802	420,000	420,000	420,000	420,000
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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			182,539	52,539	87,539	122,539	157,539
Admin Assessment Fees per NRS 176.0611			45,000	55,000	55,000	55,000	55,000
Total Available For Muni Court Projects			227,539	107,539	142,539	177,539	212,539

MUNICIPAL COURT ADMIN ASSESSMENT PROJECTS

Planned Capital Improvements

20-2301 Muni-Court Enclosed Parking Lot Rehabilitation			80,000				
20-2300 Security Camera System Replacement			75,000				
Security Remodel							250,000
Sub-total	0	0	155,000	0	0	0	250,000

Annual Recurring Capital Projects and Maintenance/Supplies

20-2390 Annual Municipal Court Facility Improvements	20,000	19,500	20,000	20,000	20,000	20,000	20,000
Sub-total	20,000	19,500	20,000	20,000	20,000	20,000	20,000
TOTAL MUNI COURT CAPITAL PROJECTS	20,000	19,500	175,000	20,000	20,000	20,000	270,000

City of Sparks

Five Year Capital Improvement Plan 2019/20 - 2023/24

Project #	Project Description	FY19 Budgeted	FY19 Estimated Actuals	FY20	FY21	FY22	FY23	FY24
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STREET CUT (1224): Street repairs as a result of street cuts from local vendors.

Capital Resources

Funding Available from Prior Year			458,613	426,614	398,163	373,311	345,808
Street Cut Permits			280,000	285,600	291,312	297,138	303,081
Miscellaneous Revenue/Expenses			6,400	6,400	6,400	100	100
Less Street Cut personnel and operational costs			(68,399)	(70,451)	(72,564)	(74,741)	(76,984)
Total Available For Street Cut Projects			676,614	648,163	623,311	595,808	572,005

STREET CUT PROJECTS

Annual Recurring Capital Projects and Maintenance/Supplies

20-2490 Street Cut Repair Contract	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Sub-total	250,000	250,000	250,000	250,000	250,000	250,000	250,000

TOTAL STREET CUT PROJECTS	250,000	250,000	250,000	250,000	250,000	250,000	250,000
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SPARKS UTILITIES (1600's): Sanitary sewer, storm drain, and effluent projects

Capital Resources

Capital Funding Available from Prior Year			15,763,676	14,930,980	15,591,789	13,291,907	6,395,503
Connection Fees			4,092,441	3,900,000	3,900,000	3,900,000	3,900,000
Sun Valley TMWRF capital contributions			808,816	942,963	1,137,001	2,658,132	1,775,586
Miscellaneous Revenue			295,625	300,000	300,000	300,000	300,000
System Reinvestment Transfer from Operating			7,300,000	7,446,000	7,594,920	7,746,818	7,901,755
Operational Efficiency Projects paid for out of Operating Funds			1,523,981	1,190,806	832,247	1,104,538	843,540
Sparks share of TMWRF staff capital (capital budget in fund 5605)			(424,279)	(627,400)	(627,400)	(627,400)	(627,400)
Debt Service			(4,242,384)	(4,064,693)	(3,855,794)	(3,438,383)	(2,864,971)
Total Resources Available for Utilities Projects			25,117,876	24,018,656	24,872,763	24,935,612	17,624,013

City of Sparks

Five Year Capital Improvement Plan 2019/20 - 2023/24

Project #	Project Description	FY19 Budgeted	FY19 Estimated Actuals	FY20	FY21	FY22	FY23	FY24
SEWER PROJECTS								
EXPANSION / REHABILITATION OF SEWER INFRASTRUCTURE SYSTEMS								
20-6580	TMWRF Clarifier Basin Concrete and Steel Rehab	169,712	169,712	174,731	180,064	185,397	191,043	196,690
15-6590B	TMWRF Nitrification Tower Rehab and Improvements	1,192,060	1,192,060	156,850	1,819,460	1,647,866	1,697,431	
	TMWRF Nitrogen Removal System Pilot Testing	235,275	235,275					
	TMWRF Nitrogen Removal System Design					1,129,320		
	TMWRF Nitrogen Removal System Construction						9,411,000	
	TMWRF TWAS System Evaluation and Rehab							
18-6585	TMWRF Heat Loop System Improvements	1,097,950	1,097,950	1,035,210				
18-6588	TMWRF Motor Control Centers Rehab	156,850	156,850	163,124	244,686	250,960	219,590	219,590
18-6589	TMWRF Aeration/Post-Air/Spent Backwash Tanks Rehab	156,850	156,850	156,850	156,850	156,850	156,850	156,850
	TMWRF Grit Removal System Evaluation and Rehabilitation							
	TMWRF 120V Lighting Panels Evaluation and Replacement	94,110	94,110		94,110	94,110		
	TMWRF Gallery HVAC Evaluation and Rehab							
20-6586	TMWRF Digester Cover #4 Repair - Interior Coating and Insulation			470,550				
	TMWRF Digester Cover #5 Foam Coating				250,960			
15-6590A	TMWRF Activated Sludge Flow Improvements: Primary Hydraulic Controls			470,550		400,595		
	TMWRF Third Centrifuge and Cake Pump							
	TMWRF Gravity Thickener Evaluation				112,932			
	TMWRF Plant Wide - HVAC Rehabilitation				156,850		156,850	
	TMWRF Media Storage Facility				156,850			
	TMWRF Gas Conditioning Bio-Tower 2						313,700	
	TMWRF Filter Bldg By-Pass to Facilitate Valve Replacement					156,850		
	TMWRF Blower Building Air Intake							78,425
	TMWRF AC Paving Ph 1 - Admin to Dewatering					102,894		
	TMWRF Structural Concrete Evaluation Phase 2 (nitrification influent/effluent wet wells)						78,425	
	TMWRF Internal Drainage Infrastructure - Evaluation/Rehab						31,370	
	TMWRF Clarifier Addition System 3 Primary and Secondary						3,137,000	
20-6587	TMWRF Roof Rehabilitation (throughout facility) & Top Deck Coating Eval			156,850			156,850	
	System 3 - Aeration Tank & 2 Clarifiers							7,842,500
	TMWRF Projects	3,102,807	3,102,807	2,784,715	3,172,762	4,124,841	15,550,109	8,494,055

City of Sparks

Five Year Capital Improvement Plan 2019/20 - 2023/24

Project #	Project Description	FY19 Budgeted	FY19 Estimated Actuals	FY20	FY21	FY22	FY23	FY24
20-6582	Sanitary Sewer Manhole Rehab.	200,000	150,000	25,000	25,000	25,000	25,000	25,000
20-6583	Sewer Line Special Assessment	200,000	130,000	200,000	200,000	200,000	200,000	200,000
	Sewer Model Outlook Population Update	40,000	35,000		40,000		100,000	
20-6584	Sanitary Sewer Upgrade Projects - Tyler and 18th			871,640				
	Sanitary Sewer Upgrade Projects - Prater Wy and McCarran Blvd				1,974,105			
	Sanitary Sewer Upgrade Projects - Quail, Boise, and Greenbrae Dr					888,235		
	Sanitary Sewer Upgrade Projects - Springland, Lida, and Montezuma					1,027,780		
20-6595	Annual Sewer System Rehab	500,000	500,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
20-6596	Annual Sewer System Street Improvement Coordination	50,000	50,000	50,000	50,000	50,000	50,000	50,000
	*Annual Road Ahead							
	*RTC Road Ahead							
Sub-total		4,092,807	3,967,807	4,931,355	6,461,867	7,315,856	16,925,109	9,769,055

SEWER OPERATIONAL EFFICIENCY PROJECTS

20-6597	Annual Contingency for Emergencies	100,000	35,000	100,000	100,000	100,000	100,000	100,000
Sub-total		100,000	35,000	100,000	100,000	100,000	100,000	100,000
TOTAL SANITARY SEWER PROJECTS		4,192,807	4,002,807	5,031,355	6,561,867	7,415,856	17,025,109	9,869,055

STORM DRAIN PROJECTS & EQUIPMENT

EXPANSION / REHABILITATION OF STORM DRAINS INFRASTRUCTURE SYSTEMS

20-6600	Wingfield Hills Storm Drain Improvements			200,000				
20-6601	Rockwood Dr and Glen Meadow Dr SD Improvements - Construction			1,850,000				
	North Truckee Drain Lillard Box - Eng and ROW				350,000			
	North Truckee Drain Lillard Box - Construction					2,650,000		
20-6690	Annual Storm Drain Street Improvement Coordination	275,000	275,000	275,000	275,000	275,000	275,000	275,000
	*Annual Road Ahead Projects							
	*RTC Road Ahead Projects							
20-6691	Annual Storm Drain System Dam, Ditch, Flood and Drainage Structures	200,000	185,000	200,000	200,000	200,000	200,000	200,000
	*Annual SD System and Ditch Rehab							
	*Annual Dam/Flood Structure/City-wide Flood Rehab Construction							
20-6692	Annual Curb, Gutter, and Sidewalk Projects	650,000	650,000	650,000	650,000	650,000	650,000	650,000
20-6602	Grapple Truck for Trash Pickup			366,541				
20-6603	Hook Truck with Snow Maintenance Capability			455,000				
20-6604	Two Message Boards			34,000				
20-6605	Excavator			250,000				
20-6606	Two Brine Tanks- 25,000 Gallon Storage Capacity			50,000				
Sub-total		1,125,000	1,110,000	4,330,541	1,475,000	3,775,000	1,125,000	1,125,000

City of Sparks

Five Year Capital Improvement Plan 2019/20 - 2023/24

Project #	Project Description	FY19 Budgeted	FY19 Estimated Actuals	FY20	FY21	FY22	FY23	FY24
STORM DRAINS OPERATIONAL EFFICIENCY PROJECTS								
20-6693	FEMA CRS/CAV	50,000	20,000	50,000	50,000	50,000	50,000	50,000
20-6694	North Truckee Drain Annual Cleaning	150,000	130,000	150,000	150,000	150,000	150,000	150,000
20-6695	Storm Drain Outreach Maintenance Program	15,000	10,000	15,000	15,000	15,000	15,000	15,000
20-6696	Annual Contingency for Emergencies	100,000	60,000	100,000	100,000	100,000	100,000	100,000
20-6697	Camera Van Purchase			360,000				
	Sub-total	315,000	220,000	675,000	315,000	315,000	315,000	315,000
	TOTAL STORM DRAINS PROJECTS	1,440,000	1,330,000	5,005,541	1,790,000	4,090,000	1,440,000	1,440,000
EFFLUENT REUSE PROJECTS								
EFFLUENT REUSE OPERATIONAL EFFICIENCY PROJECTS								
20-6792	Regional Effluent Planning and Demonstration Projects	75,000	10,000	75,000				
20-6790	Effluent Metered Site Upgrades	25,000	20,000	25,000	25,000	25,000	25,000	25,000
20-6791	Annual Contingency for Emergencies	50,000	10,000	50,000	50,000	50,000	50,000	50,000
	Sub-total	150,000	40,000	150,000	75,000	75,000	75,000	75,000
	TOTAL EFFLUENT REUSE PROJECTS	150,000	40,000	150,000	75,000	75,000	75,000	75,000
	TOTAL SEWER UTILITIES PROJECTS	5,782,807	5,372,807	10,186,896	8,426,867	11,580,856	18,540,109	11,384,055

City of Sparks
Five Year Capital Improvement Plan 2019/20 - 2023/24

Project # Project Description	FY19 Budgeted	FY19 Estimated Actuals	FY20	FY21	FY22	FY23	FY24
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MOTOR VEHICLE FUND (1702): Vehicle replacement and capital improvements to the vehicle maintenance facility.

Capital Resources

Funding Available from Prior Year			2,653,891	1,437,738	2,300,344	3,218,692	4,195,569
Vehicle Rent and Replacement Cost Contributions from other Funds			3,848,951	4,041,399	4,243,468	4,455,642	4,678,424
Fuel Reimbursement from other Funds			504,552	575,000	575,000	575,000	575,000
Miscellaneous Revenue			24,100	107,000	107,000	107,000	107,000
Less transfer to General Fund			(1,000,000)	0	0	0	0
Less Motor Vehicle Fund personnel and services and supplies			(2,787,206)	(2,926,566)	(3,072,895)	(3,226,539)	(3,387,866)
Total Available For Vehicle Replacement and Capital Projects			3,244,288	3,234,570	4,152,918	5,129,795	6,168,126

CITY VEHICLE AND EQUIPMENT REPLACEMENTS

20-7500 Vehicle and Equipment Replacement Plan - current year			1,806,550	934,226	934,226	934,226	934,226
	0	0	1,806,550	934,226	934,226	934,226	934,226
TOTAL MOTOR VEHICLE RELATED PROJECTS	0	0	1,806,550	934,226	934,226	934,226	934,226

City of Sparks

Five Year Capital Improvement Plan 2019/20 - 2023/24

Project # Project Description	FY19 Budgeted	FY19 Estimated Actuals	FY20	FY21	FY22	FY23	FY24
Capital Resources - Fire Apparatus Replacement Plan							
Funding Available from Prior Year			931,039	1,173,748	1,428,037	588,455	536,309
Vehicle Cost Recovery from General Fund for Fire apparatus			750,000	739,993	734,054	710,297	710,297
Vehicle Rent from General Fund Fire Dept for Capital Equipment Plan			100,000	100,000	100,000	100,000	100,000
Charges for Services-Mutual Aid			150,000	100,000	100,000	100,000	100,000
Total Available For Fire Apparatus and Capital Equip Replacement			1,931,039	2,113,741	2,362,091	1,498,752	1,446,606
100902 Fire Apparatus Replacement Plan - 1702			722,291	600,000	1,655,445	844,739	0
100903 Fire Capital Equipment Replacement Plan - 1702			35,000	85,704	118,190	117,704	94,790
Sub-total	0	0	757,291	685,704	1,773,635	962,443	94,790
TOTAL Fire Apparatus and Capital Equip Replacement Plan	0	0	757,291	685,704	1,773,635	962,443	94,790
TOTAL VEHICLE AND FIRE APPARATUS AND CAPITAL EQUIPMENT REPLACEMENT FUND 1702	0	0	2,563,841	1,619,930	2,707,861	1,896,669	1,029,016

REDEVELOPMENT AREA I (3401): Projects in the downtown area funded by property taxes.

Capital Resources							
Funding Available from Prior Year			1,400,000	1,500,000	1,400,000	1,200,000	1,200,000
CIP Funding from Development Services			0	0	0	0	0
Tour Mark Funding for Bollard and Baracade Project			100,000	0	0	0	0
Total Available For Muni Court Projects			1,500,000	1,500,000	1,400,000	1,200,000	1,200,000
Planned Capital Improvements							
Train Depot Refurbishment				100,000			
Victorian Amphitheater Phase 2					200,000		
Sub-total	0	0	0	100,000	200,000	0	0
TOTAL REDEVELOPMENT AREA 1 PROJECTS			0	100,000	200,000	0	0

FY20 Vehicle & Equipment Replacement Plan - Fund 1702

Dept.	Vehicle #	Veh YR	Description/Make/Model	Original Purchase Price	Replacement Cost	Replacement Vehicle Type	Replace With
Community Services	466B	2000	Saturn SC1	16,024	100,000	Full size van Handicap acc	Full size VAN
Community Services	737C	1999	Freightliner/Vactor	145,195	525,000	Peterbuilt/ Vac-Con	Peterbuilt
Community Services	739D	2005	Sterling/Elgin sweeper	181,114	346,500	Sweeper/ Pelican?	Elgin or Tymco
Community Services	716B	2001	Allmand arrow board	4,150	18,480	Message board SMC4000	TransSupply
Community Services	786A	1995	Eclipse arrow board	5,302	18,480	Message board SMC4000	TransSupply
Police	272A	2006	Dodge Stratis	17,600	42,000	SUV	Jeep Cherokee
Police	214D	2007	Chevy Impala	17,221	42,000	Sedan	Dodge Charger AWD
Police	204G	2008	Ford Taurus	21,846	42,000	Sedan	Chevy Impala
Police	2304	2013	Chevy Caprice	66,563	73,500	SUV 2WD	Chevy Tahoe
Police	245G	2007	BMW MC	21,445	42,000	Motor cycle	BMW
Community Services	437C	1997	Chevy P/U 1ton	21,199	49,350	1ton Utility	Chevy
Community Services	445C	1998	GMC 1ton P/U	20,101	49,350	1ton Utility	Chevy
Community Services	421D	2001	Ford P/U 1ton	26,510	49,350	1ton Utility	Chevy
Community Services	446D	2003	Ford P/U F250	17,828	49,350	1ton Utility	Chevy
Community Services	442D	2003	Chevy P/U 2500	21,878	80,000	P/U	Chevy
Community Services	25A	2000	Ford Explorer 4wd	22,999	34,650	Ford Explorer 4wd	Ford
Community Services	6990	1997	JLG		40,000	JGL BOOM REPAIRS TO STOP LEAKS	repairs
Community Services	938A	2003	Graco Paint Sprayer	4,995	6,090	Paint Sprayer	Graco 16W894 – Graco Ultra Max II 695 HiBoy Paint Sprayer Pro Contractor
Police	2300	2012	Chevy Caprice	58,429	63,000	SUV 4WD	Ford Interceptor
Police	322A	2005	Ford P/U	26,041	43,050	4x4 3/4 ton p/u w/cap n lights	Chevy
Community Services	436C	1997	Chevy P/U 1ton	20,849	49,350	1ton Utility	Chevy
Community Services	464B	2006	Chevy P/U 4wd	19,732	30,450	Chevy P/U 4wd	Chevy
Community Services	765A	1986	Snowco single axle trailer		4,200	single axle trailer 3000#	PJ Trailer
Community Services	766A	1986	Snowco single axle trailer		4,200	single axle trailer 3000#	PJ Trailer
Community Services	769A	1988	Zieman single axle trailer		4,200	single axle trailer 3000#	PJ Trailer

Total FY20 Vehicle & Equipment Replacement Costs 1,806,550

FY20-FY24 Fire Apparatus Replacement Plan - Fund 1702

PUMPER #6

AERIAL UNIT #1 - LADDER

AERIAL UNIT #2 - PLATFORM

BRUSH TRUCK #1

FY20	FY21	FY22	FY23	FY24
			844,739	
347,291				
	600,000	1,055,445		
375,000				

Total	\$	722,291	\$	600,000	\$	1,055,445	\$	844,739	\$	-
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FY20-FY24 Fire Equipment Replacement Plan - Fund 1702

Self Contained Breathing Apparatus

Radios

Defibrillators

FY20	FY21	FY22	FY23	FY24
35,000		37,500		40,000

Total	\$	35,000	\$	-	\$	37,500	\$	-	\$	40,000
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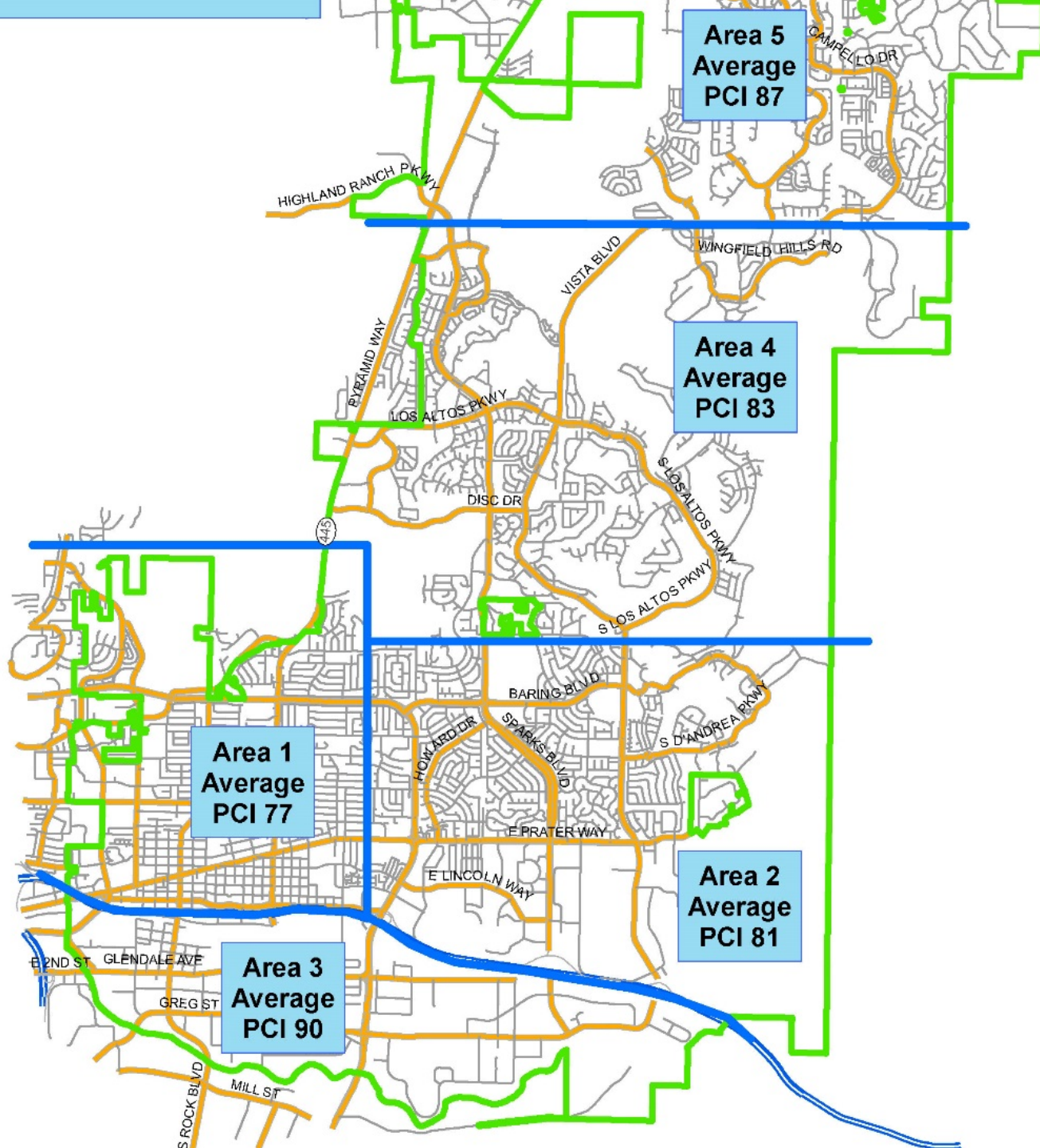
TMWRF FY2020 Five-Year Capital Improvement Program Summary
Replacement and Rehabilitation of TMWRF Infrastructure Systems

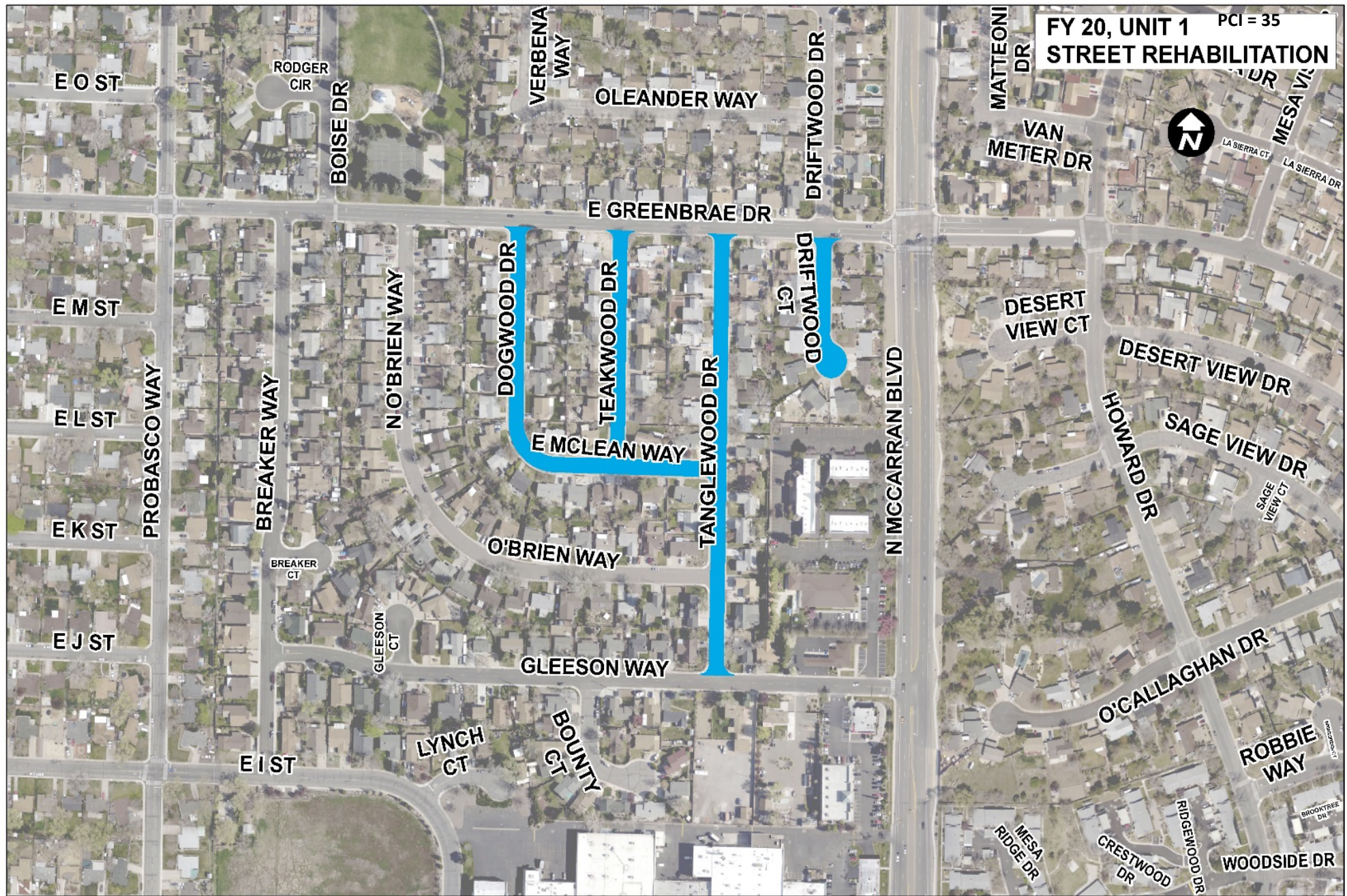
March 6, 2019

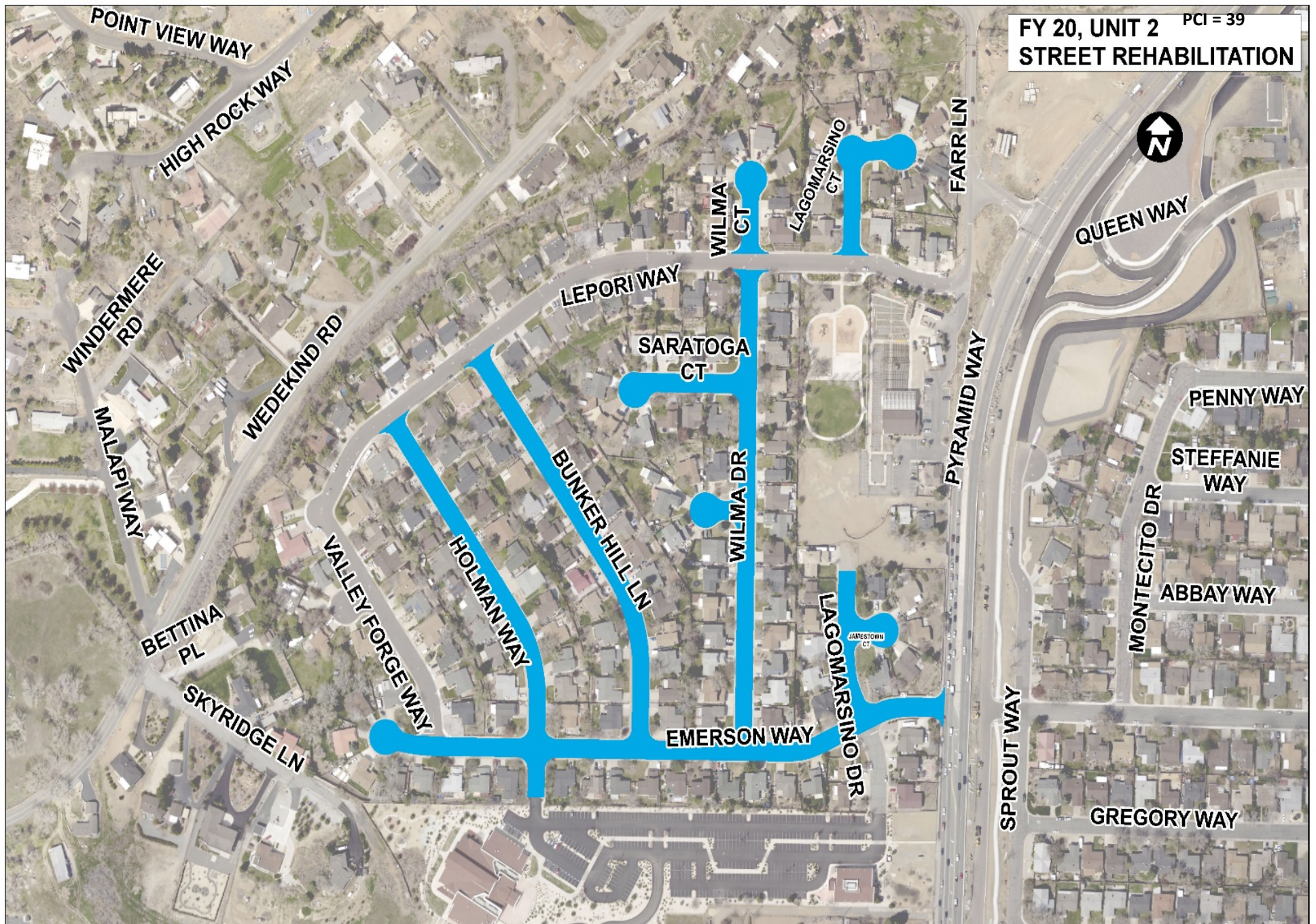
Process: Description of Activity	FY20	FY21	FY22	FY23	FY24	5 YR Total
Clarifier Basin Concrete and Steel Rehabilitation (One per year)	\$557,000	\$574,000	\$591,000	\$609,000	\$627,000	\$2,958,000
Nitrification Tower Rehabilitation & Improvements: Structural Evaluation, Design & Construction: Includes media replacement, wall rehab, distribution arms rehab, grates, ventilation, individual instrumentation	\$500,000	\$5,800,000	\$5,253,000	\$5,411,000		\$16,964,000
Enhanced Nitrogen Removal System Design			\$3,600,000			\$3,600,000
Enhanced Nitrogen Removal System Construction				\$30,000,000		\$30,000,000
TWAS System Evaluation (FY18) & Rehabilitation*						\$0
Heat Loop System Improvements*	\$3,300,000					\$3,300,000
Motor Control Centers (MCC) Rehabilitation	\$520,000	\$780,000	\$800,000	\$700,000	\$700,000	\$3,500,000
Aeration / Post-Air / Spent Backwash Tanks Rehabilitation	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000
Grit Removal System Evaluation (FY18) & Rehabilitation*						\$0
120V Lighting Panels Evaluation (FY18) & Replacement		\$300,000	\$300,000			\$600,000
Gallery HVAC Evaluation (FY18) & Rehabilitation*						\$0
Digester Cover #4 Repair - Interior Coating & Insulation	\$1,500,000					\$1,500,000
Digester Cover #5 Foam Coating		\$800,000				\$800,000
Activated Sludge Flow Improvements: Primary Hydraulic Controls	\$1,500,000		\$1,277,000			\$2,777,000
Gravity Thickener Evaluation*		\$360,000				\$360,000
Plant Wide - HVAC Rehabilitation		\$500,000		\$500,000		\$1,000,000
Media Storage Facility*		\$500,000				\$500,000
Gas Conditioning Bio-tower 2				\$1,000,000		\$1,000,000
Filter Building By-Pass to Facilitate Valve Replacement			\$500,000			\$500,000
Blower Building Air Intake					\$250,000	\$250,000
AC Paving Ph 1 - Admin to Dewatering			\$328,000			\$328,000
Structural Concrete Evaluation Phase 2 (nitrification influent/effluent wet wells)				\$250,000		\$250,000
Internal drainage infrastructure - evaluation / rehab				\$100,000		\$100,000
Clarifier Addition System 3 Primary & Secondary				\$10,000,000		\$10,000,000
Roof Rehabilitation (throughout facility) & Top Deck Coating Eval	\$500,000			\$500,000		\$1,000,000
System 3 - Aeration Tank & 2 Clarifiers					\$25,000,000	\$25,000,000
Total (not including previous FY CIPs)	\$8,877,000	\$10,114,000	\$13,149,000	\$49,570,000	\$27,077,000	\$108,787,000
FY19 Approved =	\$8,307,000	\$10,011,000	\$11,469,000	\$31,959,000		
Reno Portion (68.63%)	\$6,092,285	\$6,941,238	\$9,024,159	\$34,019,891	\$18,582,945	\$74,660,518
Sparks Portion (31.37%)	\$2,784,715	\$3,172,762	\$4,124,841	\$15,550,109	\$8,494,055	\$34,126,482

* Project may be modified based on TMWRF Facility Plan, to be completed in FY20.

City of Sparks
January 2019
Overall Average
PCI 82







FY 20, UNIT 3 PCI = 24
STREET REHABILITATION



CRABAPPLE
HOLLOW CT

RICHARDS PL

WINDSURFER DR

WEDEKIND RD

N MCCARRAN BLVD

BARING BLVD

PYRAMID WAY

HOWARD DR

SPARKS BLVD

ODDIE BLVD

ROCK BLVD

PRATER WAY

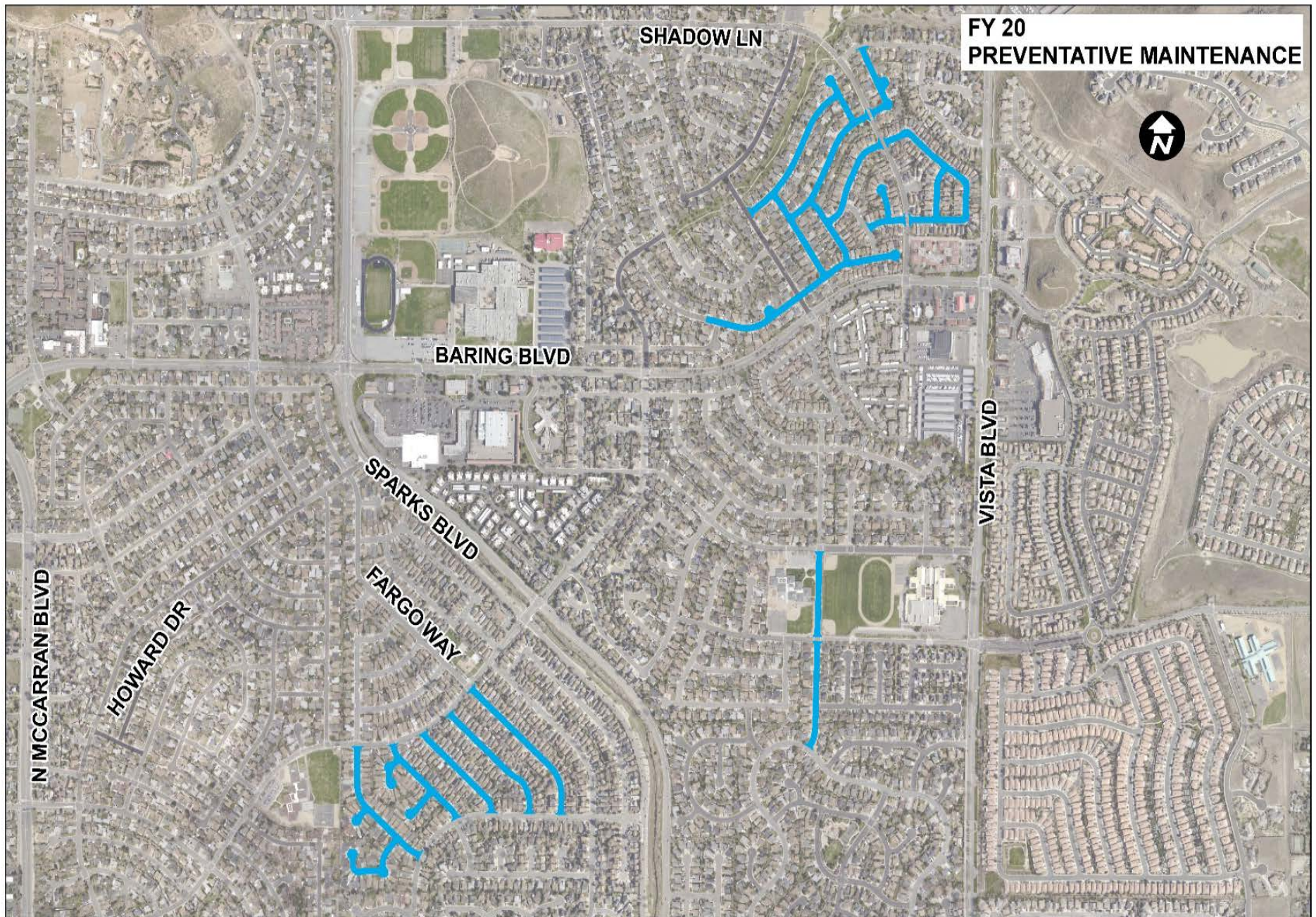
E PRATER WAY

E LINCOLN WAY

VICTORIAN AVE

INTERSTATE
80 E

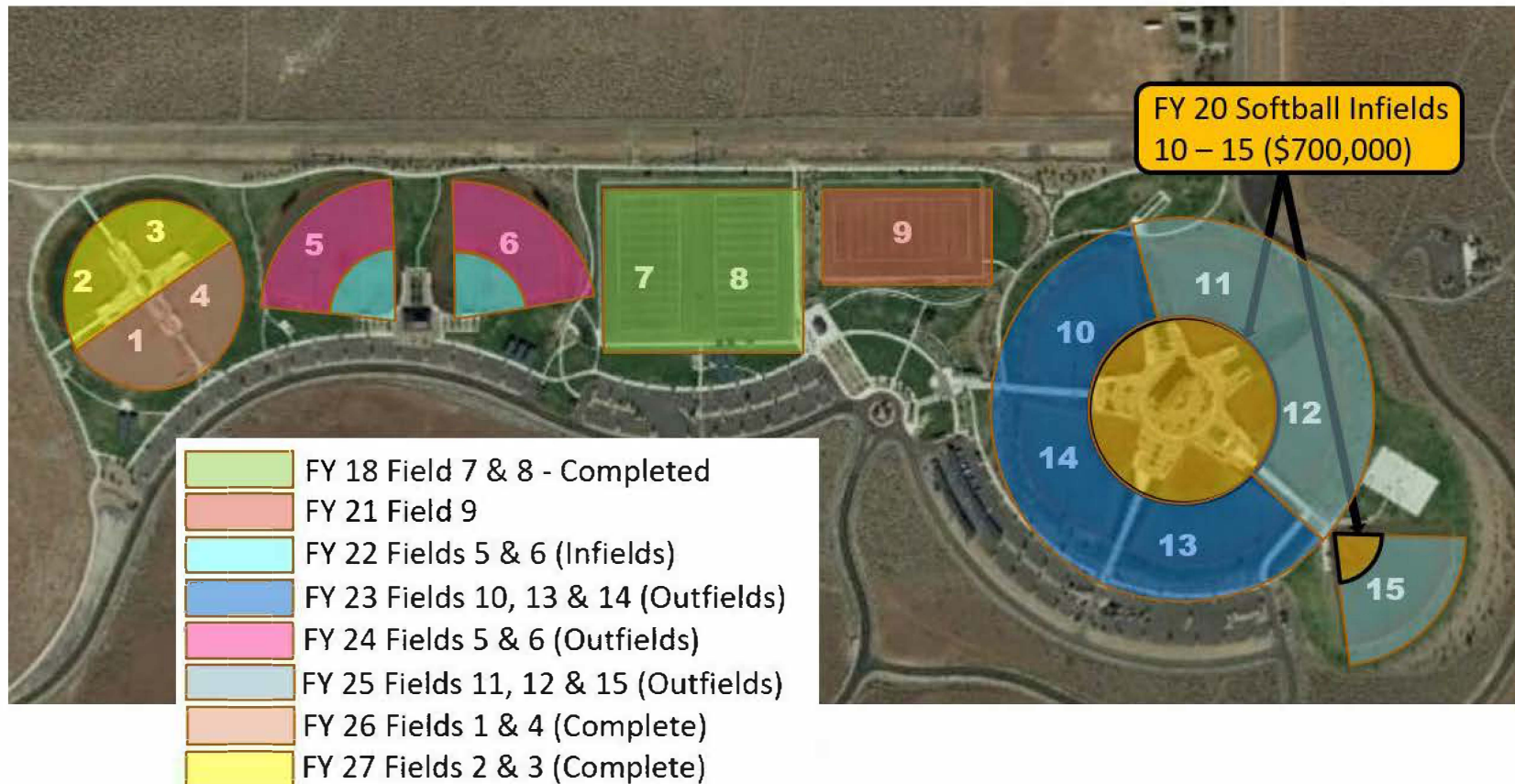
E VICTORIAN
AVE



Parks Projects (Fund 1402)

Funding Source: Franchise Fees & GERP Rental/Lease Fees

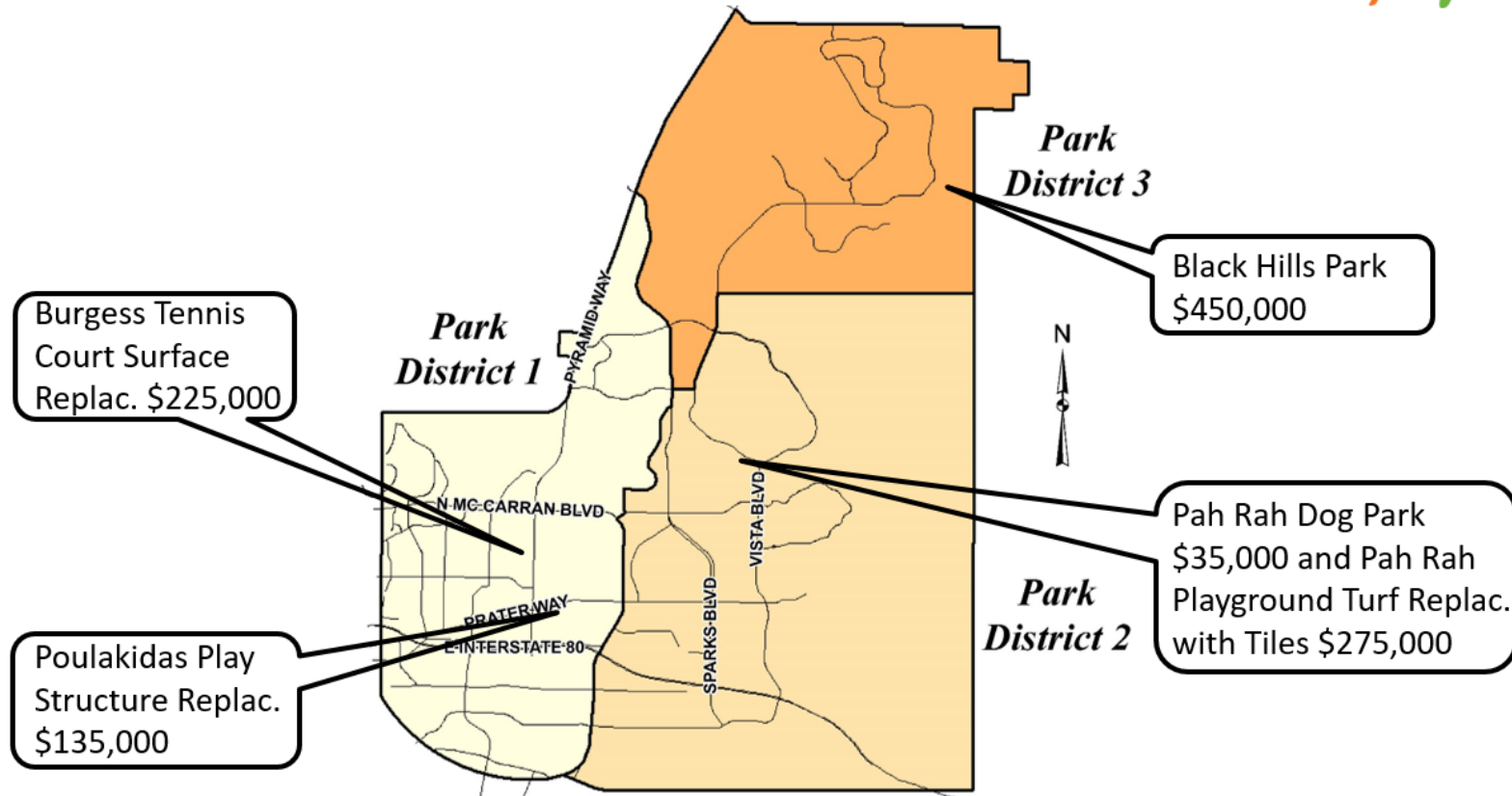
Total Cost of Parks Projects in FY 20: \$1,632,500



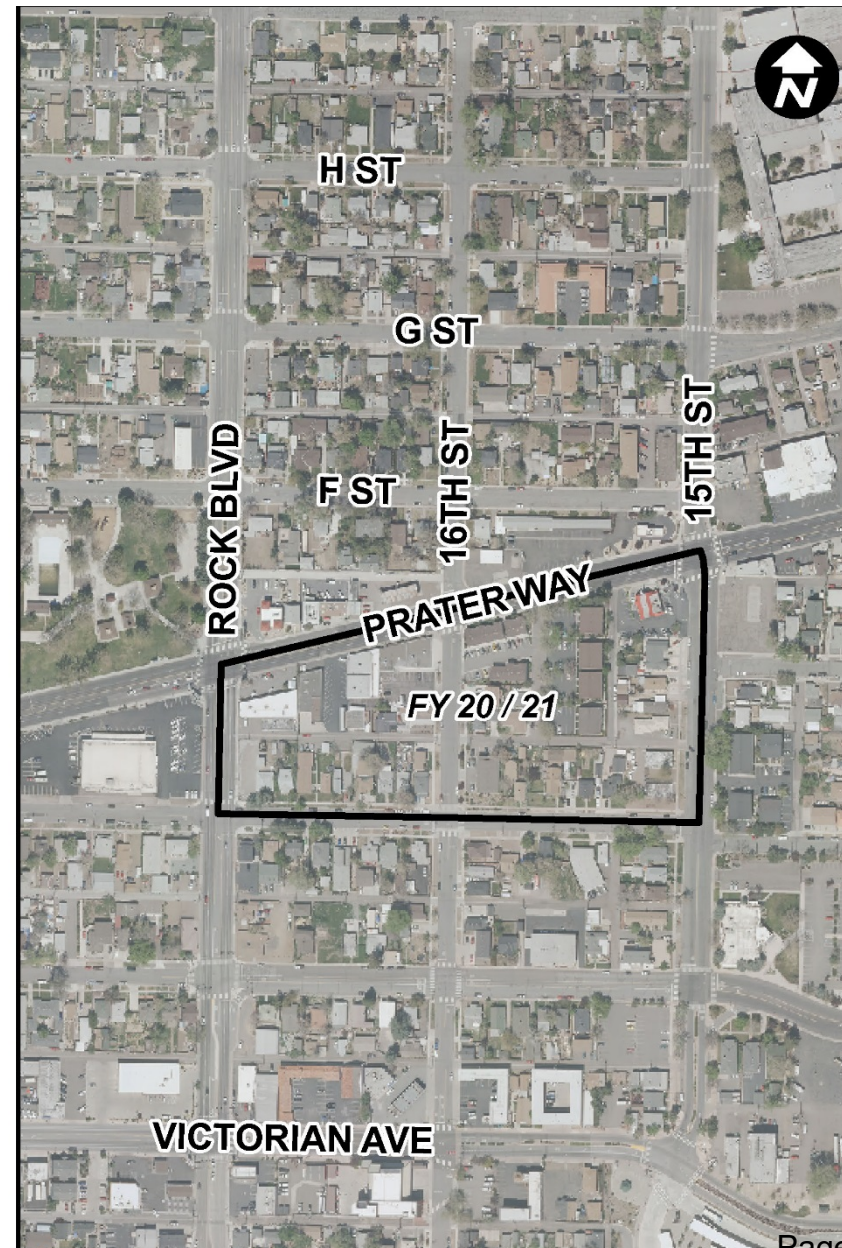
Park District Projects

(Fund 1406, 1407, 1408)

Funding Source: Per NRS 278 – Residential Construction Tax



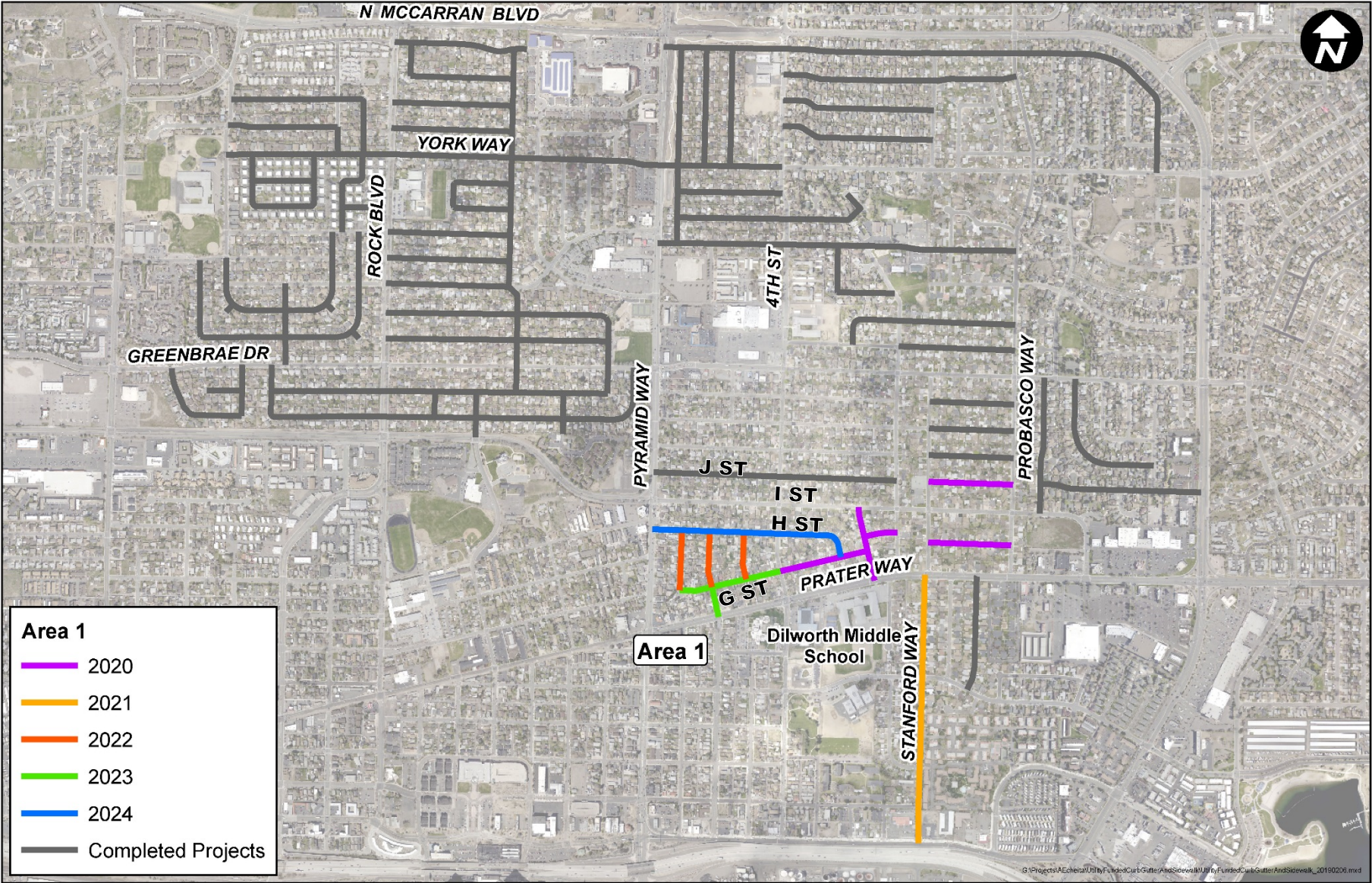
Community Development Block Grant (CDBG) (Fund 1203) – Low to Moderate Income $\geq 51\%$



Utility Projects

(Fund 1600's)

Funding Source: Sewer/Storm user fees & Connection fees



CITY OF SPARKS

Project Descriptions for FY20 CIP Projects

Project #	Project Title	Project Description
Road Fund (1401)		
20-0500	Street Improvements - Corrective and Rehab	Current and future annual roadway maintenance projects within the right of way, including curb and gutter replacement, pavement patching, slurry seal, accessibility issues, micro-surfacing and crack filling. These projects, which are prioritized by the Pavement Management Program, are broken into six segments and use resources primarily from fuel taxes, and electric and gas franchise fees. A map of the selected streets that will be reconstructed in FY20 is included in this book.
20-0501	Sidewalk Rehab	
20-0502	Alley, Parking Lot and Pathway Rehab	
20-0590	Street and Alley Surfaces - Preventative	
20-0503	Windsurfer Drive Improvements	Windsurfer Way will be constructed as a City street with an asphalt roadway section. The project includes curb & gutter and sidewalk on both sides of the street.
20-0504	Concrete Grinder for Sidewalks	This is a one time purchase, there will be an ongoing Cost Recovery and M&R expenses through fleet. Tripping hazards can be mitigated utilizing a specialized grinder with a dust recovery system to remove the tripping hazard in a cost effective and timely manner
20-0591	Annual Pavement Management Program Support	<p>This funding now combines these three previously independent projects that directly support the pavement management program into one funding source:</p> <ol style="list-style-type: none"> 1. Design/Geotechnical Support. 2. RTC Fuel Tax supported Roadway Project and NDOT Enhancement Supported Projects 3. Real Property/Right of Way Services <p>These three functional areas typically overlap in the work flow process for the City's Street Improvement Projects or with combined RTC and NDOT projects. Funding will be continued for use in consultant support of Design/Geotechnical analysis of the roadway project along with support for Real Property/ROW issues. Additionally these funds are established to support the City's contributions necessary with RTC and/or NDOT enhancements projects within the City of Sparks.</p>
20-0592	Annual Street Surface Maintenance and Materials	<p>This funding now combines two previously independent maintenance materials projects that directly support the pavement management program maintenance program:</p> <ol style="list-style-type: none"> 1. Crack Seal Materials 2. Road Surfacing Materials <p>These funds are intended to be used as a part of the street preventative program and support the annual crack sealing and deep patching performed by City of Sparks crews prior to the contracted slurry seal program</p>

CITY OF SPARKS

Project Descriptions for FY20 CIP Projects

Project #	Project Title	Project Description
20-0693	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>
20-0690	Traffic Safety	<p>This funding now combines three previously independent projects into one source of funding for traffic safety improvements:</p> <ol style="list-style-type: none"> 1. Safe Routes to Schools 2. City-wide Signal Coordination/Capacity Improvements 3. Traffic Calming Enhancements <p>These funds are intended to be used as a part of studies, reviews, and/or infrastructure and equipment that improve overall traffic safety in the City of Sparks. The City regularly works with WCSD on improvements for safe routes to schools, doing traffic counts and controller upgrades for signals, and studies in areas of growth that may require traffic calming improvements</p>
20-0691	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>
20-0692	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>
Capital Projects Fund (1404)		
20-1001	Capital Projects - City Facilities - Maintenance Admin Window Replacement Project	<p>The maintenance yard administration building windows are the old style metal frame windows. They have lost their seal, condensate, and are inefficient. The windows will be replaced with a much improved energy efficient window.</p>

CITY OF SPARKS

Project Descriptions for FY20 CIP Projects

Project #	Project Title	Project Description
20-1002	Capital Projects - City Facilities - Maintenance Yard Building Exterior Painting Project	The maintenance building is in need of exterior paint. This project includes the preparation and painting of the maintenance yard main building.
20-1003	Maintenance Garage East Parking Lot Reconstruction - Phase 2	This project will reconstruction the existing parking lot section east of the Maintenance Garage which has deteriorated beyond preventative maintenance. The existing asphalt parking lot will be replaced with concrete to hold up to heavy equipment more efficiently and will last considerably longer.
20-1004	Fire Station #1 - Cooling Tower/Boiler Piping Improvements	This project will reconfigure the cooling tower and boiler piping more work more efficiently during the extreme summer and winter temperatures.
20-1005	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 FY21.
20-1006	City Hall IT Remodel	The existing IT Area will be remodeled to improve space efficiency within the area
20-1007	City Hall Cooling Tower Ductwork Replacement	This project will replace the existing tower piping with new stainless steel piping to more efficiently resist the high moisture content that the cooling tower produces
20-1008	City Hall Lift Station Upgrade	This project will replace the existing Lift Station Pumps in the basement of City Hall. One of the existing pumps is inoperable and the other is in poor condition.
20-1009	City Hall Finance Restroom ADA Upgrades	The existing Finance Restrooms are aging and not up to current ADA standards. This project will upgrade the existing restrooms and bring them up to current ADA standards.
20-1010	City Hall VHF and 800 Mhz Radio Improvements	This project will add equipment to improve the performance of VHF and 800 Mhz radio equipment in the basement of City Hall primarily during emergency events.
20-1011	Police Dept.- 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.
20-1012	Alf Water Heater Replacement	The water heaters at Alf Sorenson Community Center that serve the shower are aging and in need of replacement. This project will replace both water heaters and tanks with new energy efficient units.

CITY OF SPARKS

Project Descriptions for FY20 CIP Projects

Project #	Project Title	Project Description
20-1013	Marina North End Irrigation Pump Inlet Replacement	The irrigation pump inlet on the north side of the Sparks Marina has deteriorated to the point that the existing inlet can no longer be used. This project will reconstruct the inlet.
20-1014	Maintenance Garage Replacement of Two Vehicle Lifts	This project will replace two existing lifts that are aging and will reduce maintenance and improve functionality and safety by installing two new lifts.
20-1015	Fuel Management System for Police	This project will include the installation of a new fuel management system for the police department
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.
20-1090	Annual City-wide Facility Improvements	Funding will be specifically for projects at the City's various public facilities and based upon the following criteria: 1. Structural Integrity/Life Safety; 2. Mechanical/Electrical Operation; 3. Accessibility Issues/Grant Match Project; 4. Workability/Use of Space Critical to Operational Effectiveness-Remodel; 5. Comfort/Upgrade-Remodel. The projects will be developed by the Public Works Engineering and Facilities Maintenance staff prior to the beginning of each fiscal year based on known facilities issues.
20-1091	City Lighting Energy Retrofits	This project is for the retrofitting of existing interior and exterior inefficient maintenance prone lighting throughout the City. Staff will work with the various departments and maintenance to standardize applications, thus reducing required inventory and training required of differing lighting systems.

CITY OF SPARKS

Project Descriptions for FY20 CIP Projects

Project #	Project Title	Project Description
20-1092	Annual Maintenance Contract for Photovoltaic Systems	With close to 600 kW of photovoltaic systems installed throughout the City it is important to ensure they are running efficiently and effectively. If and when a system powers off unexpectedly it can cost the City thousands of dollars in savings, every month the system is down. An annual maintenance contract prevents downtime and improves efficiency while saving the City money by keeping the photovoltaic systems running year round. The City currently does not have the staffing to maintain the systems in house.
20-1093	City Facilities ADA Mitigation Improvements	Funding will allow modification responses to the advisory committee's recommendations on Americans With Disability Act (ADA) issues related to City facilities, rights-of-way, and public access.
20-1094	Annual City-wide Elevator Retrofit and Upgrades	This project is for the retrofit and code upgrades of elevators throughout the City. This is intended to bring the various aged elevators throughout the City up to current codes. Staff will work with the State Elevator Inspectors to insure all necessary compliance requirements are met.
20-1095	Annual City-wide Door Replacement Project	The existing doors at many locations throughout the City are deteriorating and not working correctly. This is an annual fund that maintenance will use to start replacing several doors a year to improve safety and efficiency of each facility. Maintenance personnel will also replace the door lock system with the updated key system as each door is replaced.
Capital Facilities Fund (1405)		
20-1501	City-wide Re-Keying/Security Improvements	This project will improve the overall security of the City buildings through security upgrades and a new key and card access system.
20-1500	City Hall HR Carpet Replacement	This project will replace the aging carpet in the Human Resources area of City Hall.
20-1502	Fire Station #5 - Apparatus Bay Door Replacement	The existing garage doors at Fire Station #5 are aging and requiring more and more maintenance to the point that continuing to pay for maintenance out weighs the cost of replacement. This will insure the safe and efficient operation of the Fire Station #5 garage doors.
Parks and Recreation Project Fund (1402)		
20-1600	Marina - All Abilities Playground	This project will install a new all abilities playground in place of the existing playground at the Sparks Marina.

CITY OF SPARKS

Project Descriptions for FY20 CIP Projects

Project #	Project Title	Project Description
20-1690	Bike Path Rehabilitation	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.
20-1691	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.
20-1692	Nursery Re-Stock	Nursery Restocking will be an annual Parks project allowing for the purchase and installation of plants, shrubs, flowers, and trees throughout the City's parks and parkways.
20-1693	Sports Fields Grass Turf Replacement	This project will be an Annually funded project to purchase and install grass turf throughout the City's parks and fields used for athletic.
20-1694	Marina Park Landscape, Path Modifications, and Upgrades	This multiple fiscal year project continues the refinement of the Marina Park by addressing landscape enhancement or corrections, path modifications and other upgrades for the citizens of Sparks. The first issue to address is repairing the Dog Park. At one point expanding the restroom and administration building will need to be looked at.
20-1695	Annual Park Facilities Improvements	Funding will be specifically for projects at the City's various park facilities. It will be used for unforeseen issues that arise throughout the year at these facilities and are beyond the City's staff ability to correct. Projects will be developed by the Community Services Engineering and Maintenance and Parks staff as facility issues arise.
20-1700	Synthetic Turf Replacement - Field 10 - 15 (Infields)	This project includes the replacement of the turf on the infields of the fields 10 through 15
20-1701	Batting Cage Installation Project	This project will add a batting cage at Golden Eagle Regional Park adjacent to the softball fields.
20-1790	Annual GERP Site and Facilities Improvements	Funding will be specifically for projects at the Golden Eagle Regional Park site and facilities. The projects will be developed by the Community Services Engineering and Facilities Maintenance staff along with Parks and Recreation staff.

CITY OF SPARKS

Project Descriptions for FY20 CIP Projects

Project #	Project Title	Project Description
20-1791	Annual Turf Maintenance Contract	The turf at Golden Eagle Regional Park is a tremendous asset to the City of Sparks. The turf is aging and it is becoming more and more difficult to consistently maintain the large area of turf. It has become more apparent that a maintenance contract will extend the life of the turf while standardizing the turf maintenance.
Park District 1 (1406)		
20-1800	Poulakidas Play Structure Replacement	Replacement of the aging play structure at Poulakidas Park
20-1801	Burgess Park Tennis Court Surface Replacement	Replacement of the tennis court surface at Burgess Park
20-1890	Annual Park District 1 Improvements	This appropriation will allow for some flexibility if projects are identified during the year in Park District 1.
Park District 2 (1407)		
20-1900	Pah Rah Dog Park	Construction of a dog park at Pah Rah Park
20-1901	Pah Rah Playground Turf Replacement with Tiles	Replacement of the existing synthetic turf at Pah Rah Park with more maintenance friendly and durable rubber tiles
20-1990	Annual Park District 2 Improvements	This appropriation will allow for some flexibility if projects are identified during the year in Park District 2.
Park District 3 (1408)		
20-2091	Black Hills Park	Blackhills Park will be a new park in the Wingfield Springs area of Sparks located within a current single family home developments.
20-2092	Del Cobre Landscaping	Addition of minor trees and shrubs to the area of Del Cobre Park that has been cleared of grass.
20-2090	Annual Park District 3 Improvements	This appropriation will allow for some flexibility if projects are identified during the year in Park District 3.

CITY OF SPARKS

Project Descriptions for FY20 CIP Projects

Project #	Project Title	Project Description
Victorian Square Room Tax Fund (1415)		
20-2100	Victorian Square Infrastructure Improvement Project Section 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.
20-2101	Victorian Square Cinema Re-opening Contribution	Council approved financial incentive agreement between the City of Sparks and Syufy Enterprises to provide up to \$1.5M in Lodging Tax proceeds for renovation and re-opening of the Victorian Square cinema property. \$1M FY18 and \$100k FY19-FY23. Approved 2/27/17
20-2102	Victorian Square Nugget Events Center Contribution	Council approved financial incentive agreement between the City of Sparks and Marnell Gaming to provide up to \$1.28M in the Lodging Tax proceeds upon the opening of the Nugget Events Center to the general public for a live performance or other special event; and provided the Project continues to be used for concerts and other special events open to the public. \$853,760 FY20 and \$142,080 per year for three years. Approved 1/28/19
20-2190	Victorian Square Development Contribution	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.
Community Development Block Grant (CDBG) Fund (1203)		
20-2290	Pedestrian and Street Improvements	Future enhancement projects that qualify for Community Development Block Grant monies will be re-assessed and submitted for approval as CDBG entitlement funds becomes available.
Municipal Court Administrative Assessment Fund (1208)		
20-2301	Muni-Court Enclosed Parking Lot Rehabilitation	This will be a full rehabilitation of the existing staff parking lot on the north side of the Municipal Court Building
20-2300	Security Camera System Replacement	This will replace the existing security camera system with a more functional system. The existing system is aging and requiring more maintenance.
20-2390	Annual Municipal Court Facility Improvements	This appropriation will allow for some flexibility if projects are identified during the year at the Municipal Court facility.
Street Cut Fund (1224)		

CITY OF SPARKS

Project Descriptions for FY20 CIP Projects

Project #	Project Title	Project Description
20-2490	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.
Sewer, Storm Drain and Effluent Funds (16XX)		
20-6580	TMWRF Clarifier Basin Concrete and Steel Rehab	Clarifier Basin Concrete and Steel Rehabilitation (One per year)
15-6590B	TMWRF Nitrification Tower Rehab and Improvements	This project includes structural evaluation, Design and Construction: Includes media replacement, wall rehab, distribution arms rehab, grates, ventilation, individual instrumentation.
18-6585	TMWRF Heat Loop System Improvements	TMWRF Heat Loop System Improvements
18-6588	TMWRF Motor Control Centers Rehab	TMWRF Motor Control Centers (MCC) Rehab
18-6589	TMWRF Aeration/Post-Air/Spent Backwash Tanks Rehab	TMWRF Aeration/Post-Air/Spent Backwash Tanks Rehabilitation
20-6586	TMWRF Digester Cover #4 Repair - Interior Coating and Insulation	TMWRF Digester Cover #4 Repair - Interior Coating and Insulation
15-6590A	TMWRF Activated Sludge Flow Improvements: Primary Hydraulic Controls	TMWRF Activated Sludge Flow Improvements: RAS/WAS Flow Splitting Controls and Pump Improvements (System 2). Original program used was 15-6590A
20-6587	TMWRF Roof Rehabilitation (throughout facility) & Top Deck Coating Eval	TMWRF Roof Rehabilitation (throughout facility) & Top Deck Coating Eval
20-6582	Sanitary Sewer Manhole Rehab.	Rehabilitation of manholes identified in the sanitary sewer special assessment project as having significant inflow and infiltration problems.

CITY OF SPARKS

Project Descriptions for FY20 CIP Projects

Project #	Project Title	Project Description
20-6583	Sewer Line Special Assessment	Perform condition assessment on various sanitary sewer lines using the Sewer Line Rapid Assessment Tool.
20-6584	Sanitary Sewer Upgrade Projects - Tyler and 18th	Upsize and replace sanitary sewer lines to 15" diameter on 18th St. from York to Tyler and on Tyler from 18th St. to 16th/Trabert.
20-6595	Annual Sewer System Rehab	<p>Appropriations for this project will allow for sewer infrastructure rehabilitation and replacements as needed and/or identified as part of the utility assessment condition program. Coordination with selected Rehab/Recon Road Work Projects as scheduled for future years shall be considered.</p> <p>It is anticipated that one comprehensive Annual Sewer Rehabilitation Project will be developed to address the highest priority/risk lines as identified. There is a current list of defective sewer lines, primarily based on the results of the condition assessment program, being maintained for the development of future project areas.</p>
20-6596	Annual Sewer System Street Improvement Coordination	<p>These appropriations are for sanitary sewer infrastructure rehabilitations in support of annual Sparks Road Ahead Projects. This may include removal and replacement /lining/bursting of SS main/laterals, SSMH's, and SSMH Lids.</p> <p>Sanitary Sewer facility repair and replacement will be coordinated with roadways slated for preventative, rehabilitation, and replacement efforts by City of Sparks, RTC, and / or NDOT.</p>
20-6597	Annual Contingency for Emergencies - Sewer Projects	<p>These funds will be set aside each year to be available to address emergencies in our sanitary sewer system or contingencies that were not anticipated. The following examples of projects that might be approved for this funding source:</p> <ol style="list-style-type: none"> 1. Projects to correct an SSO or blockage that has occurred or is imminent. 2. Correct a line failure which has occurred or is imminent and poses a significant hazard. 3. Projects identified during/after an emergency operation such as flooding or other natural disaster. 4. Projects where grant money becomes available to cover part of the overall cost. 5. Projects that have the opportunity to enter into a cost sharing agreement with another agency. 6. Significant operational savings can be achieved immediately if the project/materials is completed or bought now. 7. An unplanned road/utility project is started where we want to completed work on under-ground utilities. 8. New projects of higher priority as deemed by the City Manager or City Council. 9. Water rights blocks become available at a favorable price. <p>Projects/Materials identified to use this funding will require approval by the Public Works Director and/or the City Council as necessary.</p>
20-6600	Wingfield Hills Storm Drain Improvements	Construct storm drain line and open ditch to provide necessary drainage improvements to Wingfield Hills Rd.
20-6601	Rockwood Dr and Glen Meadow Dr SD Improvements - Construction	Upsize and redirect storm drain in the Rockwood and Glen Meadow area. Install a trash rack upstream of the NTD culvert at Sparks Blvd.

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Project Descriptions for FY20 CIP Projects

Project #	Project Title	Project Description
20-6690	Annual Storm Drain Street Improvement Coordination	<p>These appropriations are for sanitary sewer infrastructure rehabilitations in support of annual Sparks Road Ahead Projects. This may include removal and replacement /lining/bursting of SS main/laterals, SSMH's, and SSMH Lids.</p> <p>Storm Drain facility repair and replacement will be coordinated with roadways slated for preventative, rehabilitation, and replacement efforts by City of Sparks, RTC, and / or NDOT.</p>
20-6691	Annual Storm Drain System Dam, Ditch, Flood and Drainage Structures	<p>These funds will be set aside each year to be available to address new construction or repairs beyond the typical maintenance for the City's dams, flood structures, or possible City-wide flood protection construction or rehabilitation projects. Projects/Materials identified to use this funding will require approval by the Public Works Director and/or the City Council as necessary.</p>
20-6692	Annual Curb, Gutter, and Sidewalk Projects	<p>Annual funding used to replace aged curb, gutter and drainage inlets throughout the City. Locations are based on priorities of pavement management team to coincide with planned roadway preventative maintenance/rehabilitations projects.</p>
20-6602	Grapple Truck for Trash Pickup	<p>This is a one time purchase, there will be an ongoing Cost Recovery and M&R expenses through fleet. This truck is equipped to handle small and large debris and can be directly dumped at the landfill. This will keep trash and debris from entering the storm drain system.</p>
20-6603	Hook Truck with Snow Maintenance Capability	<p>This is a one time purchase, there will be an ongoing Cost Recovery and M&R expenses through fleet. The Hook Truck will be used to remove debris from the City's open channel drainage system and will be used to remove debris from the floodways along the Truckee River.</p>
20-6604	Two Message Boards	<p>This is a one time purchase, there will be an ongoing Cost Recovery and M&R expenses through fleet. Message boards are an effective way of communicating with the public. These additional Message Boards are needed for Emergency Operations during major flood events (River or Flash Flood) to inform our citizens of road closures or dangerous flow conditions.</p>
20-6605	Excavator	<p>This is one time purchase. There will be ongoing Cost recovery and M&R expenses through fleet. Excavators are a versatile machine for performing many maintenance tasks associated with Drains maintenance. The intent is to purchase a larger excavator with steel tracks and rubber pads so that road surfaces are not damaged.</p>

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Project Descriptions for FY20 CIP Projects

Project #	Project Title	Project Description
20-6606	Two Brine Tanks- 25,000 Gallon Storage Capacity	One time purchase of two additional tanks. The additional storage will allow the City to stockpile an ample supply of brine to pretreat the roads as well as have enough brine on hand for prewet of salt sand mixture being applied during an event. The use of brine greatly reduces the quantity of salt sand applied during a snow event and results in a faster breakup of ice on the roadways post snow fall
20-6693	FEMA CRS/CAV	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.
20-6694	North Truckee Drain Annual Cleaning	Annual cleaning program for North Truckee Drain, approximately 3,000 linear feet per year. Generally located I-80 to Vintage Hills Parkway.
20-6695	Storm Drain Outreach Maintenance Program	Funding to provide outreach materials to affect and improve stormwater quality. Could include items such as fliers, hiring of temporary help for maintenance of dog-poop bag stations and informational signage.
20-6696	Annual Contingency for Emergencies - Storm Drain 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>
20-6697	Camera Van Purchase	One time purchase from the Storm Drain Operation Fund. The new camera van will provide storm drain line assessment by using a robotic camera contained within the van to run storm drain line and return video assessment data to the equipment in the van and the servers at City Hall.
20-6792	Regional Effluent Planning and Demonstration Projects	Support and cost sharing for planning, design, and demonstration projects related to effluent quality and disposal opportunities

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Project Descriptions for FY20 CIP Projects

Project #	Project Title	Project Description
20-6790	Effluent Metered Site Upgrades	This project is an infrastructure upgrade to customer sites which cannot accommodate shutoff of system for nonpayment, breaks in the mains, etc., and will be phased over several years.
20-6791	Annual Contingency for Emergencies - 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>
Motor Vehicle Fund (1702)		
20-7500	Vehicle and Equipment Replacement Plan - current year	Each year, the Fleet Management Group approves a list of vehicles needing replacement based on many factors such as age of the vehicle, mileage and maintenance history. A spreadsheet contained in this CIP document provides a complete listing of these vehicles. Funding is through depreciation, maintenance and repair rates charged to departments/programs that use Equipment Services.
100902	Fire Apparatus Replacement Plan - 1702	The Fleet Manager, Fire Captain and Finance Department have implemented a plan to replace existing Fire Apparatus based on a proposed schedule that includes an outline of the funding sources for these replacements. The full spreadsheet is available upon request and a 5 year snapshot of the plan is included on the FY20 Vehicle Replacement List section.
100903	Fire Capital Equipment Replacement Plan - 1702	The Fleet Manager, Fire Captain and Finance Department have implemented a plan to replace existing Fire Capital Equipment based on a proposed schedule that includes an outline of the funding for this equipment. The full spreadsheet is available upon request.