

CITY OF RENO

# ANNUAL BUDGET

FY  
20  
23









# **City of Reno**

## **Annual Budget Fiscal Year 2023**

### **Adopted May 18, 2022**



**Adopted Version**



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# INTRODUCTION

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## Reno City Manager's Budget Message

City Manager Doug Thomley



On behalf of the Reno City Council, it is my privilege to present the Fiscal Year 2022-23 (FY23) City of Reno budget. The primary purpose of the City's budget and the public budgetary process is to develop, adopt, and implement a fiscally sound and sustainable plan for accomplishing established City-wide goals for the upcoming fiscal year; consistent with the long-term vision of the Council.

This working document focuses on aligning departmental and organizational spending with the strategic priorities as identified by the City Council. These priorities are reflected in the additional enhancements built into the FY23 budget.

### 2020-2025 Reno City Council's Overarching Goals

- Provide for public safety
- Ensure financial sustainability
- Provide economic opportunity, reduce homelessness, and increase affordable housing
- Provide economic and community development
- Improve the City's infrastructure, address climate change, and enhance environmental sustainability
- Enhance the arts, parks, and historical resources in the community

In addition to the Overarching Goals, the City Council developed Priorities to further enhance how the City will work toward achieving the goals in the strategic plan.

The FY23 adopted budget preserves the emphasis on economic opportunity, enhances our long-term financial stability, and looks for ways to increase affordable housing for the community. In addition to the baseline budget, FY23 includes enhancements totaling \$8.5 million, \$4.6 million of which are additional General Fund expenditures. Included in these enhancements are fifty-four new positions.

I am pleased that this budget includes increased funding toward the City's long-term liabilities, including Other Post-Employment Benefits (OPEB), Worker's Compensation, and Risk. This budget maintains the City's progress on increasing our fund balance. The enhancements made to this budget will increase engagement between the City and the public through additional staffing and computer system upgrades. The budget places heavy emphasis on addressing growth in the community by increasing staffing levels for Development Services and various Public Works sewer and street programs. Focus was placed on Public Safety by providing additional funding for training and peer support for the Fire Department, a



pilot team and additional support staff for the Police Department, and additional Public Safety Dispatchers. Other positions added to the FY23 adopted budget support programs in Arts and Culture, Parks, Information Technology, and Human Resources.

The FY23 adopted budget includes a \$4 million General Capital Improvement Plan (CIP) budget targeted for much-needed building/infrastructure maintenance. The FY23 General CIP includes upgrades at several parks facilities, renovations to city-owned facilities, and funding for fire and city facility maintenance funding. Additionally, this budget includes \$111 million in funding for sewer infrastructure projects and an \$18.5 million dollar neighborhood streets program. At the direction of Council, FY23 includes bond proceeds for construction of the Moana Springs Aquatic Center, a new Public Safety Center, and design of a Fire Department Headquarters.

## Revenues

The adopted budget includes projected increases in City revenues. Both Consolidated Tax (C-Tax) and Property Taxes are projected to increase and represent approximately 64% of our total general fund resources. The revenue outlook for the City continues to improve following the onset of the COVID-19 pandemic. Two of our major sources of revenue are derived from Property Tax (26%) and C-Tax, (38%). C-Tax revenues include sales and use taxes, cigarette and liquor taxes, governmental services tax, and real property transfer taxes. Both revenue streams are projected to see growth in FY23. The City has seen an increase in revenue sources over the past few years of 4% to 7%. This trend informed FY23 projections which reflect an increase of 6% in C-Tax over funds projected for FY22. Property Tax is projected to grow at 5% due to the strong housing market at the time of budget development.

## Expenditures

The strategic enhancements to this budget are focused on advancing the strategic priorities of Council and making progress toward solving some long-term issues for the City. These enhancements were possible through Council's prudent navigation of the economic impacts of the COVID-19 pandemic and the continued revenue growth in the region.

The addition of staff will ensure better service delivery, higher levels of resident outreach, and allow our organization to more efficiently meet the demands of our growing region. The City of Reno will continue funding the OPEB liability and costs incurred from workers' compensation including heart/lung claims.

Fiscally sustainable debt management remains a top priority. The City's current debt stands at approximately \$445 million for FY23. Continuing to paying down debt or refinancing existing high-interest debt for future savings supports this commitment.

In closing, I want to thank the City Council and our employees for their commitment, exemplary service, innovation, and professionalism. While facing uncertainty surrounding the recovery from the COVID-19 pandemic, the City has positioned itself to be fiscally stronger, more resilient, and a great place to live and work. We are dedicated to strengthening the organization while continuing to provide essential services to the community and are committed to the strategic goals established by the City Council. The entire team is focused on advancing those goals to ensure that the needs of the residents who comprise the Biggest Little City are met.

Sincerely,



**Doug Thomley**  
City Manager



## Distinguished Budget Presentation Award

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Reno, Nevada, for its annual budget for the fiscal year beginning July 1, 2021.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device. This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to the GFOA to determine its eligibility for another award.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

### *Distinguished Budget Presentation Award*

PRESENTED TO

**City of Reno  
Nevada**

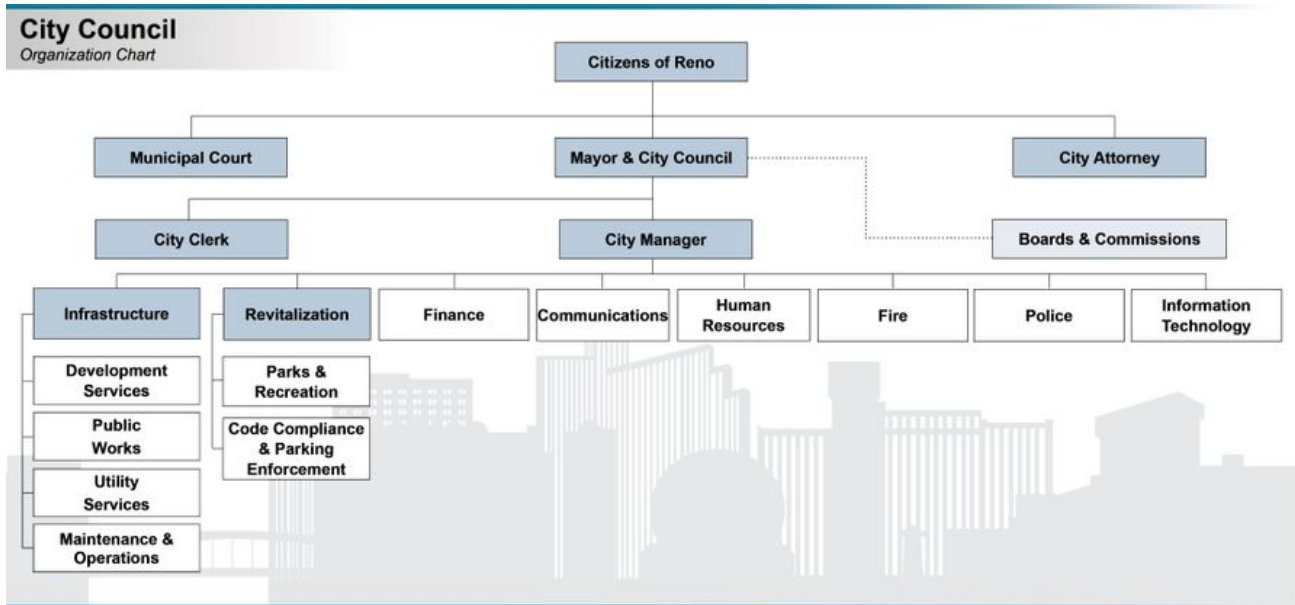
For the Fiscal Year Beginning

**July 01, 2021**

*Christopher P. Morill*

Executive Director

# City of Reno's Organization Chart



## Reno City Council





## City Management



**City Manager**  
Doug Thornley



**Asst. City Manager**  
Jackie Bryant



**Asst. City Manager**  
JW Hodge



**Reno Fire Chief**  
David Cochran



**Reno Police Chief**  
Jason Soto



**City Clerk**  
Mikki Huntsman



**Director of Code & Parking Enforcement**  
Alex Woodley



**Chief Innovation & Experience Officer**  
Ashley Turney



**Director of Finance**  
Vicki Van Buren



**Director of Communications**  
Rebecca Venis



**Reno Municipal Court Administrator**  
Steve Tuttle



**Director of Policy & Strategy**  
Calli Wilsey



**Director of Development Services**  
Chris Pingree



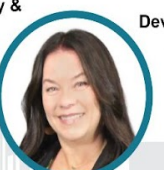
**Director of Human Resources**  
Norma Santoyo



**Director of Parks & Recreation**  
Jaime Schroeder



**Asst. City Attorney**  
Jonathan Shipman



**Director of Utility Services**  
Trina Magoon



**Director of Public Works & City Engineer**  
Kerrie Koski



**Director of Information Technology**  
Craig Franden



**Director of Maintenance & Operations**  
Travis Truhill



**Chief Equity & Community Relationships Officer**  
Cynthia Esparza



**Regional Infrastructure Administrator**  
John Flansberg



**Chief Examiner**  
Barbara Ackermann

## Other Elected Officials



**City Attorney**  
Karl Hall



**Judge**  
Gene Drakulich



**Judge**  
Shelly T. O'Neill



**Judge**  
Dorothy Nash Holmes



**Judge**  
Christopher Hazlett-Stevens

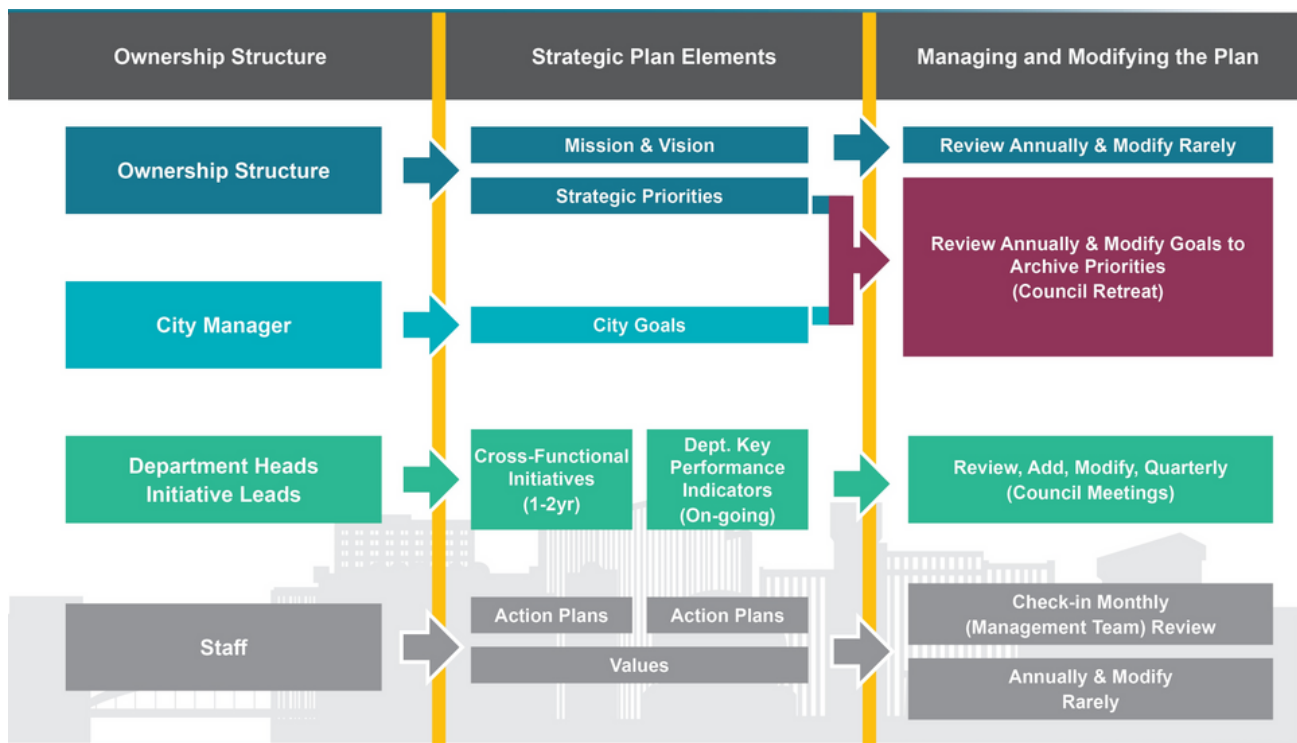
# The City of Reno Strategic Planning Process

The **Biggest Little City** — our tagline, our motto. We, as the City government, work hard to live by this simple, yet applicable nickname. We strive to deliver “big” services and value to our citizens while remaining “little” in government and fiscal policy. We work every day to exceed expectations in a big way. We want our citizens to continually experience overwhelmingly positive interactions with us.

In order to achieve our Big City dreams while maintaining our Little City feeling of community, we need to have planning efforts to ensure we are actively working to support these needs. On an annual basis, our City Council and Leadership Team gather for a goal setting planning session to evaluate and update our City’s strategic plan and priorities. These priorities may change slightly from year to year, but always aim to articulate the community’s needs from the City organization.



## Purpose of the Strategic Plan



The [Strategic Plan](#) is a living document, featuring a comprehensive framework that can be adjusted based on the needs of the community. The planning process began with gathering input from each member of the City Council through individual interviews. Information was also collected through a questionnaire/gap analysis completed by each City department, and an environmental scan was prepared by City staff. A workshop with executive staff was held on October 30, 2019, to review the data gathered and a City Council workshop was held on January 16, 2020, to establish the Council’s priorities. City Council reconvened on April 27, 2022, to assess and recommit to their current plan and priorities.

## City Council's Overarching Goals and Priorities



The Strategic Plan has six overarching goals, each of which has a series of strategies for achieving the goals. Each year the City Council will evaluate their priorities for the upcoming fiscal year. The overarching goals and Tier 1 and Tier 2 priorities are listed below.

### Overarching Goals

- **Fiscal Sustainability** — Promote financial stability through long-term planning, pursuit of alternative revenue sources, and debt management.
- **Public Safety** — Foster a safe city through enhanced public safety, prevention, and emergency response programs.
- **Economic Opportunity, Homelessness, and Affordable Housing** — Work in partnership with other agencies to increase economic opportunities for residents, address the many impacts of homelessness, and support the creation and maintenance of affordable housing.
- **Economic and Community Development** — Achieve a well-planned and economically sustainable Reno through proactive business attraction, community investment, a quality business environment, and efficient development services.
- **Infrastructure, Climate Change and Environmental Sustainability** — Improve the City's infrastructure and protect the environment.
- **Arts, Parks and Historical Resources** — Enhance the community's living experience through the arts, its public parks, and historical resources.

### Council Priorities

#### *Tier 1 Priorities*

- Determine the number of sworn officers needed
- Identify new sources of sustainable revenues
- Maintain long-term fiscal sustainability
- Increase affordable housing
- Identify objectives to address homelessness
- Implement the Downtown Action Plan

#### *Tier 2 Priorities*

- Explore Public-Private Partnerships to address homelessness
- Complete new Public Safety Center
- Cultivate alliances with regional public & private partners on service delivery
- Evaluate environmental, infrastructure, and service impacts of development
- Implement the Master Plan to support revitalization of urban areas and neighborhoods
- Identify dedicated funding sources for parks and recreation
- Address flooding mitigation plan for North Valleys and Truckee Meadows areas

# Guide to the Reno City Budget

This guide provides the reader with a brief overview of the City of Reno budget document. This document is divided into sections which take the reader from general budget information and policy to specific information on departmental operations, followed by supplementary information. Refer to the Table of Contents, or the banner at the top of the webpage, for the location of each section.

For a brief overview of the budget, you can pick up a copy of the Budget-in-Brief at City Hall or visit [Reno.gov](https://reno.gov). This short document provides a brief overview of the City's priorities and budget for the year.

## The following are the sections to the City of Reno budget:

**Introduction:** The Introduction contains the [City Manager's budget message](#) describing the major issues facing the City this year and in the future and a [Community Profile](#) of the City and surrounding area with Miscellaneous Statistics about the City government and infrastructure. Additionally, this section outlines the City's [Budget Structure](#) describing the funds and fund types used by the City, [Policies and Procedures](#) used by staff to develop and implement the budget, a [chart of the organization](#), and the [budget calendar](#).

**Budget Overview:** This section contains summary information which describes the City's overall goals and [City Council Priorities](#) and a listing of [all positions](#).

**Fund Summaries:** The Fund Summaries section provides an overview of the City's budget by fund group and summary table showing the [change in financial position](#) for each fund. The major revenue sources and expenses by function for all funds are described. [General Fund](#) revenues and expenses are briefly described as well. Summary tables and charts are used throughout this section.

**Funding Sources:** The [Funding Sources](#) section provides an explanation and financial data for the City's various revenue streams.

**Departments:** The [Department and Program Budgets](#) section describes each operating department in total and by program, with regard to funding, staffing, and revenue sources. The program pages describe the purpose and objectives of the program and the performance measures used to measure success.

**Capital Improvements:** The section on the [Capital Improvement Plan](#) (CIP) briefly describes the process used to identify the City's capital requirements for the next ten years and issues for the current year. Summary tables list the projects approved for this year, funding sources, and a list of all projects that have been deferred to future years.

**Debt:** The [Debt Administration](#) section describes the City's debt policies, current debt obligations, and the expected tax rate required to service existing debt.

**Final Word:** Provides the reader with an ability to offer [feedback](#) on this document.

**Appendix:** Provides a [Glossary](#) defining some common terms and acronyms used in the budget.



## Community Profile



Reno is the largest city in Northern Nevada. The City, located in the southern part of Washoe County, is nestled on the eastern slope of the Sierra Nevada Mountains in an area called the Truckee Meadows. The City has a Council-Manager form of government with five Council members representing wards and one Council member elected at-large for staggered four-year terms. This will change in 2022 when the at-large position converts to a new 6th ward and the existing Ward boundaries are redrawn. Elected at-large, the Mayor serves a four-year term and has voting privilege on all matters before the Council. The Mayor is the chief elected official and formal representative of the City. The City Attorney and Municipal Court Judges (4) are also elected. The City Manager is selected by the Council and is the City's chief administrative official. The City Manager is responsible for all City business.

The Truckee Meadows and surrounding area provide unlimited indoor and outdoor recreational activities. Within a fifty-mile radius lie spectacular Lake Tahoe and the largest concentration of ski facilities in the world. Biking, camping, hunting, fishing, and mountain climbing are all available within a thirty-minute drive.

The Reno-Tahoe Airport Authority operates two airports. Reno/Tahoe International Airport, offers flights from all major U.S. airlines, is located about two miles from downtown, and prior to COVID-19 served over 4 million passengers per year. Reno-Stead Airport, a general aviation airport located about 15 miles north of downtown, is an FAA designated UAS test site, home of the annual Reno National Championship Air Races and is surrounded by a growing industrial park.

The City of Reno is host to a week-long 50's nostalgia celebration called Hot August Nights; the Great Reno Balloon Races, a three-day event competition for hot air balloonists; the Reno Rodeo, one of the largest rodeos in the west; the month long "Artown" festival in July; and various special events hosted by the City of Reno and other organizers.

## Government Structure and Services

The “City of Reno” consists of the City and the Redevelopment Agency of the City of Reno. Although the City and the Agency are separate legal entities, the members of the Reno City Council also act as the Agency Board, as provided for in Nevada state statutes. Reno City staff currently provide management support and technical assistance to the Agency.

### **The City provides the full range of municipal services contemplated by statute or charter:**

- General government services provide centralized policy management, financial management, information and records management, human resources, risk management, legal, and business management services to the public and operating departments.
- Public safety, health and sanitation, and judicial services include police services, fire services including fire prevention and fire suppression, a centralized 911 dispatching services for the City and other local safety agencies, and the municipal court.
- Information services provides information technology support.
- Public works include storm water management, wastewater collection and treatment, streets and traffic management, facilities maintenance, and fleet services. Public works also provides maintenance of the Redevelopment Agency facilities including the River Walk.
- Parks and recreation services provide safe and attractive parks and diverse recreational programs. In addition to community-wide programs including recreational, sporting, instructional, and aquatic activities, there are special programs which target at-risk youth, special-needs citizens, and senior citizens.
- Community support services include comprehensive planning, administration of federal Community Development Block Grant (CDBG) and HOME grants, development review, building inspection, and zoning enforcement.

## Economics



Historically, Reno’s economy has centered on the trade and service sector, with approximately 60% of the work force employed in these occupations. Although gaming and other recreational activities still represent a significant portion of the growing economy and assessed valuation, the City is experiencing significant diversification of its business base with the expansion of advanced manufacturing, technology, distribution, and warehousing. Approximately 25% of the workforce is employed in the fields of construction, manufacturing, transportation, communications, public utilities, and finance related services.

Nevada’s Freeport Law exempts state taxation on all personal property in transit through Nevada while it is being stored, assembled, or processed for use in another state. The Reno area is serviced by two major highways and two airports. The Union Pacific railroad and several trucking and airline carriers make it possible to ship from Reno to 80% of the 11 western states on a next-day basis. Our location, farther west than Los Angeles and farther north than San Francisco, makes us uniquely suited for less expensive and more efficient air cargo distribution into the Pacific Rim as well as North America.

Nevada has no corporate or personal income tax and is a right-to-work state. These factors have contributed to the State’s tremendous growth in the 1990’s and into this decade. Reno also is home to the University of Nevada, Reno, an R1 institution, which contributes to the area’s skilled workforce.

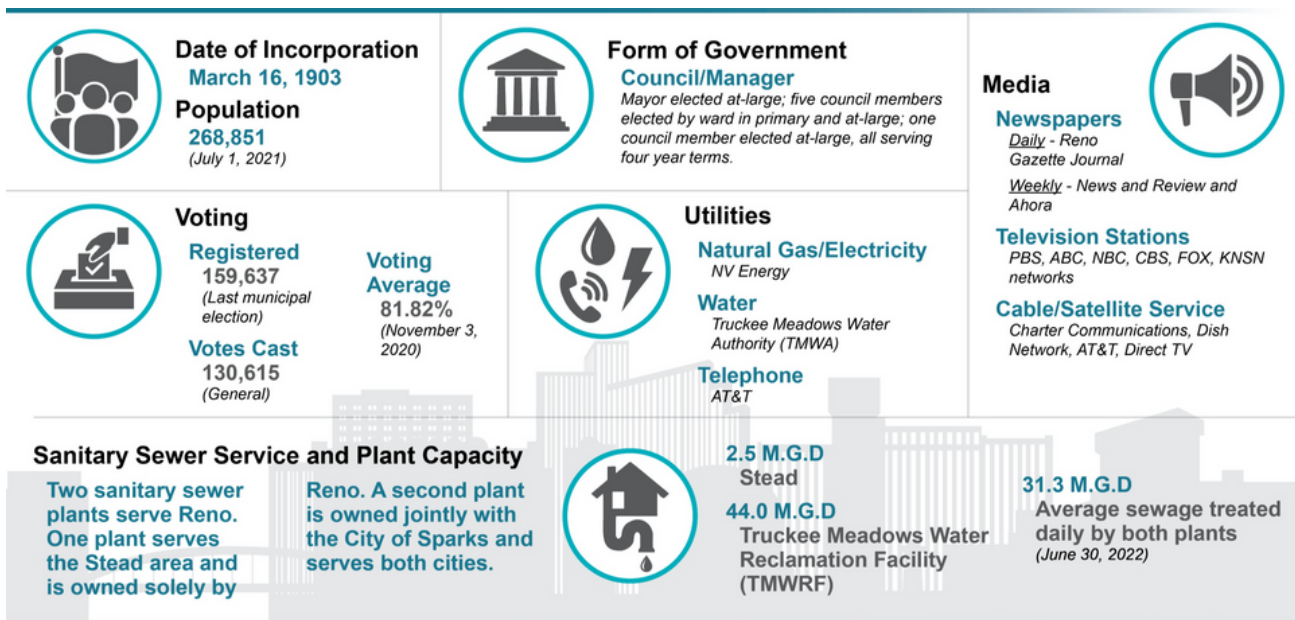
The Economic Development Authority of Western Nevada (EDAWN) continues to be instrumental in attracting a growing number of “primary companies” to Reno and the region. In 2021, EDAWN attracted 25 new companies to the area, approximately 3,100 jobs with an average wage of \$64,000.

# COVID-19 Economic Impact



The temporary COVID-19 related social and business operation regulations disproportionately impacted the State of Nevada due to its heavily weighted service sector economy; however, the Reno region was significantly less affected than the Las Vegas area due to the region's declining reliance on gaming and tourism, and its increased diversification into technology and manufacturing. This diversification has allowed Northern Nevada to recover more quickly and trendlines show jobs, visitor volume, and taxable sales all rising. Additionally, as of April 2022, unemployment is at 2.70%, continuing to reduce as our region recovers from the COVID-19 pandemic.

## Miscellaneous Statistical Data



## Top 10 Property Tax Payers (2021 Real Property Assessment Roll)

Taxpayer	Type of Business	Taxable Assessed Valued (1)	% of Total Taxable Assessed Valuation
Peppermill Casinos Inc	Hotel/Casino	\$83,380,137	.41%
Toll NV Limited Partnership	Real Estate	\$50,615,225	.25%
Golden Road Motor Inn Inc	Real Estate	\$49,409,616	.24%
MPT of Reno LLC	Real Estate	\$47,667,076	.23%
Gage Village Commercial Dev LL	Real Estate	\$46,608,624	.23%
Icon Reno Property Owner Pool 3 NE	Real Estate	\$35,581,912	.17%
AGNL Slots LLC	Gaming Manufacturing	\$31,423,875	.15%
Circus & Eldorado Joint Venture	Hotel/Casino	\$30,034,806	.15%
Icon Reno Property Owner Pool 6 West	Real Estate	\$25,518,600	.13%
Charles River Laboratories Inc	Pharmaceutical	\$25,157,122	.12%

Excludes centrally assessed properties.

SOURCE: Washoe County Assessor's Office

## Major Employers Washoe County - As of 2021

Employer	# of Employees
Washoe County School District	5,000-9,999
Renown Regional Medical Center	5,000-9,999
Washoe County	1,000-4,999
Peppermill Hotel Casino - Reno	1,000-4,999
Nugget Casino Resort	1,000-4,999
Grand Sierra Resort and Casino	1,000-4,999
Harrah's Reno Casino	1,000-4,999
St. Mary's Regional Medical Center	1,000-4,999
Eldorado Resort Casino	1,000-4,999
Silver Legacy Resort Casino	1,000-4,999
Nevada System of Higher Education	1,000-4,999
International Game Technology	1,000-4,999
Amerco	1,000-4,999
Circus Circus Reno	1,000-4,999
Legacy Supply Chain Services	1,000-4,999

SOURCE: Research and Analysis Bureau, Nevada Department of Employment, Training and Rehabilitation



## Historical Statistics

CITY OF RENO	30-Jun 2015	30-Jun 2016	30-Jun 2017	30-Jun 2018	30-Jun 2019	30-Jun 2020	30-Jun 2021	30-Jun 2022
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### FINANCIAL

#### PROPERTY TAX RATE (per \$100)

City Operating	0.9598	0.9598	0.9598	0.9598	0.9598	0.9598	0.9598	0.9598
City Debt	—	—	—	—	—	—	—	—
All Others	2.7002	2.7002	2.7002	2.7002	2.7002	2.7002	2.7002	2.7002
Total Overlapping	3.66	3.66	3.66	3.66	3.66	3.66	3.66	3.66
Assessed Value (In Thousands)	6,374,796	6,820,221	7,408,229	7,746,374	8,131,411	8,909,595	9,435,897	10,453,332

### REDEVELOPMENT AGENCY #1

Agency operating	—	—	—	—	—	—	—	—
Agency Debt	3.058	3.058	2.8981	2.8825	2.8765	2.8795	2.8835	2.8878
Total Tax Rate	3.058	3.058	2.8981	2.8825	2.8765	2.8795	2.8835	2.8878
Assessed Value (In Thousands)	23,946	34,730	62,182	84,288	106,544	119,671	165,525	208,900

### REDEVELOPMENT AGENCY #2

Agency operating	—	—	—	—	—	—	—	—
Agency Debt	3.058	3.058	2.8981	2.8981	2.8765	2.8795	2.8835	2.8878
Total Tax Rate	3.058	3.058	2.8981	2.8981	2.8765	2.8795	2.8835	2.8878
Assessed Value (In Thousands)	17,427	17,742	36,840	54,200	82,271	100,655	155,975	242,558

### PHYSICAL

Area (Square Miles)	110.108	110.108	111.523	111.55	111.59	111.59	111.59	111.72
Street Miles Paved	687.34	691	708.9	710.03	719.7	730.5	742.4	746.7
Street Miles Unpaved	0.5	0.5	0.5	0.47	0.5	0.39	0.39	0.39
Alley Miles	23.26	23.31	23.3	23.6	23.4	23.3	22.61	22.3
Sanitary Sewer Miles	751	769	784	786	803	817	825	828
Storm Drain Miles	528	528	530	534	548	562	565	568

### FULL TIME FIRE FACILITIES

City of Reno	14	14	14	14	14	14	14	14
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### PARK FACILITIES

Number of Facilities	85	85	85	85	86	87	87	87
Playgrounds	51	51	51	51	51	51	51	55
Total Acreage	2727	2727	2727	2727	2728	2728	2894	3373
Joint Dev. With County	17	17	17	17	17	17	17	19

### RECREATION FACILITIES

Pools	4	4	4	4	4	4	4	4
Golf Courses	1	1	1	1	1	0	0	0





CITY OF RENO	30-Jun 2015	30-Jun 2016	30-Jun 2017	30-Jun 2018	30-Jun 2019	30-Jun 2020	30-Jun 2021	30-Jun 2022
<b>PUBLIC EDUCATION FACILITIES - WASHOE COUNTY</b>								
High Schools	12	13	14	15	16	14	14	14
Middle Schools	13	14	15	15	15	14	16	18
Elementary Schools	58	60	62	62	62	62	63	65
Charter	7	7	7	7	8	8	8	7
Special Education	2	2	2	2	2	2	2	2
Alternative Schools*	—	—	—	—	—	4	4	4

\*Alternative Schools not reported prior to FY20

<b>DEMOGRAPHICS</b>								
Population	232,243	235,371	238,615	242,158	244,612	255,170	258,230	264,318
Per Capita Income	40,742	42,185	43,662	54,955	59,639	61,860	N/A*	N/A*
Public School Enrollment	62,986	63,108	63,919	63,919	64,192	63,794	64,158	61,599
Unemployment Rate	6.80%	6.80%	4.60%	3.50%	3%	3.20%	4.50%	2.90%

\*Not available as of publication of the budget document.

<b>DEVELOPMENT</b>								
<b>Building Permits:</b>								
Number Issued	6,848	8,000	9,060	10,101	10,323	9,608	10,513	10,888
Valuation (In Thousands)	455,328	725,416	873,647	1,015,808	1,160,152	1,233,023	1,696,466	1,516,831
<b>Commercial Construction (New and Remodel):</b>								
Number Issued	2,340	2,425	3,080	3,383	3,463	3,142	2,852	917*
Valuation (In Thousands)	245,888	444,324	563,131	630,689	749,640	846,743	1,093,023	907,136*
<b>Residential Construction (New and Remodel):</b>								
Number Issued	4,510	5,572	5,978	6,718	6,860	6,466	7,661	1,521*
Valuation (In Thousands)	209,440	281,092	310,464	385,119	410,511	386,280	603,443	383,998*

\*Change in reporting methodology. Prior FY totals included all permits and were not limited to new & remodel construction.

## City Charges and Fees



The Reno City Council adopts a schedule for Fees and Charges each year.

The fee schedule increases for FY 22/23, that are not development driven or governed by NRS or RMC, were adjusted by the CPI to recover costs for most areas. Building Permit Fees were not adjusted by CPI and remain the same as the previous year, except for the valuation table that is dictated by industry standard. Parks and Recreation increased the majority of fees to offset increases in costs associated with recent changes to NRS that requires the legally mandated minimum wage to increase by \$.75 every year until 2024. Overall, changes in fees were higher than previous years as a result of the annual application of the increased CPI (7.1%) to applicable fees.

New fees established for Parks and Recreation include Adult Dodgeball, Paradise Activity Center 10 Punch Pass, Disc Golf Usage - Per Hour fee, Photo Permit fees and Special Events - Youth/Teen Programming and Memberships

The City Council adopted Resolution No. 9039 regarding service charges and fees for Fiscal Year 22/23 for the City of Reno, Nevada, on May 18, 2022. Copies of the Resolution and Fee Schedules are available online at [Reno.Gov](https://www.reno.gov) or from the City Clerk's Office, One East First Street, Reno, Nevada 89505.

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# BUDGET OVERVIEW

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# Fund Accounting



The City uses funds to report its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. A fund is a separate, self-balancing set of accounts. There are three types of funds: governmental, proprietary, and fiduciary. Each type is distinguished by separate funds, which are explained below. For each fund type, the basis of budgeting is generally the same as the basis of accounting. The only significant exception is that compensated absences are not included in budget estimates while they are included in year-end financial statements.

## Governmental Funds

These funds are used to account for most of the City's general activities, including the collection and disbursement of earmarked monies (Special Revenue Funds), the acquisition or construction of general fixed assets (Capital Projects Funds), and the servicing of long-term debt (Debt Service Funds). The General Fund is a governmental agency's primary fund and is used to account for all activities not accounted for in some other fund.

The City uses the modified accrual method of accounting for all governmental funds. The following revenue sources are considered subject to accrual under the modified accrual system: Ad Valorem taxes, sales taxes, State-shared revenues, County-shared revenues, and interest earnings. This method is utilized in the Comprehensive Annual Financial Report as well.

The **General Fund** is a Major Fund and is used to account for resources traditionally associated with government which are not required by law, regulation, or sound financial management policy to be accounted for in another fund. There are two general funds: one for the City of Reno and one for the Redevelopment Agency of the City of Reno (Note: for financial reporting purposes, the Redevelopment Agency is treated as a separate unit of the City).

**Special Revenue Funds** are used to account for specific revenues that are restricted by law or policy to expenditures for a particular purpose. The City's Special Revenue Funds are:

**Community Development Block Grant Funds/HOME Program** - to account for Community Development Block Grants received for the purpose of providing better housing, improved living conditions, and economic opportunities for persons of low and moderate income.

**Street Fund** - to account for revenue sources restricted for expenditure on streets. These include the Ad Valorem tax override approved by the voters effective FY1995, continuing through FY2038; motor vehicle fuel taxes received from the State of Nevada; and distributions from the County Road Fund.

**Drainage Facility Impact Fee Fund** - to account for fees that are paid to recover the costs related to drainage from developers and governmental entities, except the Washoe County School District, as building permits are issued in the Damonte Ranch Drainage District as approved by Washoe County through adoption of a specific plan and a development agreement with the Nevada Tri Partners.

**Room Tax Fund** - to account for a one percent City tax imposed upon the gross income from room rentals within the City. By ordinance, 50% of the revenues provided by this tax must be used for developing, building, maintaining, expanding, repairing, and operating City parks and other recreational facilities. The other half is used for City improvements or programs, the primary purpose of which is the improvement or betterment of the City as a final destination for visitors and tourism. A portion of these funds are distributed as grants to support local arts and culture events.

**Court Funds** - to account for assessments levied by the Reno Municipal Court. These funds are used for the improvement of the Court and construction of a new court facility. This includes: training and education of personnel, acquisition of capital goods, management and operational studies, audits, and acquisition of computers and other technology.

**Forfeiture Fund** - to account for revenues resulting from drug and other related crimes that are solved. Funds are restricted to law enforcement activities.

### **Debt Service Funds**

These funds are used to account for the accumulation of resources and payment of general obligation bond principal and interest from governmental resources and special assessment bond principal and interest from special assessment levies. The City's debt service funds are:

**Ad Valorem Debt Service Fund** - to accumulate monies for payment of general obligation bonds and capital lease obligations of the City that are not required to be accounted for in proprietary funds.

**Railroad Debt Fund** - a Major Fund used to accumulate monies for payment of bonds for the construction of ReTRAC (train trench).

**Event Center Debt Funds** - to accumulate monies for payment of bonds for the construction of the Downtown Event Center and Ballroom.

**Special Assessment Districts Debt Service Funds** - to accumulate monies for payment of special assessment bonds of the City.

**Redevelopment Agency Debt Service Fund** - to accumulate monies for payment of tax allocation bonds of the Redevelopment Agency.



### **Capital Projects Funds**

These funds are used to account for the acquisition and construction of major capital facilities other than those financed by proprietary or trust funds. The City's capital projects funds are:

**General (City) Capital Projects Funds** - to account for general capital improvement projects and traffic signal and safety improvements not accounted for elsewhere. Current policy calls for the City to transfer a minimum of 1% of total general fund expenses to this fund each year to accumulate funds for capital improvements and capital maintenance of City facilities.

**Parks Capital Projects Funds** - to account for the acquisition and improvement of parks, playgrounds, and recreation facilities within the City. Resources are provided by the Residential Construction Tax.

**Capital Tax Fund** - to account for a special Ad Valorem tax levied by the County which can only be used for the purchase of capital assets and/or major repairs (not considered maintenance) of existing infrastructure. Resources can also be used to repay short-term financing to fund capital projects.

## **Proprietary Funds**

These funds are used to account for activities similar to those found in the private sector where the determination of net income is necessary or useful for sound financial administration. Goods or services from such activities can be provided either to outside parties (Enterprise Funds) or to other departments or agencies within the City (Internal Service Funds).

The City uses the accrual method of accounting for all proprietary funds. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. This method is utilized in the Comprehensive Annual Financial Report as well.

**Enterprise Funds** are used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the City is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or where the City decided that periodic determination of net income is appropriate for accountability purposes. The City's enterprise funds are:

**Sanitary Sewer Fund** - a Major Fund used to account for sewer services provided to the residents of Reno and some residents of Washoe County and to account for connection fee revenues restricted for capital expenditures and the related projects.

**Building Permit Fund** - to account for activities involved in issuing a building permit and inspecting buildings for compliance with building and fire codes. Resources are provided by building permit and inspection fees.

**Internal Service Funds** are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the government and to other governmental units on a cost- reimbursement basis. The City's internal service funds are:

**Motor Vehicle Fund** - to account for the costs of acquisition of motor vehicles and of operating a maintenance facility for motor vehicles used by City departments. Such costs are billed to the user department.

**Risk Retention Fund** - to account for the operations of the self-funded general insurance program.

**Self-Funded Medical Fund** - to account for the operations of the group health and accident insurance program.

**Self-Funded Workers' Compensation Fund** - to account for the operations of the self-funded workers' compensation program.

# Budget Guiding Principles

City Council adopted a set of Budget Guiding Principles to serve as a guide to the City Council, City Manager, and departments for purposes of providing an overarching framework for the development of the City's annual budget as well as the strategic allocation of resources to appropriate funds.

Since City revenues have fluctuated as seen in the recent recession years, it is fiscally prudent to adopt budget guiding principles to establish protocols in furtherance of eliminating the City's outstanding and unfunded liabilities and to establish adequate reserve, stabilization, and contingency levels.

The City Council desires and intends that the budget guiding principles will complement established fund policies and serve as guidelines to formulate recommendations for policy decisions that affect the fiscal health of the City, and they shall be interpreted in compliance with the applicable laws and regulations of the State of Nevada.

## The following are City of Reno's Budget Guiding Principles as adopted by City Council:

1. **Structural Budget Deficit Elimination:** Eliminate the General Fund structural budget deficit through a balanced approach of ongoing expenditure reductions and optimization of revenues, including identification of new revenue sources.
2. **General Fund Reserves:** When conditions permit, maintain a General Fund reserve level of between 8.3% and 25%.
3. **Stabilization Fund:** Maintain a fund to stabilize the operation of local government and mitigate the effects of natural disaster pursuant to NRS 354.6115 and as adopted via resolution No. 8015.
4. **Allocation of New Revenue Sources:** After the General Fund Reserve level is reached, allocation of new revenue sources (net of ongoing and contractual or legislative expenditure increases) is to be to the following funds/liabilities to reduce outstanding or contingent liability in priority order:
  - a. Stabilization Special Revenue Fund, until maximum funding is reached per NRS 354.6115.
  - b. Other Post Employment Benefits Trust Fund (OPEB Trust), until the annual required contribution has been fully funded.
  - c. Self-Funded Workers' Compensation Internal Service Fund, until the IBNR claims liability account is fully funded.
  - d. Public Works Capital Projects Fund — specific allocation to Deferred Capital Maintenance.
  - e. Council-identified priorities.
5. **Budget Forecasting:** Annually develop and prepare a minimum 5-year budget forecast to be utilized by the City Manager in preparation of budget recommendations to the City Council.
6. **Commit to Maintaining delivery of Core Services:** In furtherance of each 5-year budget forecast, prioritize City services expenditures based on Council-defined core services, considering public input, benchmarking studies, and departmental goals and performance data.
7. **Commit to Improve Service Delivery and Reduce Duplication:** For each 5-year budget forecast, research and pursue alternative, data-driven service delivery methods to include efficiency improvements and elimination of service duplications.
8. **Use of One-Time Resources:** One-time resources will be matched to one-time expenditures.
9. **Establish Cost Recovery for Identified Programs and Services:** For identified programs and services established by policy to recover full costs, implement protocols for 100% cost recovery. If sufficient resources are not available to cover expenditures, consideration shall be given and direction obtained from the City Council or City Manager, as appropriate, to modify programs or services including reducing expenditures for purposes of maintaining operations within available revenue sources.
10. **Include Resources Required to Maintain and Operate Capital Improvements and New Programs:** When considering the construction or purchase of new facilities or establishment of new programs, the City shall forecast and plan for ongoing operational and replacement expenses and will identify ongoing funding to cover these expenses.
11. **Fully Fund Annual Contribution to OPEB Trust:** Develop, maintain, and follow a plan to fully fund the annual required contribution to the OPEB Trust.
12. **Public Works Capital Project Fund:** Develop, maintain, and follow a plan to identify and fund deferred capital infrastructure and maintenance needs to reduce the current backlog, to identify the level of funding necessary to prevent the problem from growing larger, and to reduce the potential of increasing costs.
13. **Essential Capital Assets:** Maintain inventory of City-owned essential capital assets and value, with designation of those assets to be retained and those to be disposed of as non-essential assets. Revenues from disposal will be allocated, whenever possible given applicable contractual or legal restrictions, to further reduce deferred capital maintenance cost liabilities. In disposal of assets, consideration will be given where permitted to the increase of City revenues through the sale of the property, return of the property to the tax rolls, or other revenue-enhancing consideration.

14. **Year-end Fund Balance by Department:** After close of a Fiscal Year, the City Manager may authorize the utilization of the savings realized by a Department to fund a Council-approved, department-specific capital or equipment need. The Department savings would be placed in a capital projects fund or other fund dedicated for the sole purpose of funding the approved need.
15. **Maximizing Regional Revenues:** Advocate at regional boards and commissions for expenditures that fund infrastructure and provide services that meet defined City goals and objectives. When General Fund revenues are not available, explore eligibility of regionally-generated revenues for identified City needs.
16. **Future Planning:** Avoid budgetary and accounting procedures that balance the current year budget at the expense of future budgets.
17. **Revenue Allocation:** Avoid targeting revenues for specific programs unless legally required or when the revenue source has been established for the sole purpose of financing a specific program or project.

## Policies & Procedures

There are many policies which govern the development of the City's annual budget process. These policies include regulations established by the State of Nevada in the Nevada Revised Statutes and Nevada Administrative Code, the Reno City Charter, the Reno Municipal Code, and management policies adopted by City Council. These policies are summarized below:

### **Nevada Revised Statutes ([NRS](#)) and Nevada Administrative Code ([NAC](#))**

The primary regulatory documents regulating the development and implementation of the annual budget are the Nevada Revised Statutes and Administrative Code. Specifically, NRS and NAC Chapters 354, Local Financial Administration, establish the basic guidelines which all Nevada municipalities follow in the development and implementation of their budgets. This chapter establishes the dates of submittal for the tentative and final budgets to the Department of Taxation, when the public hearing shall take place each year, and how the budget should be filed with the State and other local agencies.

Chapter 354 defines the revenues available to local governments, how they are calculated, and the process for setting the rates. It also describes how funds will be accounted for and how these resources may be used.

### **Reno City Charter**

The Reno City Charter establishes the duties and authority of the Reno City Council and City Manager. It authorizes the Council to set the rate for utility services and to impose license and business taxes and other charges for services. The Charter also establishes the maximum debt level for the City and rules for issuing new debt in addition to NRS requirements.

### **Reno Municipal Code (RMC)**

The method for setting rates of those revenue sources which the City Council is empowered to set by NRS or the Reno City Charter are established in the RMC. The Code establishes procedures for determining and adopting fees for certain services, which are used during the budget process to project revenues. The Code also establishes basic human resources and civil service policies.

## **Various Policies**

### ***Fund Policies***

Upon recommendation of the Financial Advisory Board, the City Council adopts fund policies for each of its funds. These written policies describe the sources and uses of revenues and the responsibilities of personnel engaged in the collection, accounting, and expenditure of its revenues. The policies may establish minimum reserve levels for each fund to ensure the stability of the programs using these revenues. During the budget process, staff reviews the reserve levels for each fund to ensure that sufficient reserves are maintained. When necessary, adjustments are made to budgeted revenues or expenditures to attain and/or maintain proper reserves.

### ***Debt Management Policy***

The City's Debt Management Policy was developed to meet the requirements of NRS Chapter 350. This policy describes the City's policies relating to the issue of debt, the relationship with the Capital Improvement Plan, and the method of selling debt. Further information on debt policies can be found in Section V, Debt Administration.

## ***Investment Policy***

The City's Investment Policy, reviewed annually by Council, defines three primary objectives of the investment activities. They are to ensure the safety of invested idle funds by limiting credit and interest rate risks, maintain sufficient liquidity to meet the City's cash flow needs, and to attain a market rate of return throughout budgetary and economic cycles taking into account the City's investment risk constraints and cash flow requirements. The policy also defines the responsibilities of personnel involved in investment activities, the types of securities authorized for investment, the level of diversification, and procedures to ensure adequate internal controls.

## ***Capital Improvement Plan***

The City's Capital Improvement Plan (CIP) establishes the timing, nature, cost, and funding sources for major construction projects and capital equipment purchases. The plan is updated annually and covers a ten-year period. More information on the CIP can be found in this document under Section IV, Capital Improvement Plan.

## ***Capital Maintenance Plan***

The City's Capital Maintenance Plan (CMP) establishes the timing, nature, cost, and funding sources for major renovation projects. The plan is identified as Category 5 in the Capital Improvement Plan. The projects to be funded for the year are enumerated in the plan and in section IV of this document.

## **Master Plan**

The City of Reno Master Plan, revised and adopted in 2002, is the City's blueprint for future development and land use decisions. The Plan consists of a number of individual plans and policies which are designed to enhance the traditional urban core; foster safe, convenient, and walk-able neighborhoods and commercial districts; and to link land use decisions to City policy. The master plan was adopted in FY17/18 and updated in FY21/22.

## **Budget Policies**

In addition to the plans and policies above which govern long term fiscal policy, there are short term budget policies which guide the development and implementation of the annual budget. These policies may change each year based on City Council and City Manager priorities, economic conditions, labor relations, or other factors. Some of the significant policies in effect for FY 22/23:

### ***Balanced Budget***

The State of Nevada requires that all governmental entities file a balanced budget. This is accomplished by having revenues and use of fund balance or retained earnings that equal expenditures and ending fund balance.

### ***Revenue Estimates***

Revenue estimates are based on regional, state, and local economic forecasts using an accepted forecasting model, such as trend or regression analysis. Revenue estimates received from the State or other governmental agencies are used as a base, then adjusted for local conditions and known events in the coming year which have budgetary impact on the City. Examples are scheduled tournaments at the National Bowling Stadium or planned hotel/casino, industrial, or residential construction.



## ***Revenue Sources***

Charges for services are set to recover the established cost recovery percentage of providing the services. The City conducts cost and program analysis for many of its revenue producing services to ensure they are provided efficiently and effectively and costs are recovered at the established cost recovery percentage. Fees are reviewed annually and adopted by Council in conjunction with the budget.

## ***Authorized Staffing***

All requests for new positions must be submitted to the Position Review Committee (PRC) with complete justification, including additional costs for supplies and equipment and availability of office space. The voting body of the PRC consists of the City Manager, Finance Director, and Human Resources Director. The City Manager may approve additional staff requests within the appropriations level approved by Council. Only the City Council can approve new positions which increase appropriation levels.

## ***Unfunded Needs***

Requests for new programs or budget increases above the authorized limit for inflation (determined by the Finance Department) are prioritized and submitted as program change requests by the departments. After City-wide priorities are established, items recommended for funding are submitted through the City Manager to the City Council for approval.

## ***Services and Supplies***

After all budgeted revenues and salary and benefit costs are projected for the coming year, the Finance Department staff will determine any incremental increase over current year base budgets which the departments may request in their non-capital expense budgets. This percentage increase, approved by the City Manager, is typically less than the CPI for the local area. Departments include notes on all services and supply expenditures.

## ***Capital***

Capital requests are submitted by departments through the CIP process, evaluated and ranked by the Capital Improvement Committee, and then submitted through the City Manager to the City Council for approval.

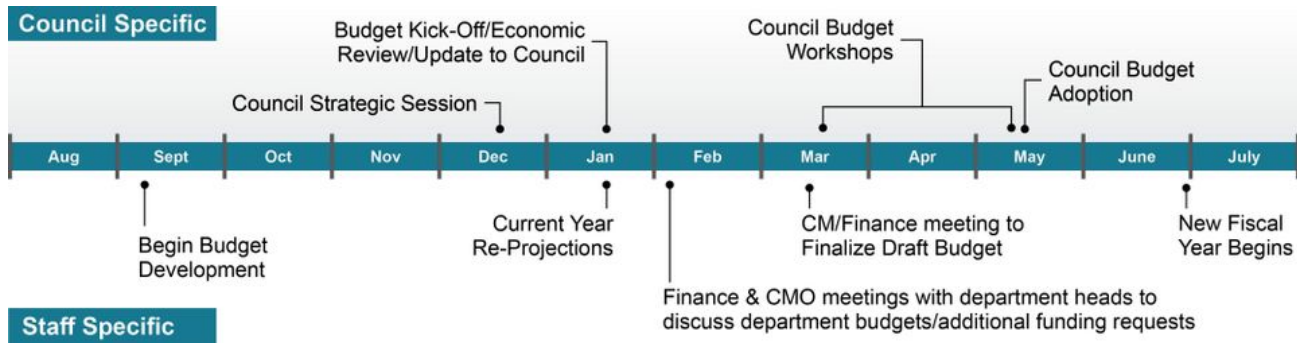
# Budget Timeline

The City Manager, as Chief Administrative Officer (RMC 2.020), is responsible for developing the budget and presenting it to the City Council for adoption. The specific tasks of compiling information and formulating initial recommendations are completed by staff in the Finance Department, under the general direction of the Finance Director for submittal to the City Manager.

The City of Reno's budget process is designed to meet the requirements of the Nevada Revised Statutes regarding local government budgets. The City's fiscal year is July 1 - June 30; however, the budget process for any single year is a continuing effort which spans three calendar years. The process is circular in design, with activities for two fiscal years conducted simultaneously. The budget cycle has five phases: general preparation, current year re-projections, budget year development, compilation, approval, and execution.



## Budget Development Process



## Budget Augmentations & Revisions

The procedure to augment the appropriations of a fund is established by NRS and NAC. A budget augmentation is the procedure used to increase appropriations of a fund using previously un-budgeted resources. A revision is a change in the allocation of current appropriations. By law, all budget augmentations must be adopted, by resolution, by City Council, prior to June 30 of the affected fiscal year and forwarded to the Nevada Department of Taxation. Resources which may be used to augment appropriations are:

1. A beginning fund balance higher than anticipated;
2. Revenues in excess of those budgeted; or
3. Revenues from previously un-budgeted sources.

In practice, City departments submit a request for budget augmentation or revision to budget staff. Budget staff compiles these requests and submits them to the City Council for approval. The public can view the augmentation or revision at the City Clerk's Office prior to the meeting or via the City's website. At the meeting, the public is given the opportunity to discuss the proposed changes to the budget during the Public Comment Section of the Agenda or during the Item on the Agenda prior to Council action. Augmentations and revisions are not effective until approved by Council. Once approved, augmentations and revisions are then submitted to the State.

## Authorized Positions by Function

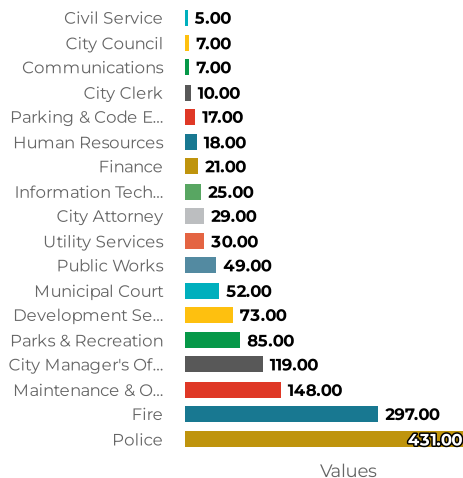
1. Addition of 30 new firefighters mid-year, 20 through SAFER grant funding, and 10 general funded positions
2. Newly created pilot team in Police - 5 Police Officers, 1 Sergeant, 1 Community Service Officers, and 1 Police Assistant
3. 4 Additional positions added to Police to meet policing demands - 1 Lieutenant & 3 Police Assistant's
4. Increase of 3 FTE's to assist the Parks & Recreation department - Adaptive Recreation Specialist, 2 Tree Maintenance Workers
5. Addition of 8 Building Fund positions to Development Services to assist with Building permit demands
6. Other increases for various programs to assist with workload

Note: Full-time equivalent (FTE) positions are based on 2,080 hours per year; 2,912 hours per year for emergency response personnel in the Fire Department.

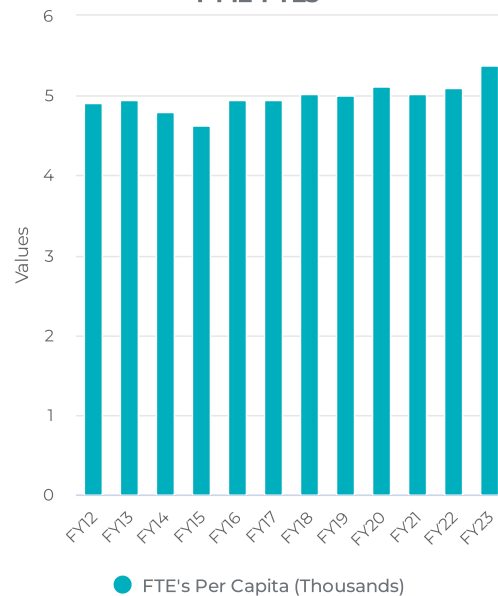
	Actual Prior Year Ending 6/30/21	Estimated Current Year Ending 6/30/22	Budget Year Ending 6/30/23
General Government	139.44	147.44	154.44
Judicial	50.00	52.00	52.00
Public Safety	719.41	756.66	770.66
Public Works	117.52	185.69	200.69
Culture and Recreation	166.16	171.41	174.41
Community Support	90.85	94.85	108.85
Utilities	84.86	34.69	35.69
<b>TOTAL*</b>	<b>1,368.24</b>	<b>1,442.74</b>	<b>1,496.74</b>

\*Totals include temporary employees which are not included in the charts below

**FY23 FTE's by Department - 1,423  
Total**



**FTE's Per Capita (Thousands)  
FY12-FY23**





## Personnel Changes

Position	Approved 2021/2022	Mid Year 2021/2022	Ending 2021/2022	Requested 2022/2023	Approved 2022/2023
<b>City Council</b>					
<b>Legislative</b>					
Councilmember	6.00	-	6.00	-	6.00
Mayor	1.00	-	1.00	-	1.00
<i>Program Total</i>	<i>7.00</i>	<i>-</i>	<i>7.00</i>	<i>-</i>	<i>7.00</i>
<b>City Council Total FTE's</b>	<b>7.00</b>	<b>-</b>	<b>7.00</b>	<b>-</b>	<b>7.00</b>
<b>City Attorney</b>					
<b>Civil Division</b>					
Chief Deputy City Attorney	1.00	-	1.00	-	1.00
City Attorney	0.25	-	0.25	-	0.25
Deputy City Attorney III	8.50	-	8.50	-	8.50
Management Assistant	0.50	-	0.50	-	0.50
Sr. Legal Secretary	3.00	-	3.00	-	3.00
<i>Program Total</i>	<i>13.25</i>	<i>-</i>	<i>13.25</i>	<i>-</i>	<i>13.25</i>
<b>Criminal Division</b>					
City Attorney	0.25	-	0.25	-	0.25
Deputy City Attorney I	4.00	(1.00)	3.00	-	3.00
Deputy City Attorney II	2.00	1.00	3.00	-	3.00
Legal Secretary	3.00	-	3.00	-	3.00
Management Assistant	1.00	-	1.00	-	1.00
Senior Victim Witness Advocate	1.00	-	1.00	-	1.00
Victim/Witness Advocate	2.00	-	2.00	-	2.00
<i>Program Total</i>	<i>13.25</i>	<i>-</i>	<i>13.25</i>	<i>-</i>	<i>13.25</i>
<b>Risk Management</b>					
City Attorney	0.50	-	0.50	-	0.50
Deputy City Attorney III	0.50	-	0.50	-	0.50
Management Assistant	0.50	-	0.50	-	0.50
<i>Program Total</i>	<i>1.50</i>	<i>-</i>	<i>1.50</i>	<i>-</i>	<i>1.50</i>
<b>Sewer Management</b>					
Deputy City Attorney III	1.00	-	1.00	-	1.00
<i>Program Total</i>	<i>1.00</i>	<i>-</i>	<i>1.00</i>	<i>-</i>	<i>1.00</i>
<b>City Attorney Total FTE's</b>	<b>29.00</b>	<b>-</b>	<b>29.00</b>	<b>-</b>	<b>29.00</b>
<b>City Clerk</b>					
<b>Cashiering/Parking Tickets</b>					
Office Assistant II	2.00	1.00	3.00	-	3.00
<i>Program Total</i>	<i>2.00</i>	<i>1.00</i>	<i>3.00</i>	<i>-</i>	<i>3.00</i>
<b>Council Support</b>					
Chief Deputy City Clerk	1.00	-	1.00	-	1.00
City Clerk	1.00	-	1.00	-	1.00
Management Assistant	1.00	-	1.00	-	1.00
<i>Program Total</i>	<i>3.00</i>	<i>-</i>	<i>3.00</i>	<i>-</i>	<i>3.00</i>
<b>Records Management</b>					
Office Assistant II	2.00	(1.00)	1.00	-	1.00
Program Assistant	-	-	-	1.00	1.00
Records Management Program Coordinator	-	1.00	1.00	-	1.00
Records System Manager	1.00	-	1.00	-	1.00
<i>Program Total</i>	<i>3.00</i>	<i>-</i>	<i>3.00</i>	<i>1.00</i>	<i>4.00</i>
<b>City Clerk Total FTE's</b>	<b>8.00</b>	<b>1.00</b>	<b>9.00</b>	<b>1.00</b>	<b>10.00</b>

Position	Approved 2021/2022	Mid Year 2021/2022	Ending 2021/2022	Requested 2022/2023	Approved 2022/2023
<b>City Manager's Office</b>					
<b>Administration</b>					
Administrative Secretary	1.00	-	1.00	-	1.00
Assistant City Manager	2.00	-	2.00	-	2.00
Assistant to the City Manager	1.00	-	1.00	-	1.00
Chief Equity and Community Relations Officer	-	1.00	1.00	-	1.00
Chief of Staff	1.00	-	1.00	-	1.00
Chief of Staff to the Mayor	1.00	-	1.00	-	1.00
City Manager	1.00	-	1.00	-	1.00
Community Relationships Program Manager	-	1.00	1.00	-	1.00
Director of Policy and Strategy	1.00	-	1.00	-	1.00
Housing Manager	-	1.00	1.00	-	1.00
Internal Auditor	1.00	-	1.00	-	1.00
Management Analyst	2.00	(1.00)	1.00	1.00	2.00
Management Assistant	1.00	-	1.00	-	1.00
Ombudsman	1.00	(1.00)	-	-	-
Regional Infrastructure Administrator	-	-	-	1.00	1.00
Security Manager	-	-	-	1.00	1.00
Senior Management Analyst	2.00	(1.00)	1.00	-	1.00
<i>Program Total</i>	<i>15.00</i>	<i>-</i>	<i>15.00</i>	<i>3.00</i>	<i>18.00</i>
<b>Arts, Culture &amp; Special Events</b>					
Management Assistant	1.00	(1.00)	-	-	-
Office Assistant II	-	1.00	1.00	-	1.00
Program Assistant	-	-	-	1.00	1.00
Public Art Program Coordinator	1.00	(1.00)	-	-	-
Senior Management Analyst	1.00	-	1.00	-	1.00
Senior Recreation Leader	1.00	(1.00)	-	-	-
<i>Program Total</i>	<i>4.00</i>	<i>(2.00)</i>	<i>2.00</i>	<i>1.00</i>	<i>3.00</i>
<b>Business License</b>					
Business License Compliance Officer	-	4.00	4.00	1.00	5.00
Business License Manager	-	1.00	1.00	-	1.00
Business License Tech Supervisor	-	1.00	1.00	-	1.00
Business License Technicians	-	3.00	3.00	-	3.00
Management Analyst	-	1.00	1.00	-	1.00
Management Assistant	-	1.00	1.00	-	1.00
Program Assistant	-	1.00	1.00	-	1.00
<i>Program Total</i>	<i>-</i>	<i>12.00</i>	<i>12.00</i>	<i>1.00</i>	<i>13.00</i>
<b>Clean &amp; Safe</b>					
Clean & Safe Field Assistant	-	1.00	1.00	-	1.00
Community Outreach Program Coordinator	1.00	-	1.00	-	1.00
Program Assistant	2.00	(1.00)	1.00	-	1.00
<i>Program Total</i>	<i>3.00</i>	<i>-</i>	<i>3.00</i>	<i>-</i>	<i>3.00</i>
<b>Community Resources</b>					
Management Analyst	-	3.00	3.00	-	3.00
Management Assistant	-	1.00	1.00	2.00	3.00
Program Assistant	-	4.00	4.00	-	4.00
<i>Program Total</i>	<i>-</i>	<i>8.00</i>	<i>8.00</i>	<i>2.00</i>	<i>10.00</i>
<b>Economic Development</b>					
Property Agent	1.00	(1.00)	-	-	-
Management Analyst	1.00	(1.00)	-	-	-
Revitalization Manager	1.00	-	1.00	-	1.00
<i>Program Total</i>	<i>3.00</i>	<i>(2.00)</i>	<i>1.00</i>	<i>-</i>	<i>1.00</i>

Position	Approved 2021/2022	Mid Year 2021/2022	Ending 2021/2022	Requested 2022/2023	Approved 2022/2023
<b>Innovation &amp; Experience</b>					
Chief Innovation and Experience Officer	-	-	-	1.00	1.00
Citizen Services Representative	-	2.00	2.00	-	2.00
Community Liaison	-	3.00	3.00	-	3.00
Digital Engagement Program Manager	-	1.00	1.00	-	1.00
Lead Citizen Services Representative	-	1.00	1.00	-	1.00
<i>Program Total</i>	-	7.00	7.00	1.00	8.00
<b>Office of Strategy &amp; Policy</b>					
Legislative Relations Program Manager	-	1.00	1.00	-	1.00
Management Analyst	1.00	-	1.00	-	1.00
Principal Planner	-	1.00	1.00	-	1.00
Senior Management Analyst	2.00	(1.00)	1.00	-	1.00
Senior Planner	-	1.00	1.00	-	1.00
<i>Program Total</i>	3.00	1.00	5.00	-	5.00
<b>Public Safety Dispatch</b>					
Assistant Emergency Communications Manager	-	1.00	1.00	-	1.00
Office Assistant II	-	1.00	1.00	-	1.00
Public Safety Dispatch Manager	-	1.00	1.00	-	1.00
Public Safety Dispatch Supervisor	-	9.00	9.00	-	9.00
Public Safety Dispatcher/Call Takers	-	44.00	44.00	2.00	46.00
<i>Program Total</i>	-	56.00	56.00	2.00	58.00
<b>City Manager's Office Total FTE's</b>	<b>28.00</b>	<b>81.00</b>	<b>109.00</b>	<b>10.00</b>	<b>119.00</b>
<b>Civil Service Commission</b>					
<b>Workforce Planning &amp; Development</b>					
Chief Examiner	1.00	-	1.00	-	1.00
Civil Service Technician	2.00	-	2.00	-	2.00
Management Analyst	2.00	-	2.00	-	2.00
<i>Program Total</i>	5.00	-	5.00	-	5.00
<b>Civil Service Commission Total FTE's</b>	<b>5.00</b>	<b>-</b>	<b>5.00</b>	<b>-</b>	<b>5.00</b>
<b>Code Compliance and Parking Enforcement</b>					
<b>Code Enforcement</b>					
Code Enforcement Officer I	-	1.00	1.00	1.00	2.00
Code Enforcement Officer II	-	6.00	6.00	-	6.00
Director of Code Compliance and Parking Enforcement	-	1.00	1.00	-	1.00
Parking Enforcement Officer	-	4.00	4.00	-	4.00
Program Assistant	-	-	-	2.00	2.00
Secretary	-	1.00	1.00	-	1.00
Senior Code Enforcement Officer	-	1.00	1.00	-	1.00
<i>Program Total</i>	-	14.00	14.00	3.00	17.00
<b>Code Compliance and Parking Enforcement Total FTE's</b>	<b>-</b>	<b>14.00</b>	<b>14.00</b>	<b>3.00</b>	<b>17.00</b>
<b>Communications</b>					
<b>Strategic Communications</b>					
Communications Program Manager	-	1.00	1.00	-	1.00
Director of Communications	-	1.00	1.00	-	1.00
Graphic Designer	-	1.00	1.00	-	1.00
Management Assistant	-	1.00	1.00	-	1.00
Public Communications Specialist	-	2.00	2.00	1.00	3.00
<i>Program Total</i>	-	6.00	6.00	1.00	7.00
<b>Communications Total FTE's</b>	<b>-</b>	<b>6.00</b>	<b>6.00</b>	<b>1.00</b>	<b>7.00</b>

Position	Approved 2021/2022	Mid Year 2021/2022	Ending 2021/2022	Requested 2022/2023	Approved 2022/2023
<b>Development Services</b>					
<b>Building</b>					
Application Support Technician	-	1.00	1.00	-	1.00
Building & Safety Manager	-	1.00	1.00	-	1.00
Building Inspector I	4.00	-	4.00	-	4.00
Building Inspector II	5.00	-	5.00	-	5.00
Combination Inspector	5.00	-	5.00	1.00	6.00
Deputy Director of Community Development	1.00	(1.00)	-	-	-
Development Permit Specialist	-	2.00	2.00	-	2.00
Development Permit Tech	10.00	-	10.00	-	10.00
GIS Analyst	0.50	(0.50)	-	-	-
Permit Services Supervisor	2.00	-	2.00	-	2.00
Permit Technician Lead	1.00	(1.00)	-	-	-
Plans Examiner	5.00	-	5.00	-	5.00
Plans Examiner Supervisor	1.00	-	1.00	-	1.00
Residential Plans Examiner	1.00	-	1.00	-	1.00
Senior Combination Inspector	2.00	-	2.00	-	2.00
<i>Program Total</i>	<i>37.50</i>	<i>1.50</i>	<i>39.00</i>	<i>1.00</i>	<i>40.00</i>
<b>Business License</b>					
Business License Compliance Officer	4.00	(4.00)	-	-	-
Business License Tech Supervisor	1.00	(1.00)	-	-	-
Business License Technicians	3.00	(3.00)	-	-	-
Business Relations Program Manager	1.00	(1.00)	-	-	-
<i>Program Total</i>	<i>9.00</i>	<i>(9.00)</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Community Resources</b>					
Management Analyst	3.00	(3.00)	-	-	-
Management Assistant	1.00	(1.00)	-	-	-
Office Assistant II	0.55	(0.55)	-	-	-
Program Assistant	2.00	(2.00)	-	-	-
<i>Program Total</i>	<i>6.55</i>	<i>(6.55)</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Engineering</b>					
Associate Civil Engineer	2.00	-	2.00	-	2.00
Assistant Public Works Director - City Engineer	0.10	(0.10)	-	-	-
Engineering Manager	1.00	-	1.00	-	1.00
Senior Civil Engineer	1.00	(1.00)	-	-	-
Senior Engineering Technician I	3.00	(2.00)	1.00	-	1.00
Senior Engineering Technician II	1.00	1.00	2.00	-	2.00
<i>Program Total</i>	<i>8.10</i>	<i>(2.10)</i>	<i>6.00</i>	<i>-</i>	<i>6.00</i>
<b>Planning</b>					
Assistant Community Development Director	1.00	(1.00)	-	-	-
Assistant Dev Services Director	-	1.00	1.00	-	1.00
Assistant Planner	4.00	1.00	5.00	1.00	6.00
Associate Planner	3.00	-	3.00	1.00	4.00
Associate Planner Specialist	-	-	-	1.00	1.00
Development Permit Technician	-	1.00	1.00	-	1.00
GIS Analyst	0.50	0.50	1.00	-	1.00
Management Analyst	-	1.00	1.00	-	1.00
Planning Manager	1.00	-	1.00	-	1.00
Planning Technician	2.00	-	2.00	-	2.00
Principal Planner	1.00	(1.00)	-	-	-
Senior Civil Engineer	-	1.00	1.00	-	1.00
Senior Planner	1.00	1.00	2.00	-	2.00
<i>Program Total</i>	<i>13.50</i>	<i>4.50</i>	<i>18.00</i>	<i>3.00</i>	<i>21.00</i>

Position	Approved 2021/2022	Mid Year 2021/2022	Ending 2021/2022	Requested 2022/2023	Approved 2022/2023
<b>Program and Service Management</b>					
Admin Secretary	1.00	(1.00)	-	-	-
Application Support Technician	1.00	(1.00)	-	-	-
Community Development Director	1.00	(1.00)	-	-	-
Director Development Services	-	1.00	1.00	-	1.00
Housing Manager	1.00	(1.00)	-	-	-
Management Analyst	1.00	(1.00)	-	1.00	1.00
Management Assistant	1.00	1.00	2.00	1.00	3.00
Office Assistant II	0.45	(0.45)	-	-	-
Program Assistant	1.00	(1.00)	-	-	-
Senior Management Analyst	-	-	-	1.00	1.00
<i>Program Total</i>	<i>7.45</i>	<i>(4.45)</i>	<i>3.00</i>	<i>3.00</i>	<i>6.00</i>
<b>Development Services Total FTE's</b>	<b>82.10</b>	<b>(16.10)</b>	<b>66.00</b>	<b>7.00</b>	<b>73.00</b>

## Finance

### Financial Management

Accountant	1.00	(1.00)	-	-	-
Accounting Assistant	3.00	-	3.00	-	3.00
Accounting Manager	0.85	(0.85)	-	-	-
Accounting Technician	1.00	1.00	2.00	-	2.00
Administrative Services Manager	0.85	0.15	1.00	-	1.00
Assistant Finance Director	-	1.00	1.00	-	1.00
Director of Finance	0.80	0.20	1.00	-	1.00
Management Analyst	1.90	(0.90)	1.00	-	1.00
Management Assistant	-	2.00	2.00	-	2.00
Office Assistant II	2.00	(1.00)	1.00	-	1.00
Payroll Technician	3.00	(3.00)	-	-	-
Purchasing Technician	1.00	(1.00)	-	-	-
Risk Manager	0.50	(0.50)	-	-	-
Senior Management Analyst	2.80	0.20	3.00	-	3.00
<i>Program Total</i>	<i>18.70</i>	<i>(3.70)</i>	<i>15.00</i>	<i>-</i>	<i>15.00</i>

### Risk Management

Director of Finance	0.10	(0.10)	-	-	-
Management Analyst	1.00	(1.00)	-	-	-
Risk Manager	0.50	(0.50)	-	-	-
<i>Program Total</i>	<i>1.60</i>	<i>(1.60)</i>	<i>-</i>	<i>-</i>	<i>-</i>

### Sewer Collection

Accounting Assistant	4.00	-	4.00	-	4.00
Accounting Manager	0.15	(0.15)	-	-	-
Administrative Services Manager	0.15	(0.15)	-	-	-
Director of Finance	0.10	(0.10)	-	-	-
Management Analyst	0.10	(0.10)	-	-	-
Management Assistant	1.00	-	1.00	-	1.00
Senior Management Analyst	1.20	(0.20)	1.00	-	1.00
<i>Program Total</i>	<i>6.70</i>	<i>(0.70)</i>	<i>6.00</i>	<i>-</i>	<i>6.00</i>
<b>Finance Total FTE's</b>	<b>27.00</b>	<b>(6.00)</b>	<b>21.00</b>	<b>-</b>	<b>21.00</b>

## Fire

### Emergency Medical Services (EMS)

EMS Coordinator	1.00	1.00	2.00	-	2.00
EMS Program Manager	1.00	-	1.00	-	1.00
<i>Program Total</i>	<i>2.00</i>	<i>-</i>	<i>3.00</i>	<i>-</i>	<i>3.00</i>





Position	Approved 2021/2022	Mid Year 2021/2022	Ending 2021/2022	Requested 2022/2023	Approved 2022/2023
<b>Emergency Operations</b>					
Battalion Chief	9.00	-	9.00	-	9.00
Fire Captain (Suppression)	48.00	-	48.00	-	48.00
Fire Equipment Operator	51.00	-	51.00	-	51.00
Firefighter	122.00	30.00	152.00	-	152.00
<i>Program Total</i>	<i>230.00</i>	<i>30.00</i>	<i>260.00</i>	<i>-</i>	<i>260.00</i>
<b>Fire Prevention</b>					
Fire Battalion Chief/Fire Marshall	1.00	-	1.00	-	1.00
Fire Captain	2.00	-	2.00	-	2.00
Fire Prevention Inspector I	2.00	(1.00)	1.00	-	1.00
Fire Prevention Inspector II	10.00	1.00	11.00	-	11.00
Water Supply Inspector II	1.00	-	1.00	-	1.00
<i>Program Total</i>	<i>16.00</i>	<i>-</i>	<i>16.00</i>	<i>-</i>	<i>16.00</i>
<b>Fleet Maintenance</b>					
Fire Equipment Superintendent	1.00	-	1.00	-	1.00
Equipment Mechanic	4.00	-	4.00	-	4.00
<i>Program Total</i>	<i>5.00</i>	<i>-</i>	<i>5.00</i>	<i>-</i>	<i>5.00</i>
<b>Program and Service Management</b>					
Administrative Secretary	1.00	-	1.00	-	1.00
Admin Services Manager	1.00	-	1.00	-	1.00
Equipment Supply Technician	1.00	-	1.00	-	1.00
Fire Chief	1.00	-	1.00	-	1.00
Fire Equipment Service Writer	1.00	-	1.00	-	1.00
Logistics Officer	1.00	-	1.00	-	1.00
Management Assistant	1.00	1.00	2.00	-	2.00
Office Assistant II	1.00	(1.00)	-	-	-
Program Assistant	1.00	-	1.00	-	1.00
<i>Program Total</i>	<i>9.00</i>	<i>-</i>	<i>9.00</i>	<i>-</i>	<i>9.00</i>
<b>Safety and Training</b>					
Battalion Chief	1.00	-	1.00	-	1.00
Fire Captain (Training)	3.00	-	3.00	-	3.00
<i>Program Total</i>	<i>4.00</i>	<i>-</i>	<i>4.00</i>	<i>-</i>	<i>4.00</i>
<b>Fire Total FTE's</b>	<b>266.00</b>	<b>31.00</b>	<b>297.00</b>	<b>-</b>	<b>297.00</b>
<b>Human Resources</b>					
<b>Employee Services</b>					
Assistant Director of Human Resources	-	1.00	1.00	-	1.00
Benefits Manager	-	-	-	1.00	1.00
Director of Human Resources	1.00	-	1.00	-	1.00
Human Resources Technician	2.00	-	2.00	-	2.00
Labor Relations Manager	-	-	-	1.00	1.00
Labor Relations Program Manager	1.00	-	1.00	-	1.00
Management Analyst	3.00	2.00	5.00	-	5.00
Organizational Development Manager	-	1.00	1.00	-	1.00
Payroll Manager	-	1.00	1.00	-	1.00
Payroll Technician	-	3.00	3.00	-	3.00
Risk Manager	-	1.00	1.00	-	1.00
Training Manager	1.00	(1.00)	-	-	-
<i>Program Total</i>	<i>8.00</i>	<i>8.00</i>	<i>16.00</i>	<i>2.00</i>	<i>18.00</i>
<b>Human Resources Total FTE's</b>	<b>8.00</b>	<b>8.00</b>	<b>16.00</b>	<b>2.00</b>	<b>18.00</b>

Position	Approved 2021/2022	Mid Year 2021/2022	Ending 2021/2022	Requested 2022/2023	Approved 2022/2023
<b>Information Technology</b>					
<b>Technology</b>					
Administrative Secretary	1.00	-	1.00	-	1.00
Communications Technician	1.00	-	1.00	-	1.00
Database Administrator	1.00	(1.00)	-	-	-
Digital Asset Coordinator	1.00	(1.00)	-	-	-
Director of Technology	1.00	-	1.00	-	1.00
GIS Analyst	2.00	(1.00)	1.00	-	1.00
GIS Technician	1.00	-	1.00	-	1.00
Information Systems Supervisor	1.00	-	1.00	-	1.00
Information Systems Technician I	2.00	-	2.00	-	2.00
Information Systems Technician II	5.00	-	5.00	-	5.00
Information Technology Manager	-	2.00	2.00	-	2.00
Management Analyst	1.00	-	1.00	-	1.00
Senior GIS Analyst	-	1.00	1.00	-	1.00
Senior IT Security Analyst	-	-	-	1.00	1.00
Senior Network Analyst	2.00	-	2.00	-	2.00
Senior Systems Analyst	2.00	-	2.00	-	2.00
Systems Analyst	2.00	-	2.00	1.00	3.00
<i>Program Total</i>	<i>23.00</i>	<i>-</i>	<i>23.00</i>	<i>2.00</i>	<i>25.00</i>
<b>Information Technology Total FTE's</b>	<b>23.00</b>	<b>-</b>	<b>23.00</b>	<b>2.00</b>	<b>25.00</b>

<b>Maintenance &amp; Operations</b>					
<b>Downtown Maintenance</b>					
Maintenance Worker I	2.00	-	2.00	-	2.00
Maintenance Worker III	1.00	-	1.00	-	1.00
<i>Program Total</i>	<i>3.00</i>	<i>-</i>	<i>3.00</i>	<i>-</i>	<i>3.00</i>
<b>Facility Maintenance</b>					
Associate Civil Engineer	-	1.00	1.00	-	1.00
Maintenance & Ops Manager	1.00	-	1.00	-	1.00
Maintenance Technician	10.20	0.80	11.00	-	11.00
Management Assistant	-	1.00	1.00	-	1.00
Program Assistant	1.00	(1.00)	-	-	-
Public Works Crew Supervisor	1.00	-	1.00	-	1.00
Safety and Training Specialist	0.16	-	0.16	-	0.16
Senior Management Analyst	1.00	(1.00)	-	-	-
<i>Program Total</i>	<i>14.36</i>	<i>0.80</i>	<i>15.16</i>	<i>-</i>	<i>15.16</i>
<b>Fleet Management</b>					
Asst. Public Works Director-O/M	0.10	(0.10)	-	-	-
Director of Maintenance & Operations	-	0.10	0.10	-	0.10
Equipment Mechanic	5.00	-	5.00	2.00	7.00
Equipment Parts Technician	-	1.00	1.00	-	1.00
Equipment Service Worker	2.00	-	2.00	-	2.00
Maintenance & Operations Manager	1.00	-	1.00	-	1.00
Program Assistant	1.00	-	1.00	-	1.00
Senior Equipment Mechanic	1.00	-	1.00	-	1.00
Senior Equipment Service Writer	1.00	-	1.00	-	1.00
<i>Program Total</i>	<i>11.10</i>	<i>1.00</i>	<i>12.10</i>	<i>2.00</i>	<i>14.10</i>
<b>Maintenance Administration</b>					
Director of Maintenance & Operations	-	0.15	0.15	-	0.15
Management Analyst	-	1.00	1.00	-	1.00
Safety Specialist	-	-	-	0.55	0.55
<i>Program Total</i>	<i>-</i>	<i>1.15</i>	<i>1.15</i>	<i>0.55</i>	<i>1.70</i>

Position	Approved 2021/2022	Mid Year 2021/2022	Ending 2021/2022	Requested 2022/2023	Approved 2022/2023
<b>Paint and Sign</b>					
Maintenance & Operations Manager	0.25	-	0.25	-	0.25
Maintenance Worker I	7.00	1.00	8.00	-	8.00
Maintenance Worker II	2.00	(1.00)	1.00	-	1.00
Maintenance Worker III	5.00	-	5.00	-	5.00
Office Assistant II	0.25	(0.25)	-	-	-
Program Assistant	-	0.25	0.25	-	0.25
Public Works Crew Supervisor	2.00	(1.00)	1.00	-	1.00
<i>Program Total</i>	<i>16.50</i>	<i>(1.00)</i>	<i>15.50</i>	<i>-</i>	<i>15.50</i>
<b>Parking Meters</b>					
Management Assistant	0.50	(0.50)	-	-	-
Parking Meter Technician	2.00	-	2.00	-	2.00
<i>Program Total</i>	<i>2.50</i>	<i>(0.50)</i>	<i>2.00</i>	<i>-</i>	<i>2.00</i>
<b>Pavement Maintenance</b>					
Asst. Public Works Director-O/M	0.40	(0.40)	-	-	-
Director of Maintenance & Operations	-	0.40	0.40	-	0.40
Maintenance & Operations Manager	0.25	-	0.25	-	0.25
Maintenance Technician	1.40	(0.40)	1.00	-	1.00
Maintenance Worker I	15.00	-	15.00	-	15.00
Maintenance Worker II	5.00	3.00	8.00	-	8.00
Maintenance Worker III	5.00	-	5.00	-	5.00
Management Analyst	-	-	-	0.45	0.45
Office Assistant II	0.25	(0.25)	-	-	-
Program Assistant	-	1.25	1.25	-	1.25
Public Works Crew Supervisor	2.00	1.00	3.00	-	3.00
Safety and Training Specialist	0.42	-	0.42	-	0.42
<i>Program Total</i>	<i>29.72</i>	<i>4.60</i>	<i>34.32</i>	<i>0.45</i>	<i>34.77</i>
<b>Sewer &amp; Storm System Maintenance</b>					
Assistant Public Works Director-O/M	0.35	(0.35)	-	-	-
Director of Maintenance & Operations	-	0.35	0.35	-	0.35
Lift Station Technician	2.00	-	2.00	-	2.00
Maintenance & Operations Manager	1.00	-	1.00	-	1.00
Maintenance Technician	0.40	(0.40)	-	-	-
Maintenance Worker I	16.00	4.00	20.00	-	20.00
Maintenance Worker II	2.00	-	2.00	-	2.00
Maintenance Worker III	15.00	-	15.00	2.00	17.00
Management Analyst	-	-	-	0.55	0.55
Office Assistant II	1.00	(1.00)	-	-	-
Program Assistant	-	1.00	1.00	-	1.00
Public Works Crew Supervisor	3.00	-	3.00	-	3.00
Safety and Training Specialist	0.42	-	0.42	-	0.42
Safety Specialist	-	-	-	0.45	0.45
Senior Lift Station Technician	1.00	-	1.00	-	1.00
<i>Program Totals</i>	<i>42.17</i>	<i>3.60</i>	<i>45.77</i>	<i>3.00</i>	<i>48.77</i>
<b>Snow &amp; Ice Control</b>					
Maintenance & Operations Manager	0.25	-	0.25	-	0.25
Office Assistant II	0.25	(0.25)	-	-	-
Program Assistant	-	0.25	0.25	-	0.25
<i>Program Total</i>	<i>0.50</i>	<i>-</i>	<i>0.50</i>	<i>-</i>	<i>0.50</i>

Position	Approved 2021/2022	Mid Year 2021/2022	Ending 2021/2022	Requested 2022/2023	Approved 2022/2023
<b>Street Sweeping</b>					
Maintenance & Operations Manager	0.25	-	0.25	-	0.25
Maintenance Worker II	3.00	-	3.00	1.00	4.00
Maintenance Worker III	2.00	-	2.00	-	2.00
Office Assistant II	0.25	(0.25)	-	-	-
Program Assistant	-	0.25	0.25	-	0.25
<i>Program Total</i>	<i>5.50</i>	<i>-</i>	<i>5.50</i>	<i>1.00</i>	<i>6.50</i>
<b>Traffic Engineering &amp; Operations</b>					
Traffic Signal Mechanic	3.00	-	3.00	-	3.00
Traffic Signal Technician	3.00	-	3.00	-	3.00
<i>Program Total</i>	<i>6.00</i>	<i>-</i>	<i>6.00</i>	<i>-</i>	<i>6.00</i>
<b>Maintenance &amp; Operations Total FTE's</b>	<b>131.35</b>	<b>9.65</b>	<b>141.00</b>	<b>7.00</b>	<b>148.00</b>
<b>Municipal Court</b>					
<b>Judicial</b>					
Assistant to Court Administrator	1.00	-	1.00	-	1.00
Chief Marshal	1.00	-	1.00	-	1.00
Court Administrator	1.00	-	1.00	-	1.00
Court Finance Manager	1.00	-	1.00	-	1.00
Court Finance Specialist	1.00	-	1.00	-	1.00
Court Financial Service Specialist	1.00	(1.00)	-	-	-
Court Operations Manager	2.00	-	2.00	-	2.00
Court Program Manager	1.00	-	1.00	-	1.00
Court Security Officer	1.00	-	1.00	-	1.00
Court Specialist I	4.00	1.00	5.00	-	5.00
Court Specialist II	5.00	-	5.00	-	5.00
Court Specialist III	8.00	1.00	9.00	-	9.00
Judicial Assistant	4.00	-	4.00	-	4.00
Jury Services Specialist	1.00	-	1.00	-	1.00
Marshal	9.00	-	9.00	-	9.00
Marshal Sergeant	1.00	-	1.00	-	1.00
Marshal Services Coordinator	1.00	-	1.00	-	1.00
Municipal Court Judge	4.00	-	4.00	-	4.00
Specialty Court Case Manager	2.00	1.00	3.00	-	3.00
Specialty Court Coordinator	1.00	-	1.00	-	1.00
<b>Municipal Court Total FTE's</b>	<b>50.00</b>	<b>2.00</b>	<b>52.00</b>	<b>-</b>	<b>52.00</b>
<b>Neighborhood Services</b>					
<b>Code Enforcement</b>					
Assistant Director	0.35	(0.35)	-	-	-
Code Enforcement Officer I	1.00	(1.00)	-	-	-
Code Enforcement Officer II	6.00	(6.00)	-	-	-
Office Assistant II	0.35	(0.35)	-	-	-
Secretary	0.35	(0.35)	-	-	-
Senior Code Enforcement Officer	1.00	(1.00)	-	-	-
<i>Program Total</i>	<i>9.05</i>	<i>(9.05)</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Communications</b>					
Communications Program Manager	1.00	(1.00)	-	-	-
Digital Engagement Program Manager	1.00	(1.00)	-	-	-
Graphic Designer	1.00	(1.00)	-	-	-
Public Communications Specialist	1.00	(1.00)	-	-	-
<i>Program Total</i>	<i>4.00</i>	<i>(4.00)</i>	<i>-</i>	<i>-</i>	<i>-</i>

Position	Approved 2021/2022	Mid Year 2021/2022	Ending 2021/2022	Requested 2022/2023	Approved 2022/2023
<b>Community Engagement</b>					
Citizen Service Representative	2.00	(2.00)	-	-	-
Community Liaison	3.00	(3.00)	-	-	-
Lead Citizen Service Representative	1.00	(1.00)	-	-	-
<i>Program Total</i>	<i>6.00</i>	<i>(6.00)</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Parking Enforcement</b>					
Parking Enforcement Officers	4.00	(4.00)	-	-	-
<i>Program Total</i>	<i>4.00</i>	<i>(4.00)</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Program and Service Management</b>					
Assistant Director	0.65	(0.65)	-	-	-
Director of Neighborhood Services	1.00	(1.00)	-	-	-
Management Assistant	1.00	(1.00)	-	-	-
Office Assistant II	1.65	(1.65)	-	-	-
Secretary	0.65	(0.65)	-	-	-
<i>Program Total</i>	<i>4.95</i>	<i>(4.95)</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Neighborhood Services Total FTE's</b>	<b>28.00</b>	<b>(28.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Parks and Recreation</b>					
<b>Aquatics</b>					
Head Pool Operator	2.00	-	2.00	-	2.00
Recreation Manager	0.50	-	0.50	-	0.50
Recreation Program Coordinator	1.00	-	1.00	-	1.00
Recreation Supervisor	0.50	-	0.50	-	0.50
<i>Program Total</i>	<i>4.00</i>	<i>-</i>	<i>4.00</i>	<i>-</i>	<i>4.00</i>
<b>Athletics</b>					
Recreation Manager	0.50	-	0.50	-	0.50
Recreation Program Coordinator	1.00	-	1.00	-	1.00
Recreation Supervisor	0.50	-	0.50	-	0.50
<i>Program Total</i>	<i>2.00</i>	<i>-</i>	<i>2.00</i>	<i>-</i>	<i>2.00</i>
<b>Health &amp; Wellness</b>					
Custodian	-	1.00	1.00	-	1.00
Program Assistant	1.00	-	1.00	-	1.00
Recreation Assistant	2.00	-	2.00	-	2.00
Recreation Leader	0.75	-	0.75	-	0.75
Recreation Manager	1.00	-	1.00	-	1.00
Recreation Program Coordinator	2.00	-	2.00	-	2.00
Senior Recreation Leader	0.75	(0.75)	-	-	-
<i>Program Total</i>	<i>7.50</i>	<i>0.20</i>	<i>7.75</i>	<i>-</i>	<i>7.75</i>
<b>Park Maintenance</b>					
Equipment Mechanic	1.00	-	1.00	-	1.00
Horticulturist	1.00	-	1.00	-	1.00
Irrigation System Technician	3.00	-	3.00	-	3.00
Maintenance Technician	2.00	-	2.00	-	2.00
Office Assistant II	1.00	-	1.00	-	1.00
Park Maintenance Supervisor	2.00	-	2.00	-	2.00
Park Maintenance Worker I	4.00	-	4.00	-	4.00
Park Maintenance Worker II	15.00	-	15.00	-	15.00
Park Manager	0.80	0.20	1.00	-	1.00
River Ranger	2.00	-	2.00	-	2.00
Senior Irrigation System Technician	1.00	-	1.00	-	1.00
Senior Park Maintenance Worker	2.00	-	2.00	-	2.00
Senior Recreation Leader	-	1.00	1.00	-	1.00
<i>Program Total</i>	<i>34.80</i>	<i>1.20</i>	<i>36.00</i>	<i>-</i>	<i>36.00</i>



Position	Approved 2021/2022	Mid Year 2021/2022	Ending 2021/2022	Requested 2022/2023	Approved 2022/2023
<b>Program and Service Management</b>					
Accounting Assistant	1.00	-	1.00	-	1.00
Administrative Secretary	1.00	-	1.00	-	1.00
Director of Parks & Recreation	1.00	-	1.00	-	1.00
Management Analyst	1.00	-	1.00	-	1.00
Office Assistant II	1.00	-	1.00	-	1.00
Recreation Program Assistant	1.00	-	1.00	-	1.00
<i>Program Total</i>	<i>6.00</i>	<i>-</i>	<i>6.00</i>	<i>-</i>	<i>6.00</i>
<b>Recreation-Inclusion</b>					
Adaptive Recreation Specialist	-	-	-	1.00	1.00
Inclusion/Behavior Specialist	1.00	-	1.00	-	1.00
Recreation Manager	0.20	-	0.20	-	0.20
Therapeutic Recreation Specialist	1.00	-	1.00	-	1.00
<i>Program Total</i>	<i>2.20</i>	<i>-</i>	<i>2.20</i>	<i>1.00</i>	<i>3.20</i>
<b>Urban Forestry</b>					
Park Manager	0.20	(0.20)	-	-	-
Senior Tree Maintenance Worker	1.00	-	1.00	-	1.00
Tree Maintenance Worker	2.00	-	2.00	2.00	4.00
Urban Forester	1.00	-	1.00	-	1.00
<i>Program Total</i>	<i>4.20</i>	<i>(0.20)</i>	<i>4.00</i>	<i>2.00</i>	<i>6.00</i>
<b>Youth Development</b>					
Recreation Leader	9.00	-	9.00	-	9.00
Recreation Manager	0.80	-	0.80	-	0.80
Recreation Program Coordinator	1.00	-	1.00	-	1.00
Recreation Supervisor	1.00	-	1.00	-	1.00
Senior Recreation Leader	8.25	-	8.25	-	8.25
<i>Program Total</i>	<i>20.05</i>	<i>-</i>	<i>20.05</i>	<i>-</i>	<i>20.05</i>
<b>Parks &amp; Recreation Total FTE's</b>	<b>80.75</b>	<b>1.25</b>	<b>82.00</b>	<b>3.00</b>	<b>85.00</b>
<b>Police</b>					
<b>Crime Prevention</b>					
Deputy Chief of Police	1.00	-	1.00	-	1.00
Lieutenant	3.00	-	3.00	1.00	4.00
Lieutenant Commander	3.00	-	3.00	-	3.00
Mental Health Counselor II (MOST Team)	4.00	(1.00)	3.00	-	3.00
Mental Health Supervisor	-	1.00	1.00	-	1.00
Police Officer	168.00	-	168.00	5.00	173.00
Sergeant	22.00	-	22.00	1.00	23.00
<i>Program Total</i>	<i>201.00</i>	<i>-</i>	<i>201.00</i>	<i>7.00</i>	<i>208.00</i>
<b>Downtown Tax District</b>					
Police Officer	14.00	-	14.00	-	14.00
Sergeant	2.00	-	2.00	-	2.00
<i>Program Total</i>	<i>16.00</i>	<i>-</i>	<i>16.00</i>	<i>-</i>	<i>16.00</i>
<b>Forensic Investigation Services</b>					
Criminalist	2.00	-	2.00	-	2.00
Forensic Supervisor	1.00	-	1.00	-	1.00
<i>Program Total</i>	<i>3.00</i>	<i>-</i>	<i>3.00</i>	<i>-</i>	<i>3.00</i>
<b>Gang Enforcement</b>					
Lieutenant	1.00	-	1.00	-	1.00
Maintenance Worker I	2.00	-	2.00	-	2.00
Office Assistant II	2.00	-	2.00	-	2.00
Police Officer	13.00	-	13.00	-	13.00
Sergeant	2.00	-	2.00	-	2.00
<i>Program Total</i>	<i>20.00</i>	<i>-</i>	<i>20.00</i>	<i>-</i>	<i>20.00</i>

Position	Approved 2021/2022	Mid Year 2021/2022	Ending 2021/2022	Requested 2022/2023	Approved 2022/2023
<b>Investigations</b>					
COAP Grant Project Coordinator	0.75	0.25	1.00	-	1.00
Community Service Officer	1.00	-	1.00	-	1.00
Crime Analyst	1.00	-	1.00	-	1.00
Deputy Chief of Police	1.00	-	1.00	-	1.00
Evidence Technician	2.00	-	2.00	-	2.00
Lieutenant	2.00	-	2.00	-	2.00
Office Assistant II	1.00	-	1.00	-	1.00
Police Assistant	-	-	-	1.00	1.00
Police Officer	58.00	-	58.00	-	58.00
Police Services Specialist	8.00	-	8.00	-	8.00
Police Services Supervisor	1.00	-	1.00	-	1.00
Sergeant	9.00	-	9.00	-	9.00
Victim/Witness Advocate	6.00	-	6.00	-	6.00
Victim/Witness Advocate Supervisor	1.00	-	1.00	-	1.00
VSU Volunteer Coordinator	1.00	-	1.00	-	1.00
<i>Program Total</i>	<i>92.75</i>	<i>0.25</i>	<i>93.00</i>	<i>1.00</i>	<i>94.00</i>
<b>Police Service Technicians</b>					
Community Service Officer	6.00	-	6.00	1.00	7.00
<i>Program Total</i>	<i>6.00</i>	<i>-</i>	<i>6.00</i>	<i>1.00</i>	<i>7.00</i>
<b>Program And Service Management</b>					
Administrative Secretary	1.00	-	1.00	-	1.00
Administrative Services Manager	1.00	-	1.00	-	1.00
Chief of Police	1.00	-	1.00	-	1.00
Deputy Chief	1.00	-	1.00	-	1.00
Equipment/Supply Tech	1.00	-	1.00	-	1.00
Lieutenant	2.00	-	2.00	-	2.00
Management Assistant	2.00	-	2.00	-	2.00
Police Assistant II	1.00	-	1.00	-	1.00
Secretary	2.00	-	2.00	-	2.00
Sergeant	2.00	-	2.00	-	2.00
<i>Program Total</i>	<i>14.00</i>	<i>-</i>	<i>14.00</i>	<i>-</i>	<i>14.00</i>
<b>Public Safety Dispatch</b>					
Assistant Emergency Communications Manager	1.00	(1.00)	-	-	-
Office Assistant II	1.00	(1.00)	-	-	-
Public Safety Dispatch Manager	1.00	(1.00)	-	-	-
Public Safety Dispatch Supervisor	9.00	(9.00)	-	-	-
Public Safety Dispatcher/Call Takers	44.00	(44.00)	-	-	-
<i>Program Total</i>	<i>56.00</i>	<i>(56.00)</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Records and Identification</b>					
Police Assistant I	19.00	-	19.00	3.00	22.00
Police Assistant II	7.00	-	7.00	-	7.00
Police Records Manager	1.00	-	1.00	-	1.00
Police Records Supervisor	4.00	-	4.00	-	4.00
<i>Program Total</i>	<i>31.00</i>	<i>-</i>	<i>31.00</i>	<i>3.00</i>	<i>34.00</i>
<b>Traffic</b>					
Lieutenant	1.00	-	1.00	-	1.00
Police Officer	25.00	-	25.00	-	25.00
Sergeant	2.00	-	2.00	-	2.00
<i>Program Total</i>	<i>28.00</i>	<i>-</i>	<i>28.00</i>	<i>-</i>	<i>28.00</i>

Position	Approved 2021/2022	Mid Year 2021/2022	Ending 2021/2022	Requested 2022/2023	Approved 2022/2023
<b>Training</b>					
Police Officer	5.00	-	5.00	-	5.00
Secretary	1.00	-	1.00	-	1.00
Sergeant	1.00	-	1.00	-	1.00
<i>Program Total</i>	<i>7.00</i>	<i>-</i>	<i>7.00</i>	<i>-</i>	<i>7.00</i>
<b>Police Total FTE's</b>	<b>474.75</b>	<b>(55.75)</b>	<b>419.00</b>	<b>12.00</b>	<b>431.00</b>
<b>Public Works</b>					
<b>Building Fund</b>					
Assistant Public Works Director - City Engineer	-	-	-	-	-
Senior Engineering Tech I	-	4.00	4.00	-	4.00
<i>Program Total</i>	<i>-</i>	<i>4.00</i>	<i>4.00</i>	<i>-</i>	<i>4.00</i>
<b>Capital Projects</b>					
Asset Data Program Manager	0.50	0.50	1.00	-	1.00
Assistant Public Works Director	-	1.00	1.00	-	1.00
Assistant Public Works Director - City Engineer	0.50	(0.50)	-	-	-
Associate Civil Engineer	4.20	1.80	6.00	2.00	8.00
City Surveyor	0.60	0.40	1.00	-	1.00
Director of Public Works	0.20	(0.20)	-	-	-
Director of Public Works/City Engineer	-	0.20	0.20	-	0.20
Engineering Manager	0.60	0.40	1.00	-	1.00
Management Analyst	-	1.00	1.00	-	1.00
Management Assistant	0.60	(0.60)	-	-	-
Office Assistant II	0.60	(0.60)	-	-	-
Program Assistant	0.60	1.40	2.00	-	2.00
Project Coordinator	2.50	1.50	4.00	1.00	5.00
Senior Civil Engineer	1.00	1.00	2.00	1.00	3.00
Senior Engineering Technician	8.10	4.90	13.00	-	13.00
Senior Engineering Technician II	0.60	0.40	1.00	-	1.00
Senior Management Analyst	0.50	0.50	1.00	-	1.00
<i>Program Total</i>	<i>21.10</i>	<i>13.10</i>	<i>34.20</i>	<i>4.00</i>	<i>38.20</i>
<b>Program &amp; Service Management</b>					
Administrative Services Manager (Reporting TBD)	-	-	-	1.00	1.00
Assistant Public Works Director-O/M	0.15	(0.15)	-	-	-
Director Public Works	0.30	(0.30)	-	-	-
Director of Public Works/City Engineer	-	0.80	0.80	-	0.80
Program Assistant	1.00	(1.00)	-	-	-
<i>Program Total</i>	<i>1.45</i>	<i>(0.65)</i>	<i>0.80</i>	<i>1.00</i>	<i>1.80</i>
<b>Property Management</b>					
Property Agent	-	1.00	1.00	-	1.00
<i>Program Total</i>	<i>-</i>	<i>1.00</i>	<i>1.00</i>	<i>-</i>	<i>1.00</i>
<b>Traffic Engineering &amp; Operations</b>					
Associate Civil Engineer	1.00	-	1.00	-	1.00
Sr. Engineering Technician	2.00	-	2.00	-	2.00
Traffic Engineer	1.00	-	1.00	-	1.00
<i>Program Total</i>	<i>4.00</i>	<i>-</i>	<i>4.00</i>	<i>-</i>	<i>4.00</i>
<b>Public Works Total FTE's</b>	<b>26.55</b>	<b>17.45</b>	<b>44.00</b>	<b>5.00</b>	<b>49.00</b>

Position	Approved 2021/2022	Mid Year 2021/2022	Ending 2021/2022	Requested 2022/2023	Approved 2022/2023
<b>Utility Services</b>					
<b>Capital Projects</b>					
Asset Data Program Manager	0.50	(0.50)	-	-	-
Assistant Public Works Director - City Engineer	0.40	(0.40)	-	-	-
Associate Civil Engineer	2.80	(2.80)	-	-	-
City Surveyor	0.40	(0.40)	-	-	-
Engineering Manager	0.40	(0.40)	-	-	-
Management Assistant	0.40	(0.40)	-	-	-
Office Assistant II	0.40	(0.40)	-	-	-
Program Assistant	0.40	(0.40)	-	-	-
Project Coordinator	1.50	(1.50)	-	-	-
Senior Civil Engineer	2.00	(2.00)	-	-	-
Senior Engineering Technician	6.90	(6.90)	-	-	-
Senior Engineering Technician II	0.40	(0.40)	-	-	-
Senior Management Analyst	0.50	(0.50)	-	-	-
Utility Services Director	1.00	(1.00)	-	-	-
<i>Program Total</i>	<i>18.00</i>	<i>(18.00)</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Environmental Control</b>					
Environmental Control Officer	5.00	-	5.00	-	5.00
Environmental Services Supervisor	1.00	-	1.00	-	1.00
Program Assistant	1.00	-	1.00	-	1.00
<i>Program Total</i>	<i>7.00</i>	<i>-</i>	<i>7.00</i>	<i>-</i>	<i>7.00</i>
<b>Environmental Engineering</b>					
Associate Civil Engineer	3.00	1.00	4.00	-	4.00
Assistant PW Director - Sanitary Engineer	1.00	(1.00)	-	-	-
Assistant Utility Services Director	-	1.00	1.00	-	1.00
Director of Public Works	0.50	(0.50)	-	-	-
Engineering Manager	1.00	-	1.00	-	1.00
Management Analyst	-	-	-	1.00	1.00
Management Assistant	0.50	0.50	1.00	-	1.00
Office Assistant II	1.00	(1.00)	-	-	-
Program Assistant	-	1.00	1.00	-	1.00
Project Coordinator	2.00	1.00	3.00	-	3.00
Senior Civil Engineer	1.00	3.00	4.00	-	4.00
Senior Engineering Tech	1.00	1.00	2.00	-	2.00
Utility Services Director	-	1.00	1.00	-	1.00
<i>Program Totals</i>	<i>11.00</i>	<i>7.00</i>	<i>18.00</i>	<i>1.00</i>	<i>19.00</i>
<b>Stead Wastewater Reclamation Facility</b>					
Sr Water Reclamation Plant Operator	1.00	-	1.00	-	1.00
Water Reclamation Facility Supervisor	1.00	-	1.00	-	1.00
Water Reclamation Plant Operator	2.00	-	2.00	-	2.00
<i>Program Totals</i>	<i>4.00</i>	<i>-</i>	<i>4.00</i>	<i>-</i>	<i>4.00</i>
<b>Utility Services Total FTE's</b>	<b>40.00</b>	<b>(11.00)</b>	<b>29.00</b>	<b>1.00</b>	<b>30.00</b>

## Personnel Changes - Citywide Summary

Department	Approved 2021/2022	Mid Year 2021/2022	Ending 2021/2022	Requested 2022/2023	Approved 2022/2023
City Council	7.00	-	7.00	-	7.00
City Attorney	29.00	-	29.00	-	29.00
City Clerk	8.00	1.00	9.00	1.00	10.00
City Manager's Office	28.00	81.00	109.00	10.00	119.00
Civil Service Commission	5.00	-	5.00	-	5.00
Code Compliance and Parking Enforcement	-	14.00	14.00	3.00	17.00
Communications	-	6.00	6.00	1.00	7.00
Development Services	82.10	(16.10)	66.00	7.00	73.00
Finance	27.00	(6.00)	21.00	-	21.00
Fire	266.00	31.00	297.00	-	297.00
Human Resources	8.00	8.00	16.00	2.00	18.00
Information Technology	23.00	-	23.00	2.00	25.00
Maintenance & Operations	131.35	9.65	141.00	7.00	148.00
Municipal Court	50.00	2.00	52.00	-	52.00
Neighborhood Services	28.00	(28.00)	-	-	-
Parks & Recreation	80.75	1.25	82.00	3.00	85.00
Police	474.75	(55.75)	419.00	12.00	431.00
Public Works	26.55	17.45	44.00	5.00	49.00
Utility Services	40.00	(11.00)	29.00	1.00	30.00
<b>City of Reno Total FTE's</b>	<b>1,314.50</b>	<b>54.50</b>	<b>1,369.00</b>	<b>54.00</b>	<b>1,423.00</b>



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# FUND SUMMARIES

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## All Funds

The All Fund summaries below break-down the City of Reno budget for the General, Special Revenue, Debt Service, Enterprise, Internal Service, and Capital Funds. The summaries outline the Revenues and Expenses of the City by source, fund, type, and department. For more information on each fund, you can reference the individual fund summary pages that follow.

### Summary of Revenues, Expenses and Changes in the Fund Balance, by Fund

FUND TYPE Fund Name	Estimated Beginning Fund/Cash Balance 7/1/2022	FY23 Revenues	FY23 Expenses	Net Operating Transfers	Change	Ending Fund/Cash Balance 6/30/2023
<b>CITY OF RENO GOVERNMENTAL FUNDS</b>						
<b>GENERAL FUND (Major Fund)</b>	\$32,100,000	\$269,042,025	\$255,813,410	\$(13,228,614)	\$1	\$32,100,001
<b>SPECIAL REVENUE FUNDS</b>						
HUD and State Housing Grants Funds	-	5,730,196	5,730,196	-	-	-
Community Assistance Center Fund	-	3,443,200	3,588,200	145,000	-	-
Streets Fund (Major Fund) <sup>(1)</sup>	21,930,161	33,002,203	41,238,053	(90,000)	(8,325,850)	13,604,311
Performance Deposit Fund	-	1,050,000	1,050,000	-	-	-
Drainage Facility Impact Fee Fund	-	500,000	500,000	-	-	-
Room Tax Fund <sup>(1)</sup>	1,410,393	3,000,000	1,034,269	(2,780,000)	(814,269)	596,124
Court Funds	-	292,229	292,229	-	-	-
Drug Forfeiture Funds	-	100,000	100,000	-	-	-
<b>Subtotal Special Revenue Funds</b>	<b>23,340,554</b>	<b>47,117,828</b>	<b>53,532,947</b>	<b>(2,725,000)</b>	<b>(9,140,119)</b>	<b>14,200,435</b>
<b>DEBT SERVICE FUNDS</b>						
Ad Valorem Debt Funds	2,254,389	61,060,000	5,872,145	(54,462,840)	725,015	2,979,404
Sales Tax Bond Fund - Cabela's	(12,541,517)	1,300,500	3,482,738	-	(2,182,238)	(14,723,755)
Railroad Debt Funds (Major Fund)	24,257,449	14,106,825	9,732,473	-	4,374,352	28,631,801
Event Center Debt Funds <sup>(5)</sup>	7,155,777	7,746,020	8,549,077	-	(803,057)	6,352,720
SAD Debt Funds	2,531,669	198,129	352,666	-	(154,537)	2,377,132
<b>Subtotal Debt Service Funds</b>	<b>23,657,767</b>	<b>84,411,474</b>	<b>27,989,099</b>	<b>(54,462,840)</b>	<b>1,959,535</b>	<b>25,617,302</b>
<b>CAPITAL PROJECT FUNDS</b>						
General Capital Projects Funds <sup>(1)</sup>	28,842,451	450,000	92,343,998	67,612,454	(24,281,544)	4,560,907
Room Surcharge Tax Capital Project Fund <sup>(1)</sup>	2,000,000	1,000,000	3,000,000	-	(2,000,000)	-
Event Center Capital Projects <sup>(3)</sup>	437,352	100,000	50,000	-	50,000	487,352
Bond Capital Projects	-	-	-	-	-	-
Parks Capital Projects Funds <sup>(3)</sup>	11,370,589	2,200,000	472,772	-	1,727,228	13,097,817
Capital Tax Capital Projects Fund	-	700,000	700,000	-	-	-
<b>Subtotal Capital Projects Funds</b>	<b>42,650,392</b>	<b>4,450,000</b>	<b>96,566,770</b>	<b>67,612,454</b>	<b>(24,504,316)</b>	<b>18,146,076</b>
<b>TOTAL GOVERNMENTAL FUNDS</b>	<b>121,748,713</b>	<b>405,021,327</b>	<b>433,902,226</b>	<b>(2,804,000)</b>	<b>(31,684,899)</b>	<b>90,063,814</b>
<b>CITY OF RENO PROPRIETARY FUNDS</b>						
<b>ENTERPRISE FUNDS</b>						
Sanitary Sewer Funds (Major Fund) <sup>(1)</sup>	84,858,834	120,732,000	167,624,426	(112,000)	(47,004,426)	37,854,408
Building Permit Fund	22,473,465	12,811,000	14,403,209	-	(1,592,209)	20,881,256
<b>Subtotal Enterprise Funds</b>	<b>107,332,299</b>	<b>133,543,000</b>	<b>182,027,635</b>	<b>(112,000)</b>	<b>(48,596,635)</b>	<b>58,735,664</b>
<b>INTERNAL SERVICE FUNDS</b>						
Motor Vehicle Fund	4,707,377	10,327,540	9,942,622	-	384,918	5,092,295
Risk Retention Fund <sup>(4)</sup>	6,458,777	2,279,270	4,033,359	-	(1,754,089)	4,704,688
Self-Funded Medical Funds	25,920,951	32,078,300	34,137,711	-	(2,059,411)	23,861,540
Self-Funded Workers' Compensation Fund <sup>(3)</sup>	16,415,316	10,521,273	8,452,517	-	2,068,756	18,484,072
<b>Subtotal Internal Service Funds</b>	<b>53,502,421</b>	<b>55,206,383</b>	<b>56,566,209</b>	<b>-</b>	<b>(1,359,826)</b>	<b>52,142,595</b>
<b>TOTAL PROPRIETARY FUNDS</b>	<b>160,834,720</b>	<b>188,749,383</b>	<b>238,593,844</b>	<b>(112,000)</b>	<b>(49,956,461)</b>	<b>110,878,259</b>
<b>CITY OF RENO TOTAL</b>	<b>\$282,583,433</b>	<b>\$593,770,710</b>	<b>\$672,496,070</b>	<b>\$(2,916,000)</b>	<b>\$(81,641,360)</b>	<b>\$200,942,073</b>



FUND TYPE Fund Name	Estimated Beginning Fund/Cash Balance 7/1/2022	FY23 Revenues	FY23 Expenses	Net Operating Transfers	Change	Ending Fund/Cash Balance 6/30/2023
<b>REDEVELOPMENT AGENCY #1</b>						
General Fund <sup>(4)</sup>	\$1,363,646	\$779,524	\$1,001,000	\$ -	\$(221,476)	\$1,142,170
Debt Service Fund	2,482,045	2,796,746	2,882,655	-	(85,909)	2,396,136
<b>REDEVELOPMENT AGENCY #1 TOTAL</b>	<b>3,845,691</b>	<b>3,576,270</b>	<b>3,883,655</b>	<b>-</b>	<b>(307,385)</b>	<b>3,538,306</b>
<b>REDEVELOPMENT AGENCY #2</b>						
General Fund <sup>(3)</sup>	3,518,984	4,360,918	2,208,014	-	2,152,904	5,671,888
Debt Service Fund	482,073	72,000	51,063	-	20,937	503,010
<b>REDEVELOPMENT AGENCY #2 TOTAL</b>	<b>4,001,057</b>	<b>4,432,918</b>	<b>2,259,077</b>	<b>-</b>	<b>2,173,841</b>	<b>6,174,898</b>
<b>REDEVELOPMENT AGENCY TOTAL</b>	<b>7,846,748</b>	<b>8,009,188</b>	<b>6,142,732</b>	<b>-</b>	<b>1,866,456</b>	<b>9,713,204</b>
<b>GRAND TOTAL</b>	<b>\$290,430,181</b>	<b>\$601,799,898</b>	<b>\$678,638,802</b>	<b>\$(2,916,000)</b>	<b>\$(79,774,904)</b>	<b>\$210,655,277</b>

Change in Fund Balance more than 10%, (1) Use of program income from prior years; (2) Debt restructured; (3) Limited projects due to timing constraints; (4) Use of program income from prior years; (5) Use of prior years' accumulation to pay debt service.

**City of Reno, Nevada**  
**Summary of Sources & Uses**  
**All Funds**  
**FY14-FY23**

	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>
<b>ALL FUNDS</b>					
<b>SOURCES</b>					
Charges for Services	\$ 112,759,842	\$ 125,540,100	\$ 125,722,014	\$ 132,400,264	\$ 149,553,371
Property Taxes	55,593,439	56,974,290	60,605,859	62,192,110	65,084,806
Fees, Licenses & Permits	45,485,945	49,364,140	49,855,015	47,997,683	50,121,591
Intergovernmental	86,082,311	85,980,508	101,383,832	91,871,501	105,628,621
Miscellaneous & Other	125,451,247	51,390,686	32,811,992	32,540,188	272,987,810
Other Taxes	8,791,459	9,980,712	10,672,001	13,882,666	14,114,631
Fines and Forfeits	6,377,839	5,441,238	4,313,044	4,193,542	3,968,381
Beginning Fund Balance	48,316,572	64,733,077	80,505,634	91,880,236	92,909,901
Use of Net Assets Proprietary Funds	12,536,664	4,779,189	-	-	-
<b>TOTAL SOURCES</b>	<b>\$ 501,395,318</b>	<b>\$ 454,183,940</b>	<b>\$ 465,869,391</b>	<b>\$ 476,958,190</b>	<b>\$ 754,369,131</b>
<b>USES</b>					
City Council	\$ 1,501,690	\$ 1,688,532	\$ 1,769,540	\$ 1,978,372	\$ 1,987,891
City Attorney	2,785,831	4,182,483	4,628,499	5,553,726	5,382,161
City Clerk	898,146	880,853	839,152	896,780	929,251
City Manager	4,098,129	4,623,470	5,029,504	5,615,116	5,782,721
Civil Service	257,849	315,932	445,852	409,736	520,351
Code Compliance and Parking Enforcement**	-	-	-	-	-
Communications**	-	-	-	-	-
Development Services****	15,922,180	15,190,906	17,590,298	19,786,323	20,440,681
Finance	2,240,393	2,272,745	2,800,665	2,873,024	3,114,291
Fire	42,111,118	40,622,245	44,578,281	47,014,503	49,330,871
Human Resources	32,227,622	39,183,989	37,707,295	39,776,891	37,725,901
Information Technology	4,516,884	4,629,104	4,856,440	5,017,736	5,960,251
Maintenance & Operations**	-	-	-	-	-
Municipal Court	6,521,204	6,298,950	6,841,405	6,713,611	7,066,611
Neighborhood Services*	-	-	-	-	-
Parks & Recreation	10,142,777	9,738,828	12,079,032	12,172,003	12,703,041
Police	54,788,775	56,612,817	59,575,700	63,497,971	69,585,661
Public Safety Dispatch***	5,210,230	5,108,442	5,373,523	5,446,440	5,828,401
Public Works	-	-	-	-	-
(including capital projects)	91,433,447	83,416,221	105,837,489	93,282,955	66,875,031
Utility Services*	-	-	-	-	-
Non-Departmental	158,844,979	86,923,246	61,288,144	73,901,345	323,206,051
Increase in Net Assets Proprietary Funds	3,160,987	11,989,543	2,748,336	111,751	26,810,791
Ending Fund Balance	64,733,077	80,505,634	91,880,236	92,909,907	111,119,091
<b>TOTAL USES</b>	<b>\$ 501,395,318</b>	<b>\$ 454,183,940</b>	<b>\$ 465,869,391</b>	<b>\$ 476,958,190</b>	<b>\$ 754,369,131</b>

FY2021 reflects a significant increase due to federal CARES Act funding.

\*New Department FY2020 & FY2021

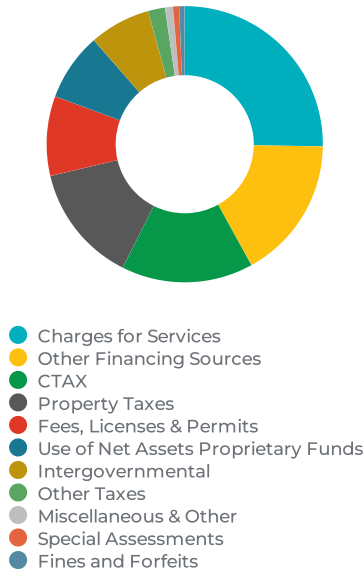
\*\*New Department FY2022 & FY2023

\*\*\*FY2019-FY2022 expenses reported with Police, FY23 reported with City Manager's Office

\*\*\*\*Formerly Community Development

## FY23 All Funds Total Revenues: Total \$660M

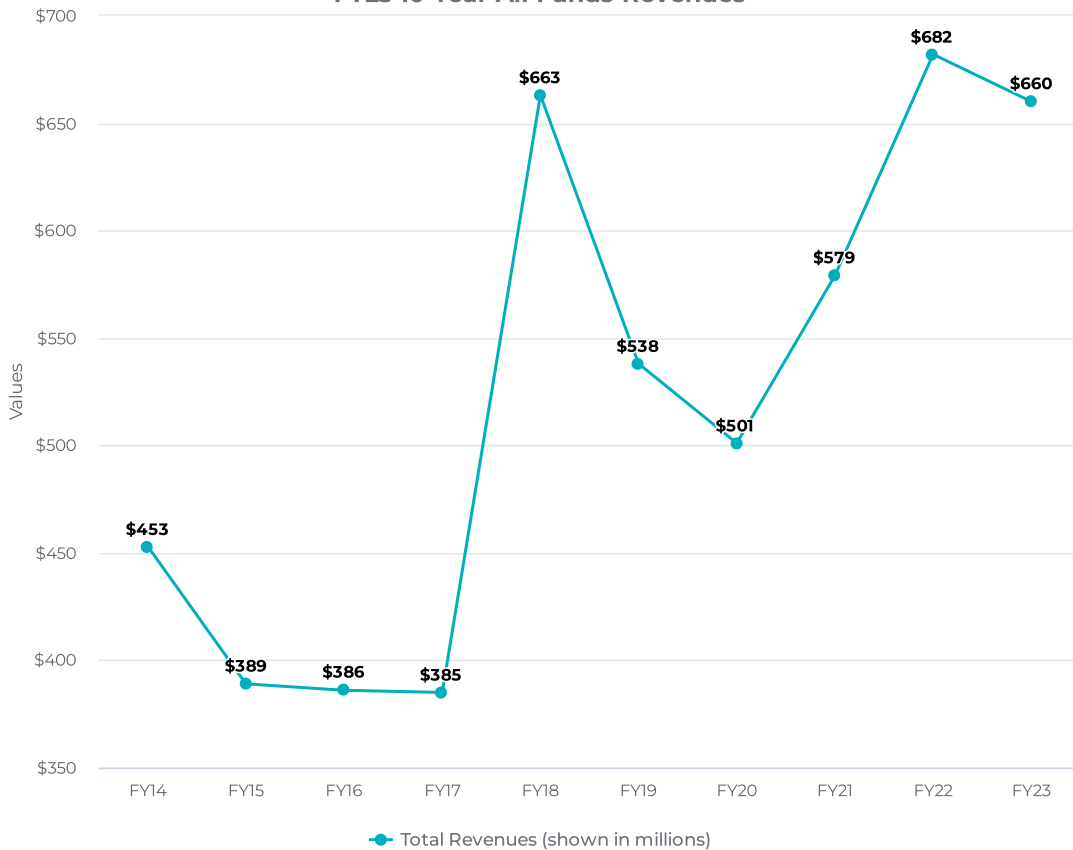
FY23 All Funds Total Revenues -  
\$660M



Revenues - All Funds  
Total: \$660M  
\*fund balance not included

Revenue Category	FY23 Budget
Charges for Services	\$166,598,147
Other Financing Sources	110,346,614
CTAX	101,752,502
Property Taxes	91,700,232
Fees, Licenses & Permits	61,489,220
Use of Net Assets	52,410,135
Intergovernmental	47,124,483
Other Taxes	13,100,000
Miscellaneous & Other	6,134,537
Special Assessments	4,765,166
Fines and Forfeits	4,190,422
<b>Total Revenues</b>	<b>\$659,611,458</b>

FY23 10-Year All Funds Revenues



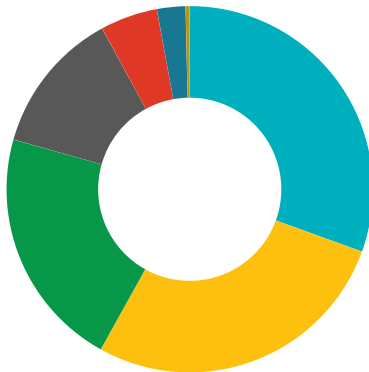
## FY23 All Funds Total Expenditures: Total \$691M

Expenditures - All Funds

Total: \$691M

\*fund balance not included

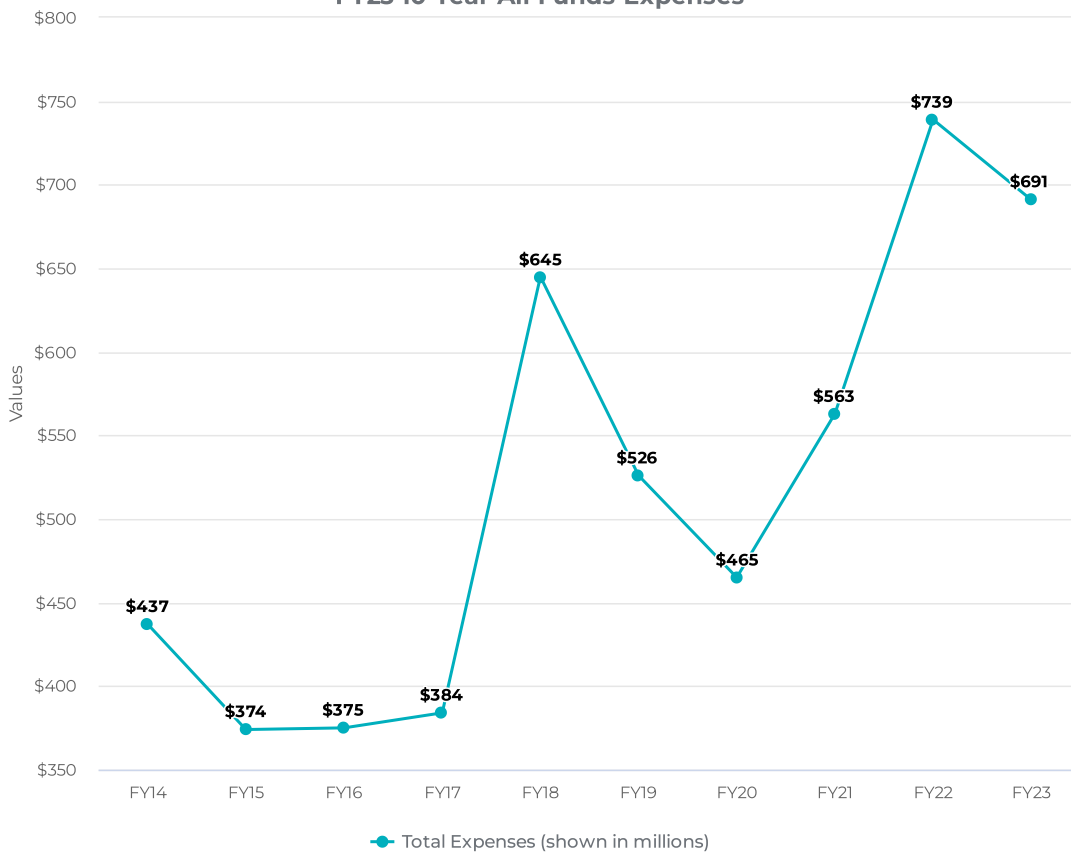
FY23 All Funds Total Expenditures - \$691M



- Capital Outlay
- Services & Supplies
- Salaries & Wages
- Employee Benefits
- Debt Service
- Other Financing Uses
- Increase in Net Assets

Expenditure Category	FY23 Budget
Capital Outlay	\$211,166,600
Services & Supplies	190,316,100
Salaries & Wages	147,251,147
Employee Benefits	87,738,192
Debt Service	35,024,031
Other Financing Uses	17,346,614
Increase in Net Assets	2,453,674
<b>Total Expenditures</b>	<b>\$691,296,358</b>

FY23 10-Year All Funds Expenses

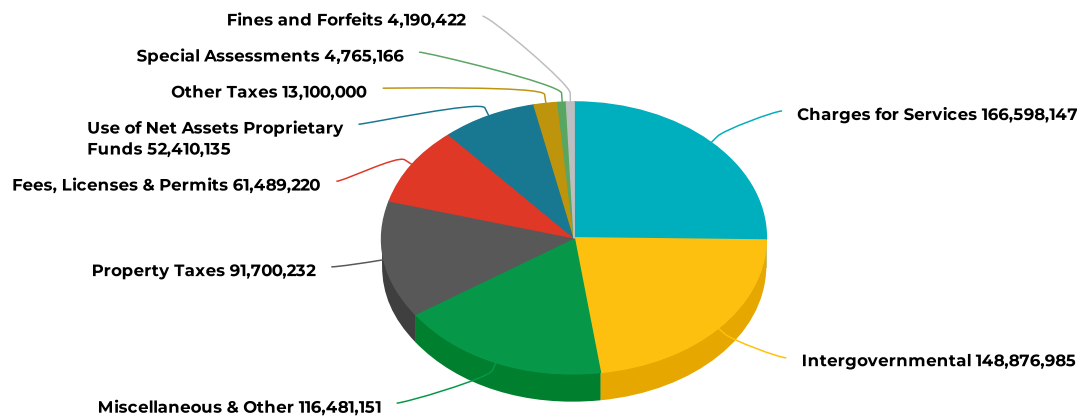




## Revenues by Source

FY23 Adopted Budget  
All Funds  
Total Budget \$660M  
(fund balance not included)

FY23 Revenues by Source



# Expenses by Fund

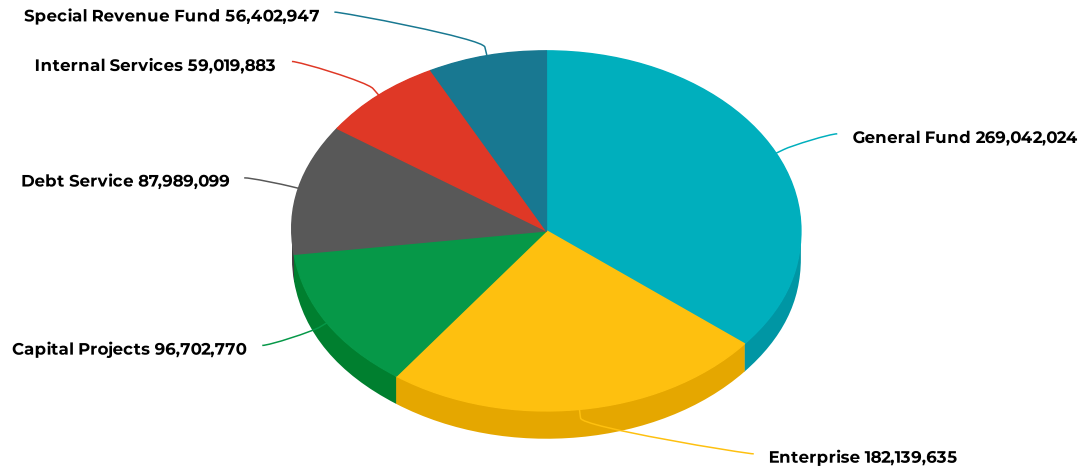
FY23 Adopted Budget

All Funds

Total Budget \$691M

(fund balance not included)

FY23 Expenses by Fund



# Expenses by Type

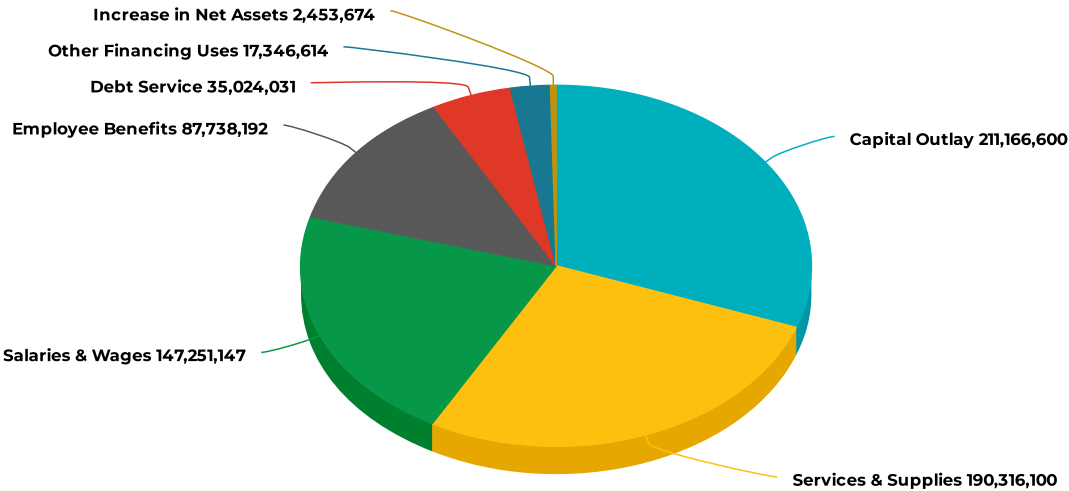
FY23 Adopted Budget

All Funds

Total Budget \$691M

(fund balance not included)

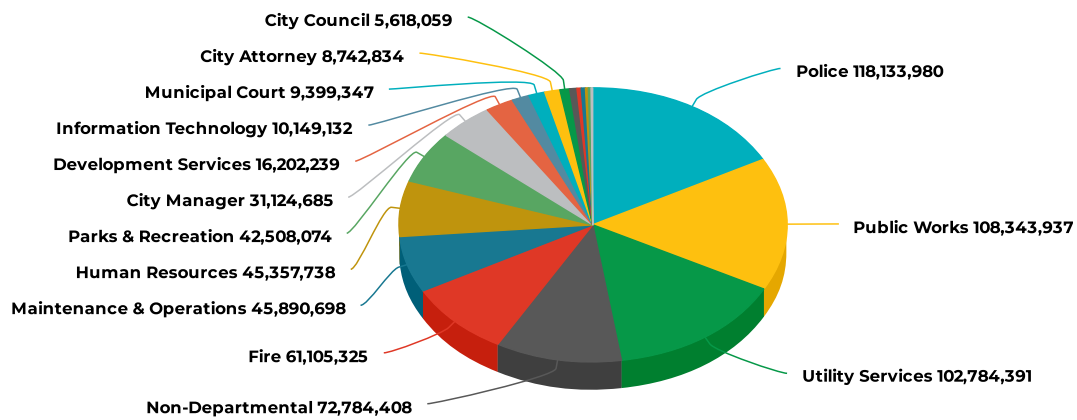
FY23 Expenses by Type



# Expenses by Department

FY23 Adopted Budget  
All Funds  
Total Budget \$691M  
(fund balance not included)

FY23 Expenses by Department



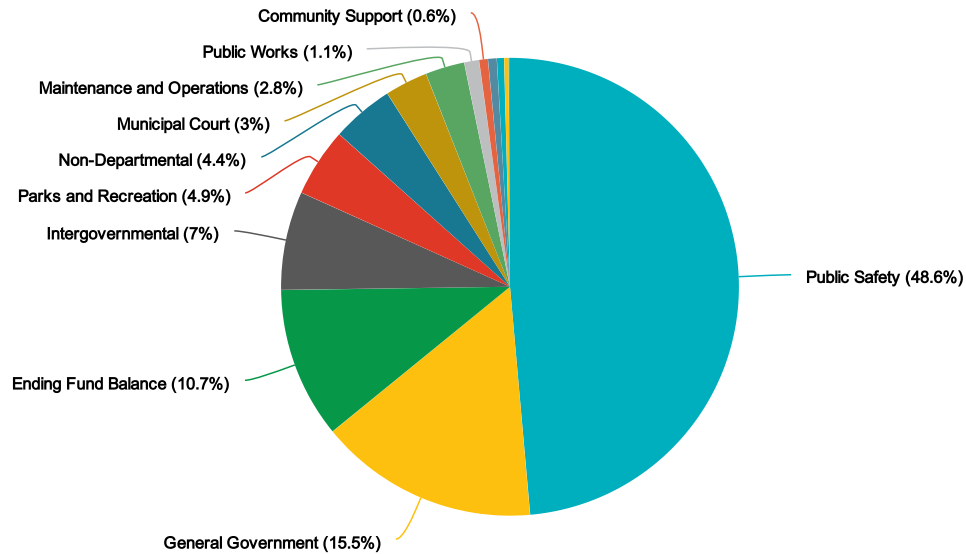


## General Fund

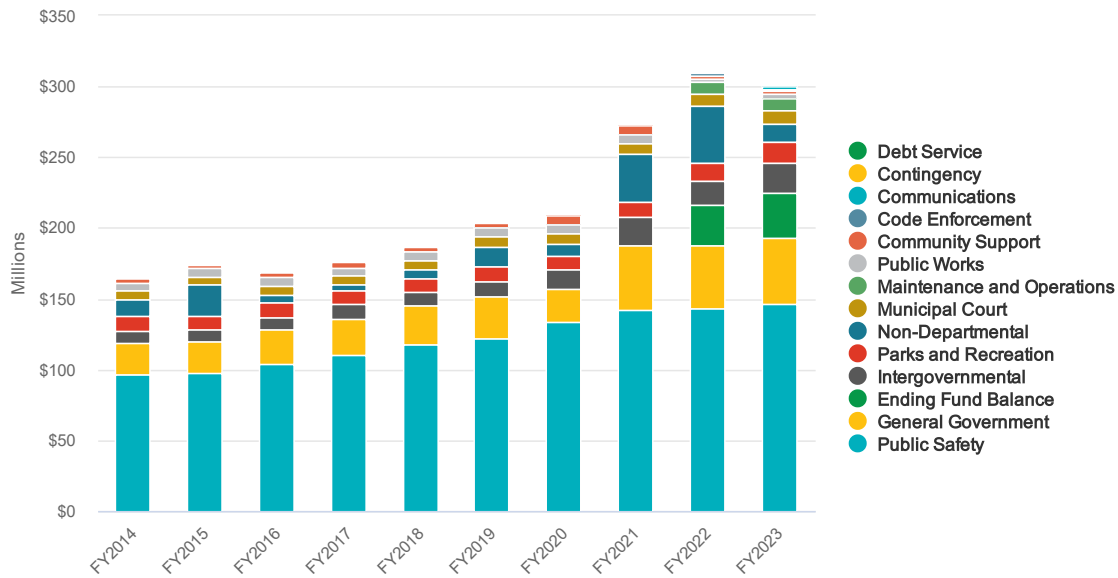
The **General Fund** is a Major Fund and is used to account for resources traditionally associated with government which are not required by law, regulation, or sound financial management policy to be accounted for in another fund. There are two general funds: one for the City of Reno and one for the Redevelopment Agency of the City of Reno (Note: for financial reporting purposes, the Redevelopment Agency is treated as a separate unit of the City).

### Expenditures by Function

#### Budgeted Expenditures by Function



## Budgeted and Historical Expenditures by Function - General Fund



## General Fund Summary of Sources and Uses: FY19-FY23

GENERAL FUND	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Projected	FY23 Budget
<b>SOURCES</b>					
Beginning Fund Balance	\$ 31,291,966	\$ 32,520,450	\$ 59,793,269	\$ 51,289,698	\$ 32,100,000
CTAX	68,673,947	71,946,998	85,628,594	96,077,557	101,752,502
Property Tax	53,269,754	56,895,817	61,017,108	66,423,778	69,759,029
Franchise Fees	26,925,340	27,914,204	26,847,526	29,409,922	29,796,449
Business Licenses & Permits	22,300,767	21,187,422	23,686,160	25,574,234	26,576,521
Intergovernmental	8,961,901	31,576,838	41,280,867	16,031,477	16,979,387
Charges for Services	14,602,866	11,547,755	13,432,521	14,302,380	13,533,764
Fines & Forfeits	2,951,836	2,756,097	2,715,372	2,749,635	2,685,422
Special Assessments	2,344,606	2,694,758	2,862,048	2,978,078	3,156,763
Miscellaneous	3,618,140	7,376,022	4,639,397	2,340,162	1,886,187
Other Financing Sources	2,017,726	2,627,347	2,092,360	1,805,559	2,916,000
<b>TOTAL SOURCES</b>	<b>\$ 236,958,849</b>	<b>\$ 269,043,708</b>	<b>\$ 323,995,222</b>	<b>\$ 308,982,480</b>	<b>\$ 301,142,024</b>
<b>USES</b>					
Salaries & Wages	\$ 100,364,342	\$ 105,443,478	\$ 108,103,138	\$ 113,651,631	\$ 122,433,372
Employee Benefits	54,066,505	55,597,862	60,581,497	63,450,068	72,321,011
Services & Supplies	34,354,569	38,565,456	69,076,092	60,539,537	58,950,177
Capital Outlay	678,565	298,064	1,027,198	722,629	868,850
Debt Service	537,024	490,165	459,022	428,777	240,000
Other Financing Uses	14,437,396	8,855,414	33,458,577	38,089,838	14,228,614
Ending Fund Balance	32,520,448	59,793,269	51,289,698	32,100,000	32,100,000
<b>TOTAL USES</b>	<b>\$ 236,958,849</b>	<b>\$ 269,043,708</b>	<b>\$ 323,995,222</b>	<b>\$ 308,982,480</b>	<b>\$ 301,142,024</b>



**Special Revenue Funds** are used to account for specific revenues that are restricted by law or policy to expenditures for a particular purpose. The City's Special Revenue Funds are:

Community Development Block Grant Funds/HOME Program - to account for Community Development Block Grants received for the purpose of providing better housing, improved living conditions, and economic opportunities for persons of low and moderate income.

Street Fund - to account for revenue sources restricted for expenditure on streets. These include the Ad Valorem tax override approved by the voters effective with FY1995, continuing through FY2038; motor vehicle fuel taxes received from the State of Nevada; and distributions from the County Road Fund.

Drainage Facility Impact Fee Fund – to account for fees that are paid to recover the costs related to drainage from developers and governmental entities, except the Washoe County School District, as building permits are issued in the Damonte Ranch Drainage District as approved by Washoe County through adoption of a specific plan and a development agreement with the Nevada Tri Partners.

Room Tax Fund - to account for a one percent City tax imposed upon the gross income from room rentals within the City. By ordinance, 50% of the revenues provided by this tax must be used for developing, building, maintaining, expanding, repairing, and operating City parks and other recreational facilities. The other half is used for City improvements or programs, the primary purpose of which is the improvement or betterment of the City as a final destination for visitors and tourism. A portion of these funds are distributed as grants to support local arts and culture events.

Court Funds - to account for assessments levied by the Reno Municipal Court. These funds are used for the improvement of the Court and construction of a new court facility. This includes: training and education of personnel, acquisition of capital goods, management and operational studies, audits, and acquisition of computers and other technology.

Forfeiture Fund – to account for revenues resulting from drug and other related crimes that are solved. Funds are restricted to law enforcement activities.



## Special Revenue Funds

## Special Revenue Funds History of Sources and Uses: FY19-FY23

SPECIAL REVENUE FUNDS	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Projected	FY23 Budget
<b>SOURCES</b>					
Beginning Fund Balance	\$ 31,095,112	\$ 38,392,366	\$ 40,105,684	\$ 46,110,512	\$ 23,340,554
Property Taxes	16,016,124	17,689,725	19,117,815	20,323,972	21,941,203
Other Taxes	2,962,118	2,243,084	2,104,939	3,000,000	3,000,000
Fees, Licenses & Permits	4,477,091	3,814,051	4,262,076	4,314,355	4,301,250
CTAX	253,923	-	-	-	-
Intergovernmental	15,699,485	13,844,783	23,495,085	22,070,087	16,145,096
Charges for Services	52,010	14,715	-	80	-
Fines & Forfeits	10,257	15,514	28,862	96,193	-
Miscellaneous	2,306,508	3,192,193	1,963,741	2,037,007	1,730,279
Other Financing Sources	251,914	295,651	433,381	495,649	145,000
<b>TOTAL SOURCES</b>	<b>\$ 73,124,542</b>	<b>\$ 79,502,082</b>	<b>\$ 91,511,583</b>	<b>\$ 98,447,855</b>	<b>\$ 70,603,382</b>
<b>USES</b>					
Salaries & Wages	\$ 5,091,597	\$ 5,095,950	\$ 5,266,606	\$ 6,196,850	\$ 7,208,441
Employee Benefits	2,917,012	2,906,874	3,040,189	3,934,886	4,374,365
Services & Supplies	19,211,556	17,882,931	27,424,639	33,987,265	16,758,391
Capital Outlay	3,270,547	10,930,019	7,933,095	28,805,300	25,191,750
Other Financing Uses	8,443,430	2,580,624	1,736,542	2,183,000	2,870,000
Ending Fund Balance	34,190,400	40,105,684	46,110,512	23,340,554	14,200,435
<b>TOTAL USES</b>	<b>\$ 73,124,542</b>	<b>\$ 79,502,082</b>	<b>\$ 91,511,583</b>	<b>\$ 98,447,855</b>	<b>\$ 70,603,382</b>

### Debt Service Funds

These funds are used to account for the accumulation of resources and payment of general obligation bond principal and interest from governmental resources and special assessment bond principal and interest from special assessment levies. The City's debt service funds are:



## Debt Service Funds

Ad Valorem Debt Service Fund - to accumulate monies for payment of general obligation bonds and capital lease obligations of the City that are not required to be accounted for in proprietary funds.

Railroad Debt Fund - a Major Fund used to accumulate monies for payment of bonds for the construction of ReTRAC (train trench).

Event Center Debt Funds - to accumulate monies for payment of bonds for the construction of the Downtown Event Center and Ballroom.

Special Assessment Districts Debt Service Funds - to accumulate monies for payment of special assessment bonds of the City.

Redevelopment Agency Debt Service Fund - to accumulate monies for payment of tax allocation bonds of the Redevelopment Agency.

### Debt Service Funds History of Sources and Uses: FY19 to FY23

DEBT SERVICE	FY19	FY20	FY21	FY22	FY23
	Actual	Actual	Actual	Projected	Budget
<b>SOURCES</b>					
Beginning Fund Balance	\$ 28,661,271	\$ 25,899,062	\$ 24,409,973	\$ 26,362,632	\$ 23,657,767
Intergovernmental	12,281,382	12,754,628	14,514,047	12,495,000	13,300,000
Taxes	8,391,443	6,470,456	6,497,387	8,357,000	7,900,000
License and Fees	46,800	35,100	34,800	35,000	35,000
Miscellaneous & Other	2,355,732	2,470,456	1,606,428	1,586,872	1,565,071
Special Assessments	1,579,619	1,756,163	1,730,667	1,661,638	1,608,403
Fines & Forfeits	9,388	8,046	17,624	14,021	3,000
Other Financing Sources	94,778,712	8,273,689	5,643,190	4,582,851	5,537,160
<b>TOTAL SOURCES</b>	<b>\$ 148,104,347</b>	<b>\$ 57,667,600</b>	<b>\$ 54,454,116</b>	<b>\$ 55,095,014</b>	<b>\$ 53,606,401</b>
<b>USES</b>					
Services & Supplies	\$ 1,407,051	\$ 171,421	\$ 108,436	\$ 123,365	\$ 321,950
Debt Service	27,121,473	26,869,488	27,671,340	31,313,882	27,667,149
Other Financing Uses	93,686,764	6,216,718	311,708	-	-
Ending Fund Balance	25,889,059	24,409,973	26,362,632	23,657,767	25,617,302
<b>TOTAL USES</b>	<b>\$ 148,104,347</b>	<b>\$ 57,667,600</b>	<b>\$ 54,454,116</b>	<b>\$ 55,095,014</b>	<b>\$ 53,606,401</b>

**Enterprise Funds** are used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the City is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or where the City decided that periodic determination of net income is appropriate for accountability purposes. The City's enterprise funds are:



## Enterprise Funds

Sanitary Sewer Fund - a Major Fund used to account for sewer services provided to the residents of Reno and some residents of Washoe County and to account for connection fee revenues restricted for capital expenditures and the related projects.

Building Permit Fund - to account for activities involved in issuing a building permit and inspecting buildings for compliance with building and fire codes. Resources are provided by building permit and inspection fees.

### Enterprise Funds History of Sources and Uses: FY19-FY23

ENTERPRISE FUNDS	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Projected	FY23 Budget
<b>SOURCES</b>					
Charges for Services	\$ 96,632,700	\$ 92,825,004	\$ 102,191,864	\$ 95,576,735	\$ 97,051,000
Fees, Licenses & Permits	338,051	318,852	366,836	370,200	330,000
Intergovernmental	2,016,429	53,150	1,471,317	10,000	-
Miscellaneous & Other	4,016,074	7,262,793	1,210,190	978,533	660,000
Fines and Forfeits	1,658,105	1,183,625	1,376,960	1,534,000	1,502,000
Other Financing Sources	-	2,616,551	21,366,201	33,905,000	34,000,000
Use of Net Assets Proprietary Funds	-	-	-	54,430,231	48,596,635
<b>TOTAL SOURCES</b>	<b>\$ 100,661,359</b>	<b>\$ 104,259,975</b>	<b>\$ 127,983,368</b>	<b>\$ 187,804,699</b>	<b>\$ 182,139,635</b>
<b>USES</b>					
Salaries & Wages	\$ 10,012,982	\$ 10,926,161	\$ 11,325,713	\$ 11,949,123	\$ 15,996,776
Employee Benefits	5,709,016	5,241,212	5,346,316	7,291,768	10,074,018
Services & Supplies	27,088,479	33,984,155	31,202,028	38,154,156	37,630,209
Capital Outlay	20,298,281	23,232,125	48,388,707	124,264,126	111,209,750
Debt Service*	-	7,193,544	25,075,403	6,017,283	7,116,882
Other Financing Uses*	6,868,056	112,000	112,000	112,000	112,000
Increase in Net Assets Proprietary Funds	30,684,545	23,570,778	6,533,201	16,243	-
<b>TOTAL USES</b>	<b>\$ 100,661,359</b>	<b>\$ 104,259,975</b>	<b>\$ 127,983,368</b>	<b>\$ 187,804,699</b>	<b>\$ 182,139,635</b>

\*Debt Service was previously reported as Other Financing Uses

**Internal Service Funds** are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the government and to other governmental units on a cost- reimbursement basis. The City's internal service funds are:



## Internal Service Funds

Motor Vehicle Fund - to account for the costs of acquisition of motor vehicles and of operating a maintenance facility for motor vehicles used by City departments. Such costs are billed to the user department.

Risk Retention Fund - to account for the operations of the self-funded general insurance program.

Self-Funded Medical Fund - to account for the operations of the group health and accident insurance program.

Self-Funded Workers' Compensation Fund - to account for the operations of the self-funded workers' compensation program.

### Internal Service Funds History of Sources and Uses: FY19-FY23

INTERNAL SERVICE	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Projected	FY23 Budget
<b>SOURCES</b>					
Charges for Services	\$ 46,172,550	\$ 44,353,730	\$ 50,211,274	\$ 52,482,581	\$ 55,013,383
Intergovernmental	206,892	28,655	271,659	-	-
Miscellaneous & Other	2,894,836	13,805,786	8,013,965	1,218,042	193,000
Use of Net Assets Proprietary Funds	-	790,008	-	6,527,622	3,813,500
<b>TOTAL SOURCES</b>	<b>\$ 49,274,278</b>	<b>\$ 58,978,179</b>	<b>\$ 58,496,898</b>	<b>\$ 60,228,245</b>	<b>\$ 59,019,883</b>
<b>USES</b>					
Salaries & Wages	\$ 936,610	\$ 1,027,402	\$ 1,162,206	\$ 1,239,181	\$ 1,612,558
Employee Benefits	419,937	466,994	539,132	812,151	981,048
Services & Supplies	38,588,930	42,874,052	45,954,967	47,341,079	48,972,603
Capital Outlay	3,274,734	3,380,584	3,898,010	9,233,204	5,000,000
Increase in Net Assets	6,054,067	11,229,147	6,942,583	1,602,630	2,453,674
<b>TOTAL USES</b>	<b>\$ 49,274,278</b>	<b>\$ 58,978,179</b>	<b>\$ 58,496,898</b>	<b>\$ 60,228,245</b>	<b>\$ 59,019,883</b>

## Capital Projects Funds

These funds are used to account for the acquisition and construction of major capital facilities other than those financed by proprietary or trust funds. The City's capital projects funds are:



## Capital Projects Funds

General (City) Capital Projects Funds - to account for general capital improvement projects and traffic signal and safety improvements not accounted for elsewhere. Current policy calls for the City to transfer a minimum of 1% of total general fund expenses to this fund each year to accumulate funds for capital improvements and capital maintenance of City facilities.

Parks Capital Projects Funds - to account for the acquisition and improvement of parks, playgrounds, and recreation facilities within the City. Resources are provided by the Residential Construction Tax.

Capital Tax Fund - to account for a special Ad Valorem tax levied by the County which can only be used for the purchase of capital assets and/or major repairs (not considered maintenance) of existing infrastructure. Resources can also be used to repay short-term financing to fund capital projects.

## Capital Projects Funds History of Sources and Uses: FY19-FY23

CAPITAL PROJECTS	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Projected	FY23 Budget
<b>SOURCES</b>					
Beginning Fund Balance	\$ 20,070,747	\$ 30,069,250	\$ 38,634,661	\$ 54,380,298	\$ 42,650,395
Charges for Services	1,714,799	1,063,228	670,858	1,000,000	1,000,000
Fees, Licenses & Permits	-	3,875	494,691	453,087	450,000
Intergovernmental	778,368	840,594	8,442,030	52,257,637	700,000
Miscellaneous & Other	2,312,631	8,818,783	2,348,192	1,602,108	100,000
Other Taxes	2,851,920	2,291,621	3,761,990	2,790,000	2,200,000
Fines and Forfeits	2,000	146,666	-	14,170	-
Other Financing Sources	13,179,756	15,365,785	30,700,402	37,205,212	67,748,454
<b>TOTAL SOURCES</b>	<b>\$ 40,910,221</b>	<b>\$ 58,599,802</b>	<b>\$ 85,052,824</b>	<b>\$ 149,702,512</b>	<b>\$ 114,848,849</b>
<b>USES</b>					
Services & Supplies	\$ 2,377,482	\$ 1,118,309	\$ 3,856,768	\$ 29,959,483	\$ 27,682,770
Capital Outlay	8,154,410	18,567,615	26,155,834	76,956,634	68,884,000
Other Financing Uses	309,080	279,217	659,924	136,000	136,000
Ending Fund Balance	30,069,249	38,634,661	54,380,298	42,650,395	18,146,079
<b>TOTAL USES</b>	<b>\$ 40,910,221</b>	<b>\$ 58,599,802</b>	<b>\$ 85,052,824</b>	<b>\$ 149,702,512</b>	<b>\$ 114,848,849</b>

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# FUNDING SOURCES

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## Consolidated Tax (CTAX) Summary

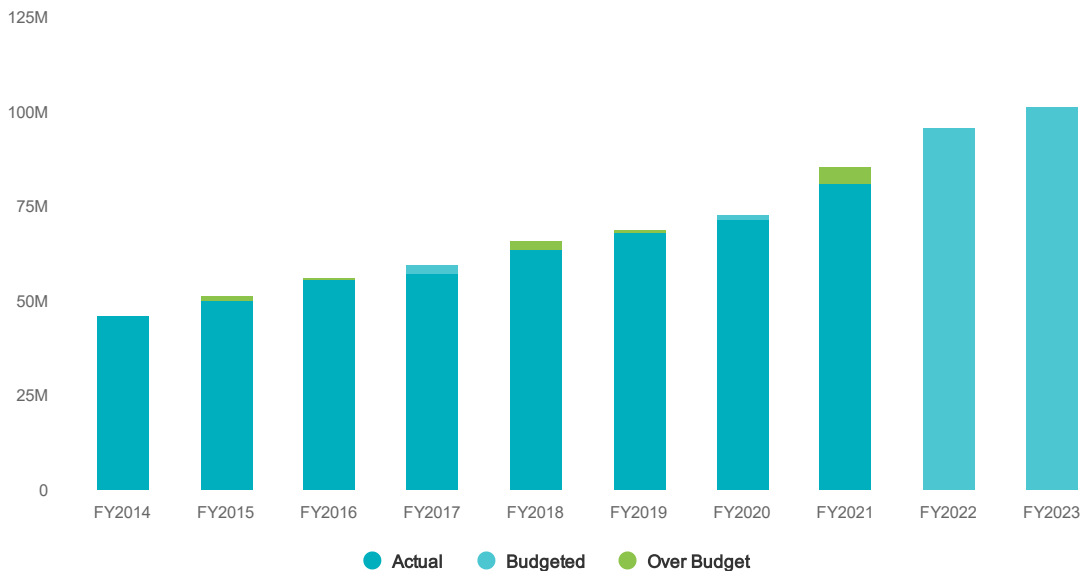
Consolidated Tax (CTAX) revenues include sales and use taxes, cigarette and liquor taxes, motor vehicle privilege taxes, and real property transfer taxes. These taxes have been brought together into a consolidated tax. They are collected by the State, consolidated, and then distributed to the various governmental agencies based on a series of formulas developed by the Nevada Department of Taxation. Population, assessed value, and growth rates are factors used in the distribution formula. The State-wide sales and use tax rate totals 8.265%, of which 2.25% is for the City/County Relief Tax, which is distributed to the cities and counties throughout the State. The County also has a rate of 0.875% for specific County-wide projects. The remainder of the tax revenues are distributed to the State and other agencies as specifically authorized by statute.

City staff reviews the State's projections and further evaluates local conditions, including building permits, sewer connection fees, construction data, employment rate, and other economic indicators to project CTAX revenues.

The growth of CTAX in the region over the last couple of years has been steady due to an improving local economy, jobs outlook, and housing market. FY22 CTAX revenues are estimated to grow \$10.4M or 12.2% over FY21 actuals. For FY23, the City is projecting that CTAX will grow \$5.7M or 5.9% from FY22 estimated receipts.

**\$101,752,502** **\$5,728,115**  
(5.97% vs. prior year)

### Consolidated Tax (CTAX) Proposed and Historical Budget vs. Actual

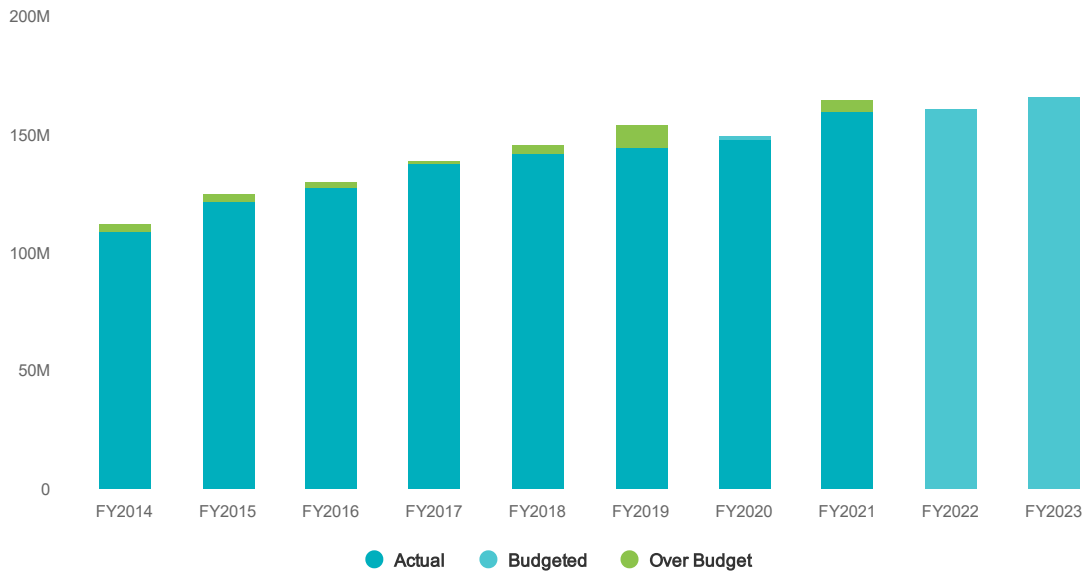


## Charges for Services Summary

Service Charges are the largest single revenue category for the City. Enterprise Fund Service Charges account for 59% of total charges for services, which include sewer fees for the operation and/or expansion of the City's sewer system and building permit fees. Internal Service Fund Service Charges account for 32% of the total charges for services which include the City's self funded medical plan, motor vehicle, risk retention and workers' compensation. General Fund Service Charges account for 8% of total charges for services which include public safety service charges, public works service charges, municipal court service charges, parks & recreation service charges and general administrative fees. Capital Projects Fund Service Charges account for 1% of the total charges which include the \$2 per room AB 376 Room Surcharge.

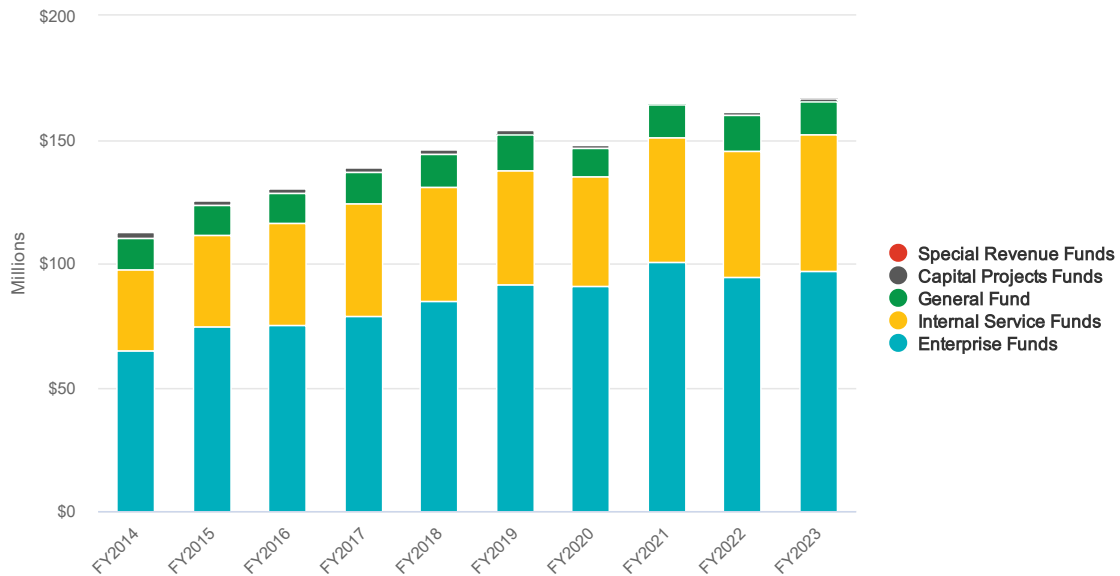
**\$166,598,147** **\$5,373,918**  
(3.33% vs. prior year)

### Charges for Services Proposed and Historical Budget vs. Actual



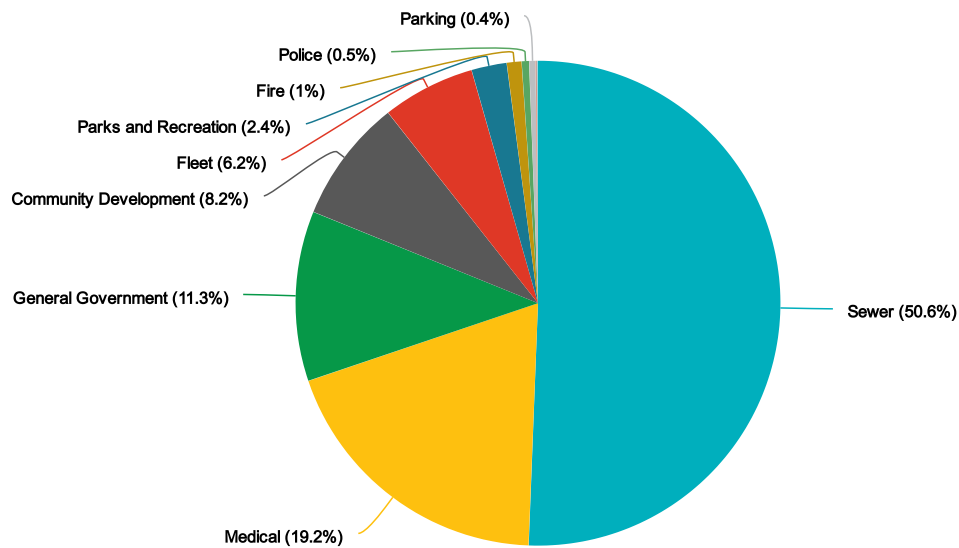
## Revenue by Fund - Charges for Services

Budgeted and Historical Revenue by Fund

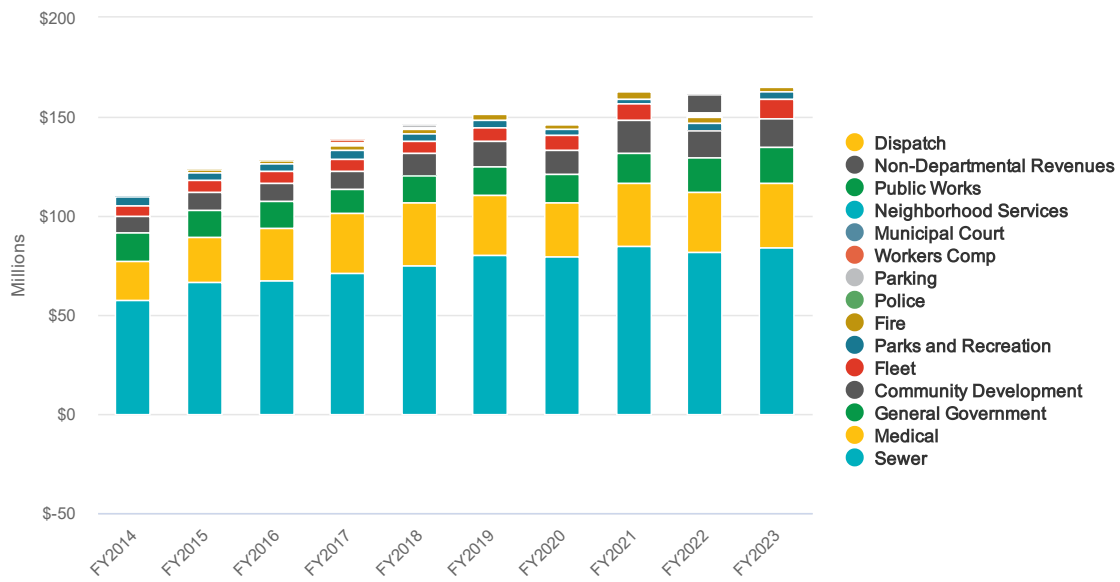


## Revenue by Department - Charges for Services

Projected 2023 Revenue by Department



## Budgeted and Historical Revenue by Department - Charges for Services



# Property Taxes (Ad Valorem) Summary

## Property Taxes

The State calculates the tax rate and revenues received from Ad Valorem for all local governments. The formula used to calculate the tax rate and revenues is set by statute. The City Council may adopt a tax rate below that determined by the formula, but they may not increase it above the formula without voter approval. The maximum total overlapping tax rate for the City of Reno is \$3.66 per \$100 of assessed valuation. By state law, property is assessed at 35% of taxable value. The taxable value equals the replacement value of improvements, less depreciation, plus the value of the land. The formula used to calculate the Ad Valorem tax rate and allowable revenues is summarized as follows:

<b>Step 1</b>	$\text{PY's Ad Valorem Revenue Base} \times 1.03 \text{ (3\% growth)} + \text{Value of Property on PY's Tax Roll} \times 100 = \text{Base Tax Rate}$
---------------	--

### Greater of: Revenue

<b>Step 2</b>	$\begin{array}{l} \text{Base Rate from Step 1 or PY's Base Tax Rate} \times \text{CY Assessed Value} \\ + \text{Allowed Ad Valorem Revenue Base} \\ + \text{Allowed by Voter or Legislative Overrides} \end{array} = \text{Total Allowed Ad Valorem Revenue}$
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Ad Valorem revenues are accounted for in the General Fund, where they are the second largest revenue source, representing 26% of the total. A portion of Ad Valorem also goes to the Street Fund, a special revenue fund, for neighborhood street maintenance as approved by the voters in 1994.

## Property Tax Cap/Abatement

In April 2005, the Nevada State Legislature passed a law that caps a primary residential property's tax increase over the prior tax year to 3%, with the exception of property tax that is new to the tax roll. Per Nevada State Law, property taxes on primary residential properties could only go up 3% from the prior tax year, unless the General Tax Cap is less than 3%.

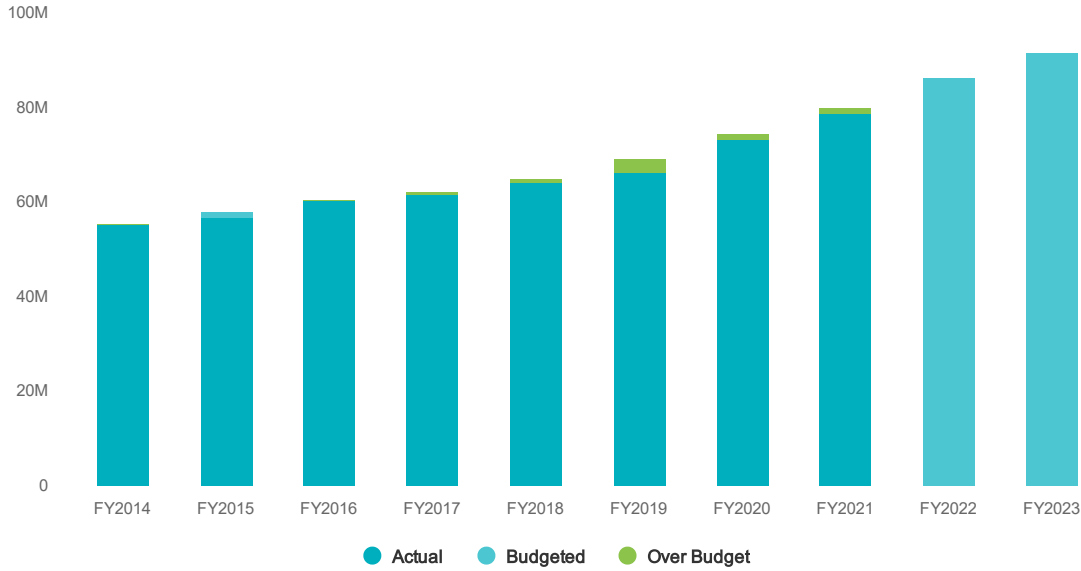
The General Tax Cap is calculated to be the greater of either:

1. twice the consumer price index (CPI) percent change in the prior year, or
2. the rolling percentage average change of assessed value over a 10-year period for each county.

The City is projecting a 6% increase (\$5M) in property tax revenue from FY22 estimated receipts. The increase is projected to come from the general tax cap on existing properties and also from new properties coming onto the tax roll where the tax cap/abatement does not apply.

**\$91,700,232** **\$5,202,633**  
(6.01% vs. prior year)

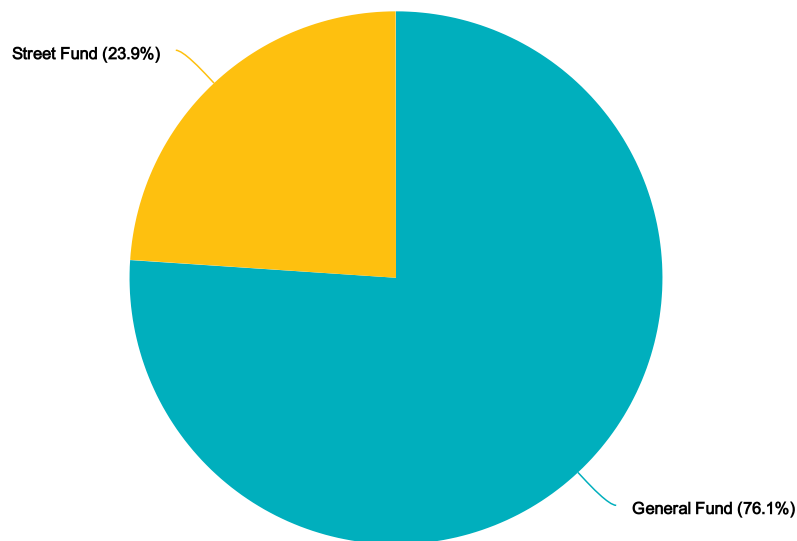
**Property Taxes (Ad Valorem) Proposed and Historical Budget vs. Actual**



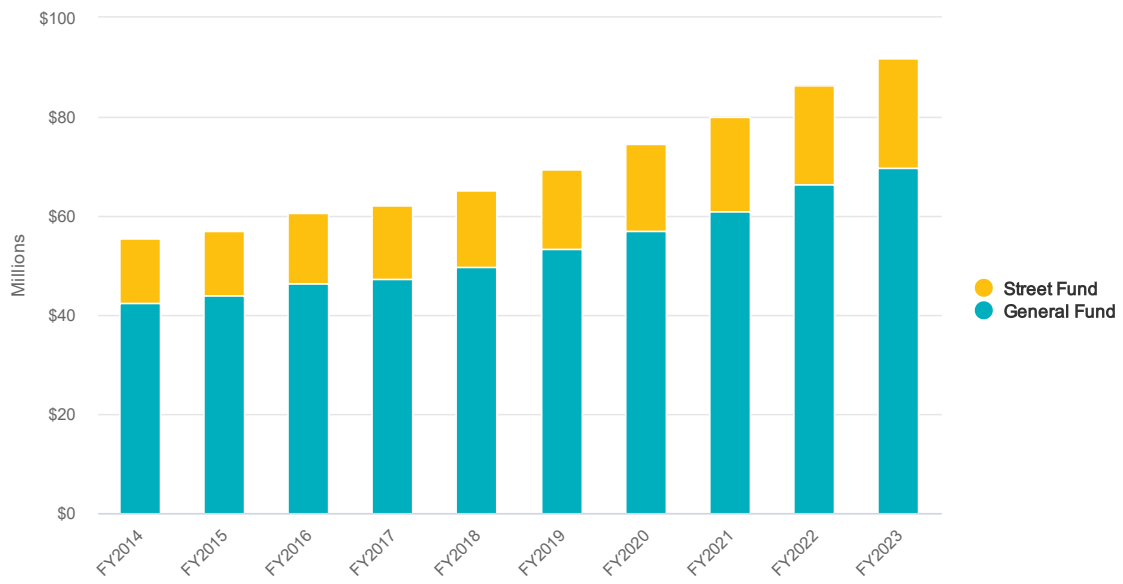
\*FY21 Actual data is estimated

**Revenue by Fund - Property Taxes (Ad Valorem)**

**Projected 2023 Revenue by Fund**



### Budgeted and Historical Revenue by Fund - Property Taxes (Ad Valorem)



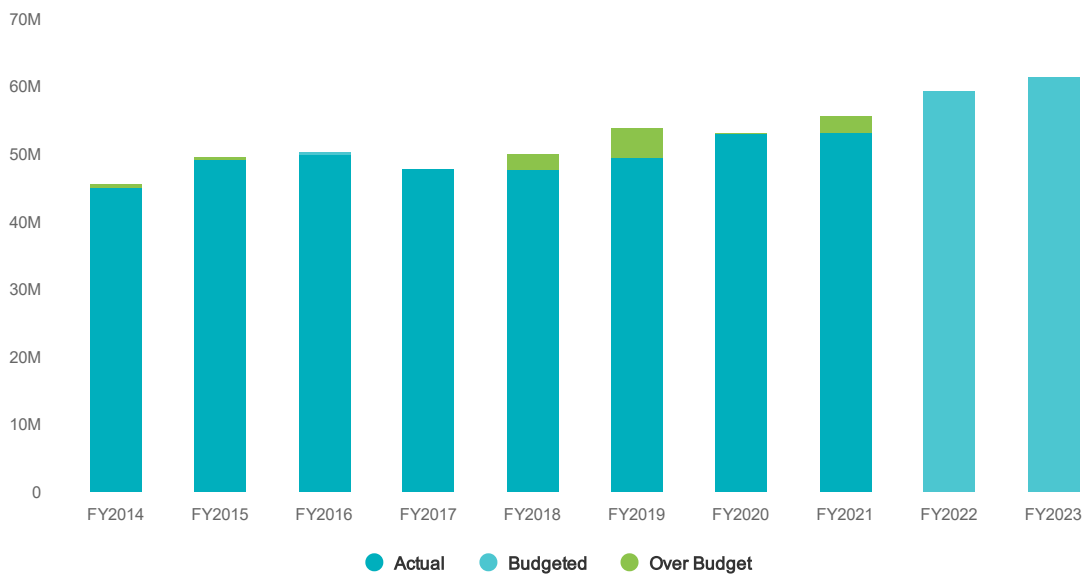


## Licenses, Permits, and Franchise Fees Summary

Business licenses, permits, and franchise fees are another major resource for the General Fund, comprising 21% of all General Fund revenues. Approximately 39% of all licenses, permits, and franchise fees consist of business, city gaming, and liquor licenses. Business license fees are assessed against all entities doing business within the corporate limits of the City. They may be “flat” fees where a business pays a prescribed amount based on the nature and size of the business; or “gross receipts” fees which are a percentage of gross income. City gaming fees are a flat fee based on the number of gaming devices on the property. Projections for licenses and permit revenues were based on an analysis of recent trends, new & updated fees, and changes in the fee structure for business licenses.

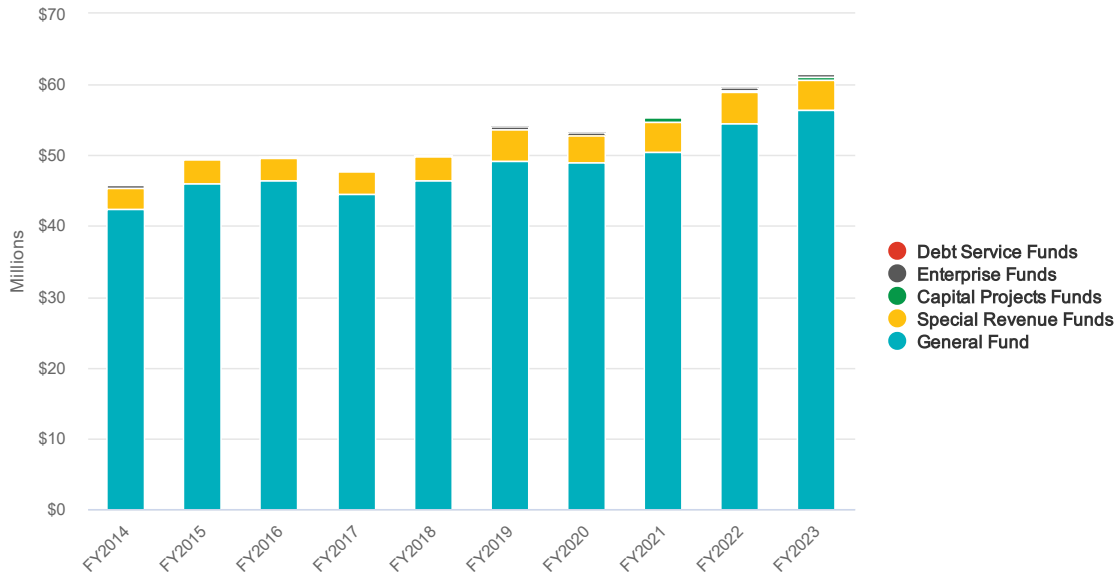
**\$61,489,220** **\$1,912,188**  
(3.21% vs. prior year)

Licenses, Permits, and Franchise Fees Proposed and Historical Budget vs. Actual



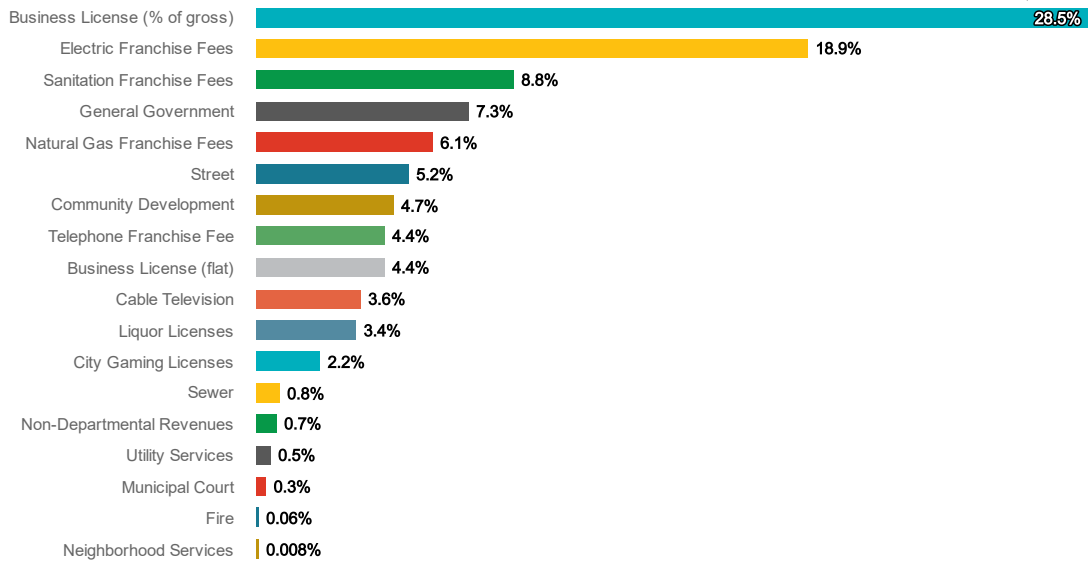
## Revenue by Fund - Licenses, Permits, and Franchise Fees

Budgeted and Historical Revenue by Fund

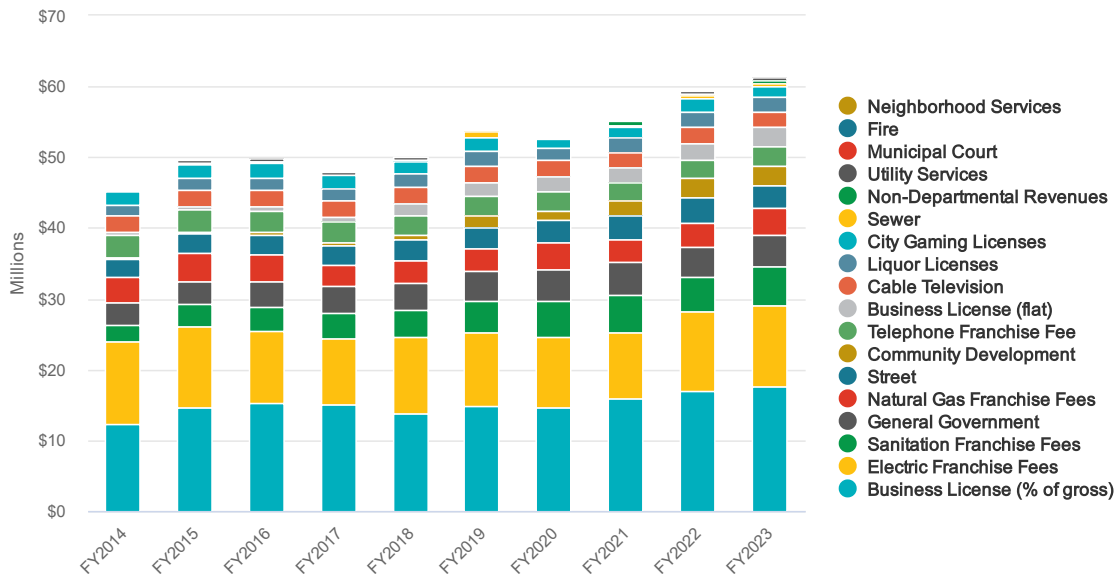


## Revenue by Type - Licenses, Permits, and Franchise Fees

Projected 2023 Revenue by Department



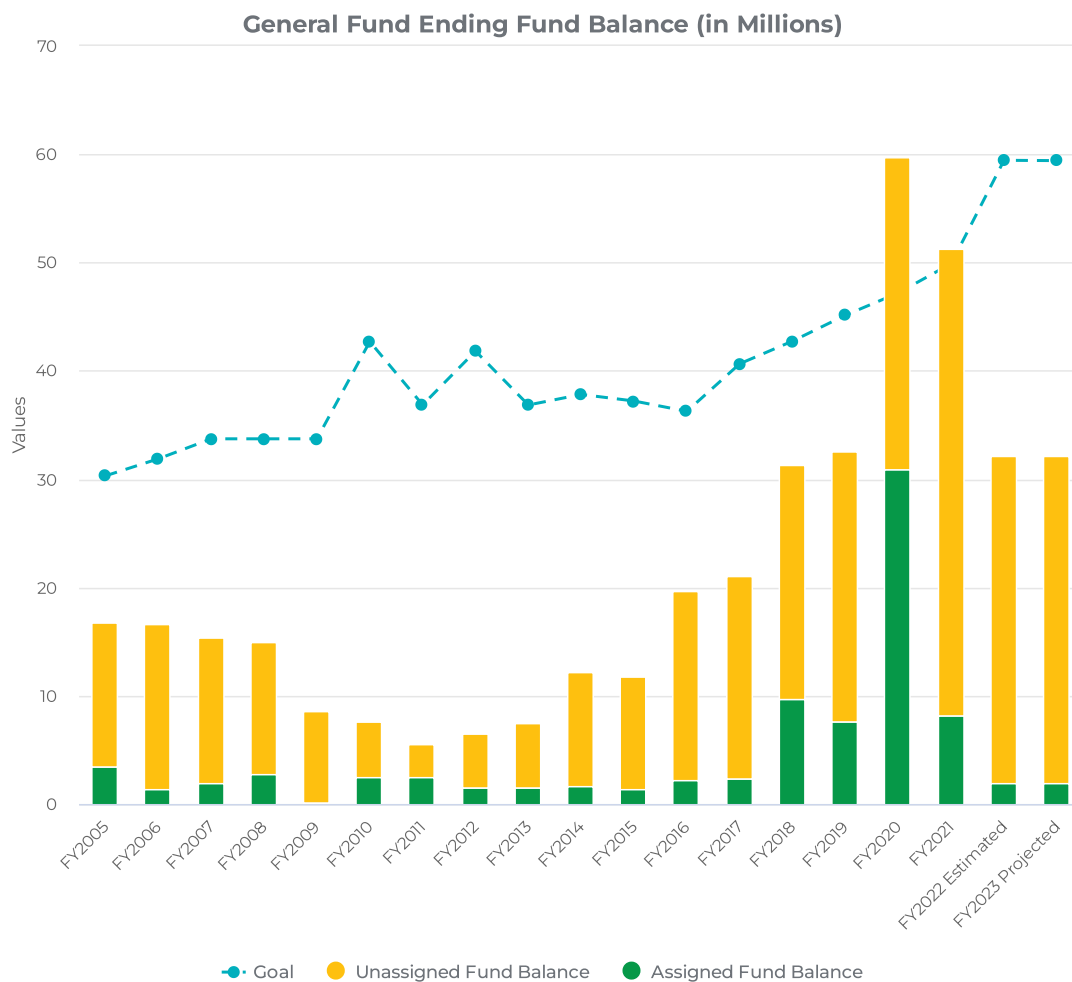
## Budgeted and Historical Revenue by Department - Licenses, Permits, and Franchise Fees



## Fund Balance Summary

Fiscal sustainability and achieving a resilient budget require a healthy fund balance in order to offset potential unanticipated revenue shocks to the City or provide one-time funding for specific projects and activities requested by the residents of Reno through their elected council. To achieve this goal, we have created a budget policy to maintain our General Fund Unassigned Fund Balance to be between 8.3 to 25% of operating expenses. This policy pertains to the unassigned fund balance — any assigned fund balance would be above and beyond this policy as these funds have already been earmarked to cover specific expenditures or programs. Other funds will maintain an adequate fund balance based on the requirements under the Nevada Revised Statutes and Nevada Administrative Code, Reno City Charter and Reno Municipal Code, City Council policies and fund management best practices. Other funds may have specific fund balance requirements due to the nature and use of the funds — for example, some Debt Service Funds may require specific fund balance levels to meet the terms of the bond issuance.

## General Fund Balance History



The General Fund Ending Fund Balance table provides a historical overview of the fund balance for both Assigned and Unassigned Fund Balance. The goal listed above represents the top of the City's current budget fund policy target of 25%.

FY2020 & FY2021 reflect a higher than usual fund balance due to CARES Act funding received by the City. These funds were utilized in accordance with Federal guidance.

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# DEPARTMENTS

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# City Council



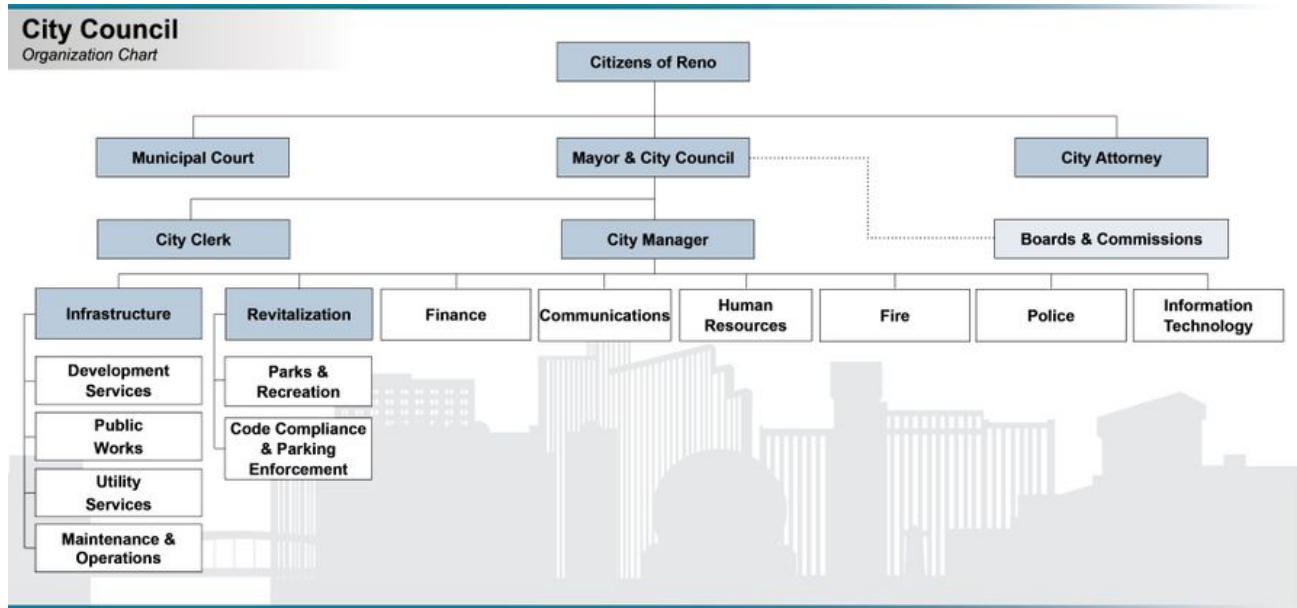
Hillary Schieve  
Mayor

*We are a thriving urban center known for our world-class colleges, vibrant culture, diverse outdoor activities, and innovative industries.*

The Reno city government aspires to be as exceptional as our city. Our vision is to have a city government that works to enhance our city’s quality of life by listening to and valuing the needs of all citizens. When we can listen to the needs of the people and provide them with the services and leadership they are asking for, then we’ll have a city government that truly reflects the best qualities of the place we call home.

## Organizational Chart - 7 FTE's

Program	FTE's
Legislative	7.00
<b>City Council Total FTE's</b>	<b>7.00</b>



# City Mission Statement, Strategic Plan, & Service Programs

## City Mission Statement

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*Creating a community that people are proud to call home.*

## Overarching Goals

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- **Fiscal Sustainability** — Promote financial stability through long-term planning, pursuit of alternative revenue sources, and debt management.
- **Public Safety** — Foster a safe city through enhanced public safety, prevention, and emergency response programs.
- **Economic Opportunity, Homelessness, and Affordable Housing** — Work in partnership with other agencies to increase economic opportunities for residents, address the many impacts of homelessness, and support the creation and maintenance of affordable housing.
- **Economic and Community Development** — Achieve a well-planned and economically sustainable Reno through proactive business attraction, community investment, a quality business environment, and efficient development services.
- **Infrastructure, Climate Change and Environmental Sustainability** — Improve the City's infrastructure and protect the environment.
- **Arts, Parks and Historical Resources** — Enhance the community's living experience through the arts, its public parks, and historical resources.

## Council Priorities for FY22/23

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### Tier 1 Priorities

- Determine the number of sworn officers needed
- Identify new sources of sustainable revenues
- Maintain long-term fiscal sustainability
- Increase affordable housing
- Identify objectives to address homelessness
- Implement the Downtown Action Plan

### Tier 2 Priorities

- Explore Public-Private Partnerships to address homelessness
- Complete the new Public Safety Center
- Cultivate alliances with regional public & private partners on service delivery
- Evaluate environmental, infrastructure, and service impacts of development
- Implement the Master Plan to support revitalization of urban areas and neighborhoods
- Identify dedicated funding sources for parks and recreation
- Address flooding mitigation plan for North Valleys and Truckee Meadows areas

## Service Programs

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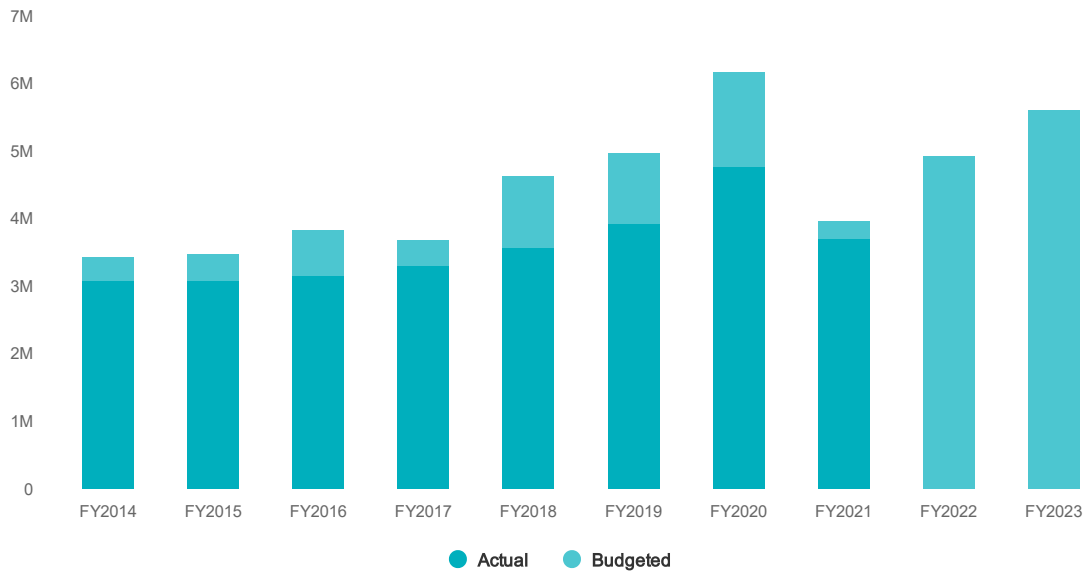
The City Council budget is focused on services the City of Reno delivers to the residents of Reno. Since services are delivered through programs, the City Council appropriates all funds at the program level. The following pages provide detailed information about the various programs within departments.



## Expenditures Summary - City Council

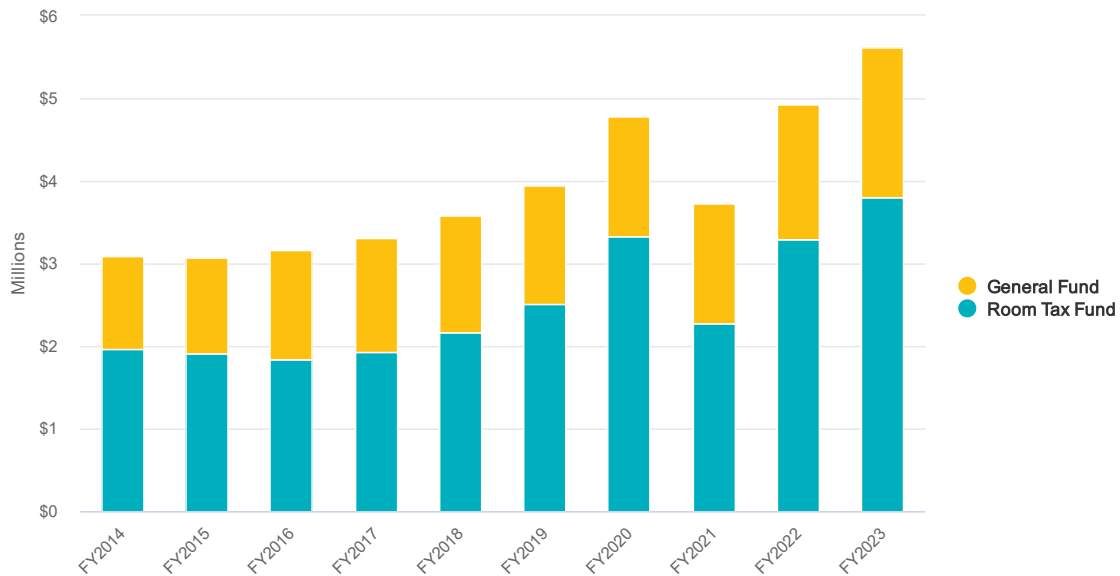
**\$5,618,059** **\$691,924**  
(14.05% vs. prior year)

City Council Proposed and Historical Budget vs. Actual



## Expenditures by Fund - City Council

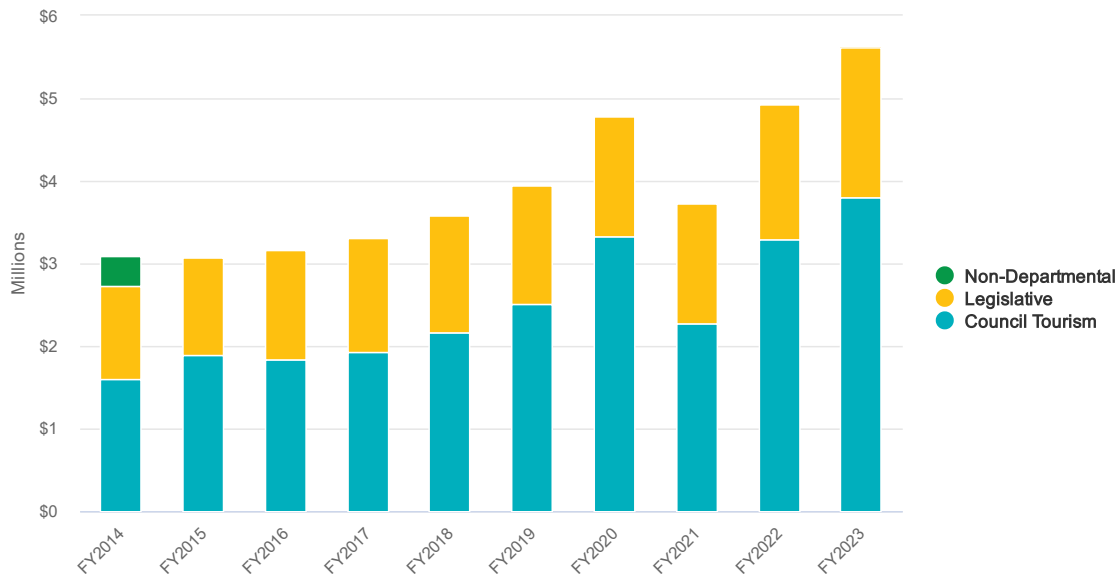
### Budgeted and Historical Expenditures by Fund



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
General Fund	\$1,454,690	\$1,664,442	\$1,809,842	8.6%
Room Tax Fund	\$2,267,487	\$2,904,190	\$3,808,217	79.6%
<b>Total:</b>	<b>\$3,722,177</b>	<b>\$4,568,632</b>	<b>\$5,618,059</b>	<b>48.3%</b>

## Expenditures by Program - City Council

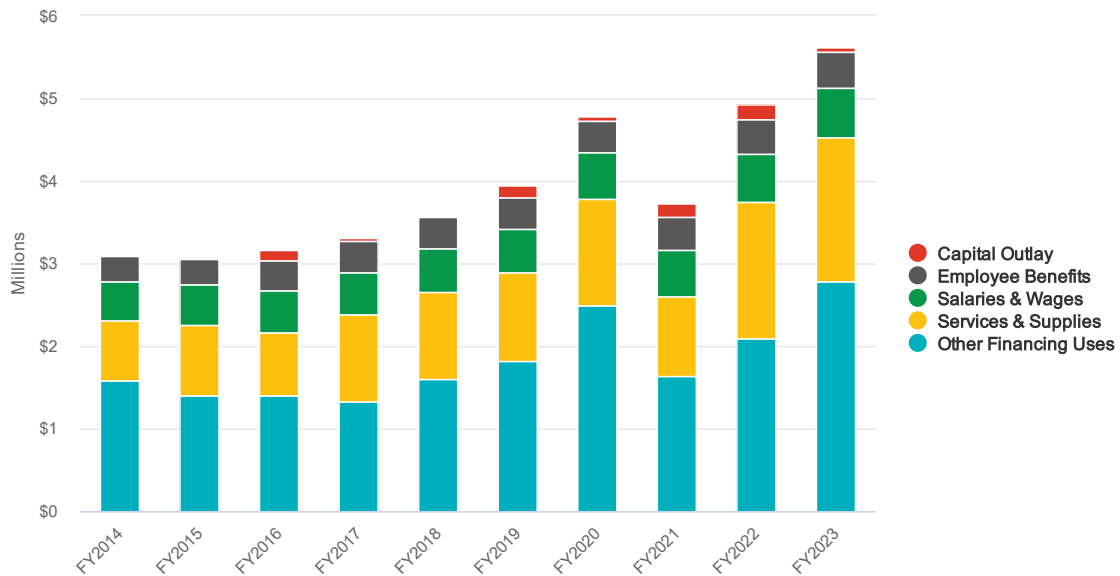
### Budgeted and Historical Expenditures by Program



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expenditures				
General Government				
City Council				
Council Tourism	\$2,267,487	\$2,904,190	\$3,808,217	79.6%
Legislative	\$1,454,690	\$1,664,442	\$1,809,842	8.6%
<b>Total City Council:</b>	<b>\$3,722,177</b>	<b>\$4,568,632</b>	<b>\$5,618,059</b>	<b>48.3%</b>
<b>Total General Government:</b>	<b>\$3,722,177</b>	<b>\$4,568,632</b>	<b>\$5,618,059</b>	<b>48.3%</b>
<b>Total Expenditures:</b>	<b>\$3,722,177</b>	<b>\$4,568,632</b>	<b>\$5,618,059</b>	<b>48.3%</b>

## Expenditures by Expense Type - City Council

### Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expense Objects				
Salaries & Wages	\$554,770	\$579,457	\$603,494	4.1%
Employee Benefits	\$411,129	\$427,664	\$432,952	1.2%
Services & Supplies	\$964,217	\$1,296,669	\$1,751,613	62%
Other Financing Uses	\$1,640,000	\$2,093,000	\$2,780,000	68.5%
Capital Outlay	\$152,061	\$171,842	\$50,000	0%
<b>Total Expense Objects:</b>	<b>\$3,722,177</b>	<b>\$4,568,632</b>	<b>\$5,618,059</b>	<b>48.3%</b>

# City Attorney



**Karl Hall**  
City Attorney

## Mission

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### ***Civil Division***

The Civil Division strives to provide readily accessible, cost-effective, and high quality legal advice and counsel to City Council and staff.

### ***Criminal Division***

The Criminal Division strives to achieve justice through effective prosecution of misdemeanor offenses.

### ***Risk Division***

The Risk Division strives to minimize losses and costs related to property and liability claims through proactive and effective risk management. As part of each division's mission, the Office of the City Attorney emphasizes staff development, training, education, and the practice of preventative law.

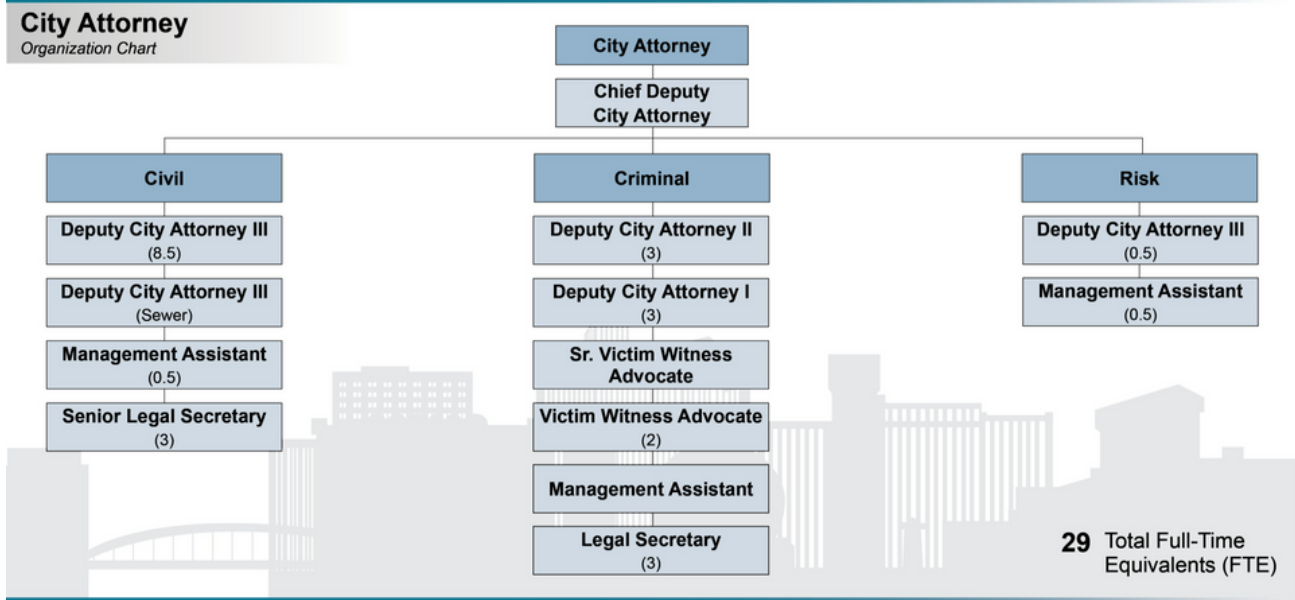
## Overview

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The Office of the City Attorney is created pursuant to Section 3.060 of the Reno City Charter. The Office provides a full range of legal services including legal advisory services, civil litigation, and criminal prosecution of City ordinances. The City Attorney's Office provides Risk Management services to the City of Reno.

## Organizational Chart - 29 FTE's

Program	FTE's
Civil Division	13.25
Criminal Division	13.25
Risk Management	1.50
Sewer Management	1.00
<b>City Attorney Total FTE's</b>	<b>29.00</b>



## Top Accomplishments for Last Year



### Civil

1. Provided legal advice and guidance regarding the City's COVID-19 pandemic response.
2. Assisted HR and other departments to resolve a variety of COVID-19-related issues facing the organization as an employer.
3. Provided legal advice and guidance regarding the City's response to community issues arising from individuals experiencing homelessness.
4. Global resolution of North Valley's flooding litigation (state and federal cases).
5. Closed two HOME transactions, resulting in 11 units of affordable housing.
6. Recovered approximately \$228,000 for property damages sustained by various City departments.
7. Resolved 61 risk claims against the City.

### Criminal

1. Prosecuted and resolved 10,946 criminal cases, including 395 domestic violence cases and 842 driving under the influence cases.
2. Worked collaboratively with the Municipal Court on the community court programs, including Veteran's Court, Fresh Start Therapeutic Court (DUI), Train Court (serial inebriates), and COD Court (substance abuse and mental health).
3. In partnership with the Municipal Court, participated in 160 community court hearings.

## Major Initiatives and Strategies during the Budget Year



### Civil

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1. Plan to address increase in civil litigation case load.
2. Provide legal support and guidance to the City's affordable housing efforts.
3. Conduct in-house training on various areas of municipal law.

### Criminal

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1. Aggressively prosecute driving while under the influence (DUI) cases.
2. Aggressively prosecute domestic violence cases.
3. Aggressively prosecute graffiti and nuisance cases.



## Core Services

### Civil

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#### ***Legal Services***

Provide high quality, cost-effective legal services to City clients.

#### ***Client Relationships***

Maintain a high level of client satisfaction.

#### ***Resource Efficiencies***

Maintain client and public trust through utilization of efficient resource allocation and technology.

#### ***Employee Enhancements***

Provide professional development and training opportunities.

### Criminal

---

#### ***Arrest Warrant Services***

Review of law enforcement case to determine issuance of summons and arrest warrants and processing of pleadings before the Municipal Court.

#### ***Arraignment and Trial Services***

Preparation, misdemeanor arraignments, court appearances, filing of all appropriate pleadings, discovery and appellate services.

#### ***Victim/Witness Services***

Coordination with victims and witnesses in preparation for court proceedings, including victim advocate services.

#### ***Grant Program Services***

Staff support of Municipal Court and City Attorney grant services related to processing of Criminal cases.

#### ***Community Outreach & Training***

Conduct training and support for: City staff, Reno Citizen's Institute, Safe & Healthy Homes, University of Nevada Reno Criminal Justice and Domestic Violence programs, Domestic Violence Task Force, Domestic Violence Education Program, and other domestic violence, witness, and criminal law related educational programs.

#### ***Traffic Arraignments***

Meet with traffic violators prior to their meeting with the judge to discuss the offenses and consider solutions.

### Risk

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#### ***Risk Fund***

Administer the City's risk management internal service fund. Coordinate necessary resources for an effective and proactive program.

#### ***Exposure Reduction***

Decrease exposure and payouts through effective resolution of claims.

#### ***Recoveries***

Pursue recoveries for damages to City real and personal property.

#### ***Insurance Coverage***

Administer a comprehensive property, general liability, and director's liability insurance program, including excess loss coverage, on behalf of the City.

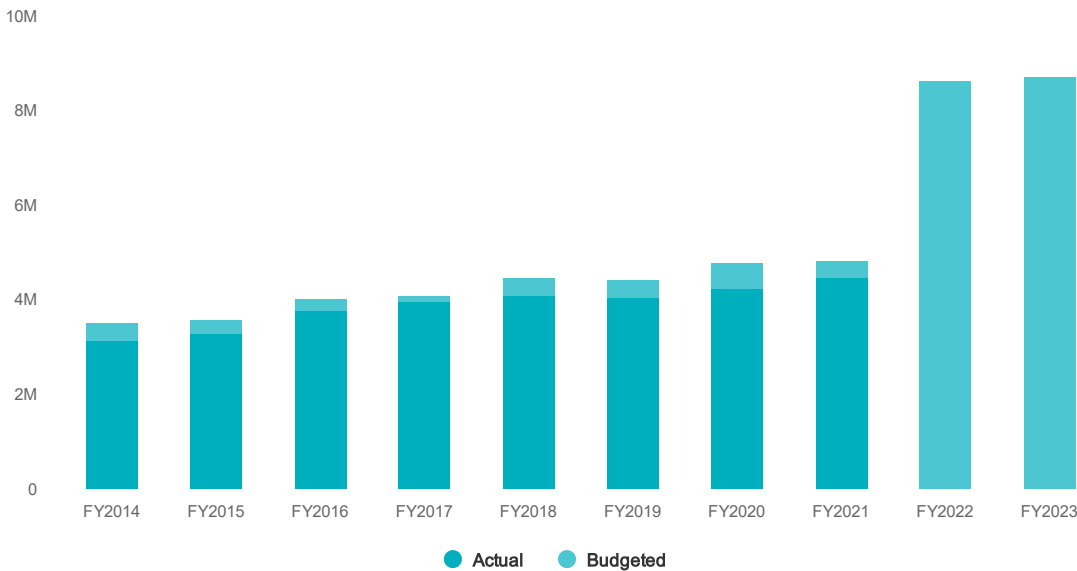
# Expenditures Summary - City Attorney

\$8,742,834

\$113,976

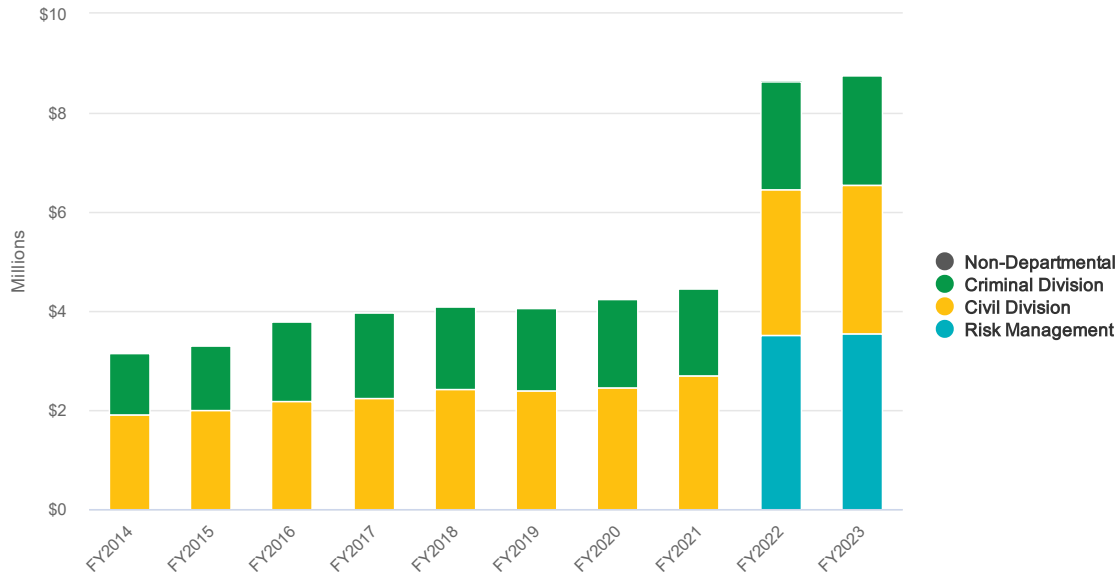
(1.32% vs. prior year)

City Attorney Proposed and Historical Budget vs. Actual



## Expenditures by Program - City Attorney

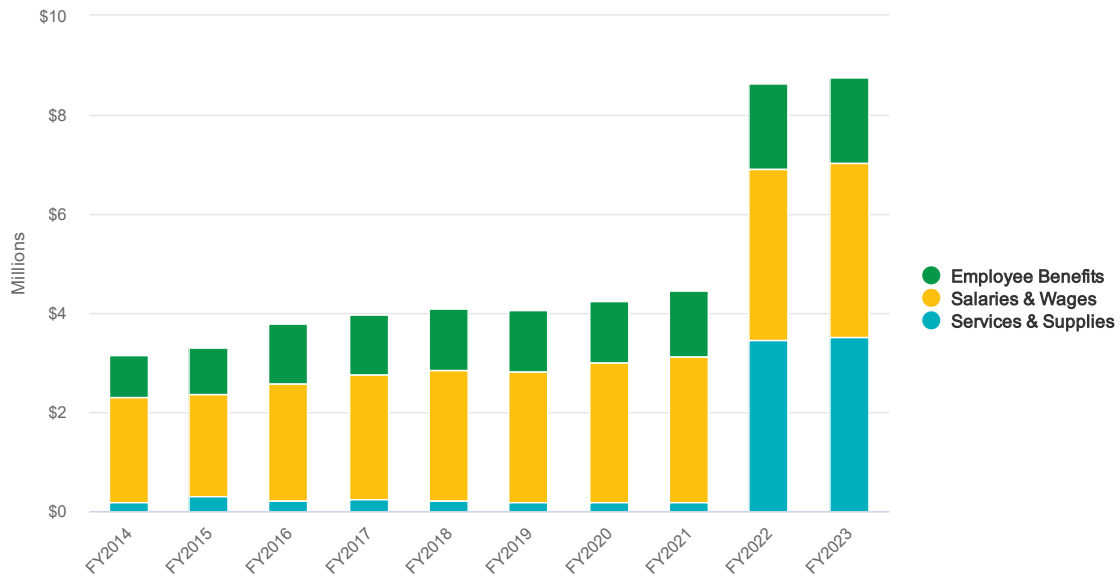
### Budgeted and Historical Expenditures by Program



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expenditures				
General Government				
City Attorney				
Civil Division	\$2,703,075	\$2,939,946	\$2,990,124	1.8%
Criminal Division	\$1,765,204	\$2,163,682	\$2,199,809	1.8%
Risk Management	\$0	\$3,554,443	\$3,552,901	N/A
<b>Total City Attorney:</b>	<b>\$4,468,278</b>	<b>\$8,658,071</b>	<b>\$8,742,834</b>	<b>71.4%</b>
<b>Total General Government:</b>	<b>\$4,468,278</b>	<b>\$8,658,071</b>	<b>\$8,742,834</b>	<b>71.4%</b>
<b>Total Expenditures:</b>	<b>\$4,468,278</b>	<b>\$8,658,071</b>	<b>\$8,742,834</b>	<b>71.4%</b>

# Expenditures by Expense Type - City Attorney

## Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expense Objects				
Salaries & Wages	\$2,928,982	\$3,452,600	\$3,508,398	8.6%
Employee Benefits	\$1,361,278	\$1,712,663	\$1,714,626	8.3%
Services & Supplies	\$178,018	\$3,492,808	\$3,519,810	1,125.5%
<b>Total Expense Objects:</b>	<b>\$4,468,278</b>	<b>\$8,658,071</b>	<b>\$8,742,834</b>	<b>71.4%</b>

## Performance Measures

Measure	2021 Actual	2022 Target	2023 Target	Strategic Priority
Client Satisfaction: "Overall, how satisfied are you with the legal services you receive from the City Attorney's Office?" (1-10)	9.7	9.70	9.7	Other — Internal Service
Client Satisfaction: "The City Attorney's secretarial and professional support staff is helpful." (Yes/No/No Opinion)	Yes = 67% No = 0% N/O = 33%	Yes > 75%	Yes > 75%	Other — Internal Service

# City Clerk



**Mikki Huntsman**  
City Clerk

## Mission

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The City Clerk's Office strives to provide the best possible service to the Council and the residents of Reno. By accurately maintaining all proceedings of the Council and ensuring that all official records of the City are easily accessible. This office serves as the primary point of contact for the public and City staff for all matters relating to the legislative history of the City. The staff is committed to personalized, efficient, and friendly assistance, which encourages public participation in local government. This office seeks to make every contact with our customers a positive and rewarding one while being sensitive and responsive to their needs.

## Overview

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The City Clerk functions as the Clerk of the Council and maintains all official records of the City, pursuant to the Reno City Charter, Section 3.040. This includes providing for all public notifications and hearings; a comprehensive legislative tracking system for Council action and minutes; and the indexing of all documents for archiving and retrieval. The City Clerk also serves as the Secretary to the Redevelopment Agency and performs similar functions. The City Clerk is appointed by and reports directly to the City Council.

In accordance with both the Nevada Revised Statutes and the City of Reno Charter, the City Clerk is responsible for the administration of regular and special municipal elections, codification of ordinances, and public records access. Municipal elections are held in conjunction with the statewide general elections, under contract with Washoe County.

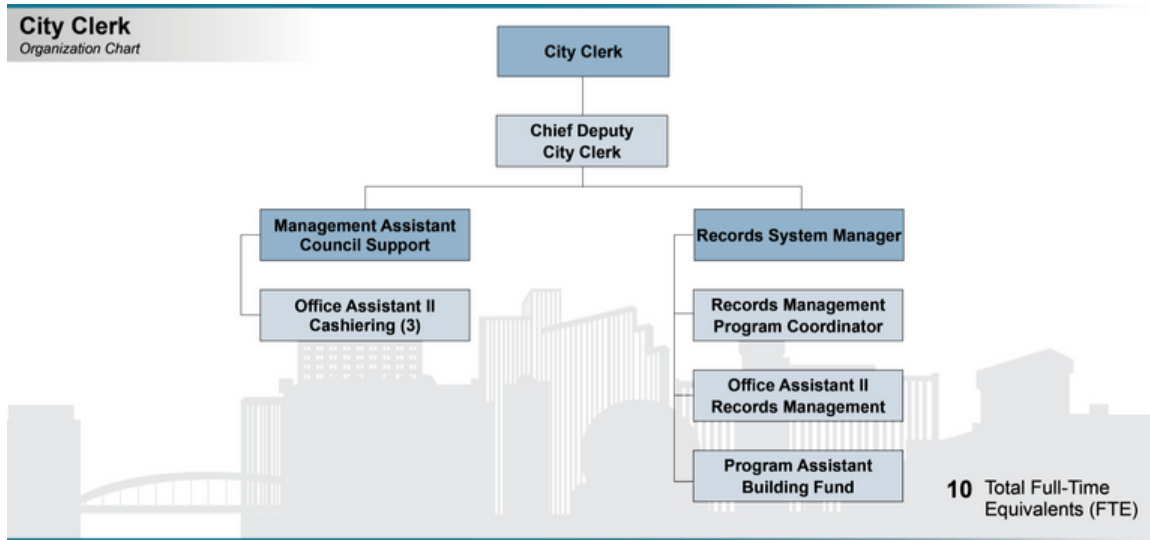
The City Charter designates the City Clerk's Office as the responsible party for the collection and deposit of all City revenues. Payments are received through multiple channels, including mail, over-the-counter, and online. This includes the billing process, revenue collection, and the appeals process, which incorporates Hearing Officers who work under contract.

This office receives, coordinates, and schedules hearings for appeals regarding sewer fees, business licenses, administrator decisions, work card denials, and code enforcement citations/violations. Additionally, appeals from determinations made by the Reno City Planning Commission are submitted to the Clerk's Office for referral to the Reno City Council and/or Redevelopment Agency, as applicable.

The Records Management Division is responsible for establishing current and future directions for Citywide record management services. This includes developing and managing overall strategies, retention policies, media management, transfer, storage, maintenance, and disposal of public records. In addition to management of the records, this division is responsible for the management and oversight of public record requests received by the City.

## Organizational Chart - 10 FTE's

Program	FTE's
Council Support	3.00
Cashiering/Parking Tickets	3.00
Records Management	4.00
<b>City Clerk Total FTE's</b>	<b>10.00</b>

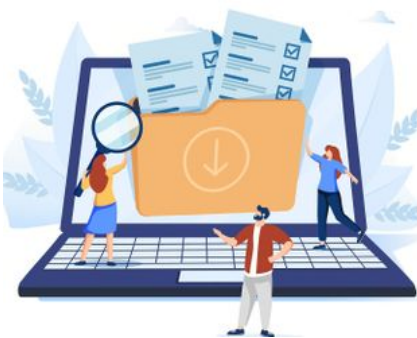


## Top Accomplishments for Last Year



1. Fortification of relationship with the University of Nevada Reno Library (Digitization Lab) to digitize historical documents including, but not limited to ledgers from the City's inception.
2. Curated and produced electronic content for city wide Records Management training.
3. Transition of constituent support for Parking Ticket Services.
4. Continued refinement of electronic document management software (OnBase).
5. Community support through staffing diversification with an emphasis on bilingual recruitment.

## Major Initiatives and Strategies during the Budget Year



1. City wide modernization of record management processes.
2. Examine and assess governing document compliance, centralization of record management and appointee training as related to City of Reno Boards, Commissions, and Subcommittees of the Reno City Council.
3. Supporting City initiatives through the onboarding and implementation of the electronic document management software (OnBase).
4. Enhanced transparency by reducing response times for public records requests.
5. Reestablish the constituent connection to local government by providing one-contact resolution and unparalleled customer service.



## Department Core Services

### Council Support

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Provide direct support to the City Council by processing and recording City Council actions, managing all official records of the Council, administration of all municipal elections, and coordinating all aspects of the Council's Boards and Commissions process. Research and respond to all inquiries with respect to current and past Council action.

### Public Records Request and Records Management

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#### ***Public Records Request***

Act as the single point of contact and Citywide clearinghouse for all public records request for City information.

#### ***Records Management***

Provide safe and secure storage and management of City records for all departments.

### Cashiering

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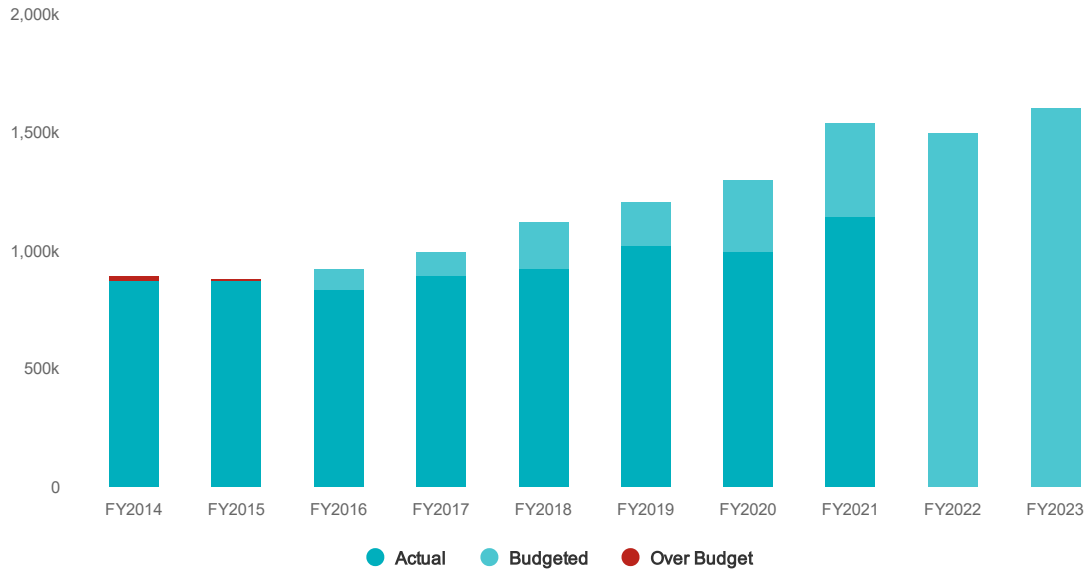
#### ***Revenue Collections (Central Cashiering)***

A single centralized revenue collection service in accordance with City Charter.

## Expenditures Summary - City Clerk

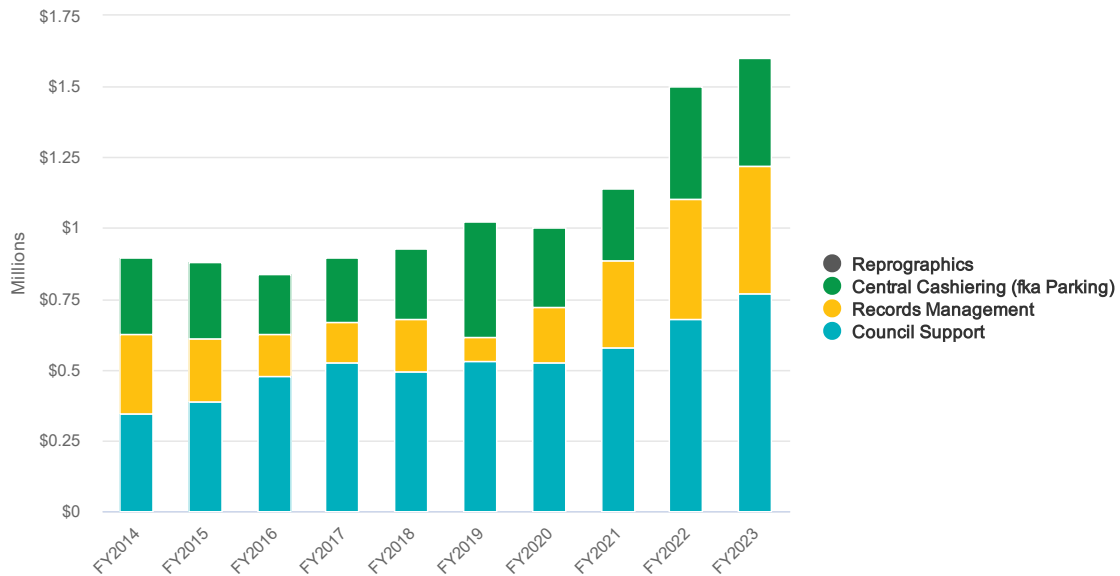
**\$1,603,546** **\$103,231**  
(6.88% vs. prior year)

### City Clerk Proposed and Historical Budget vs. Actual



## Expenditures by Program - City Clerk

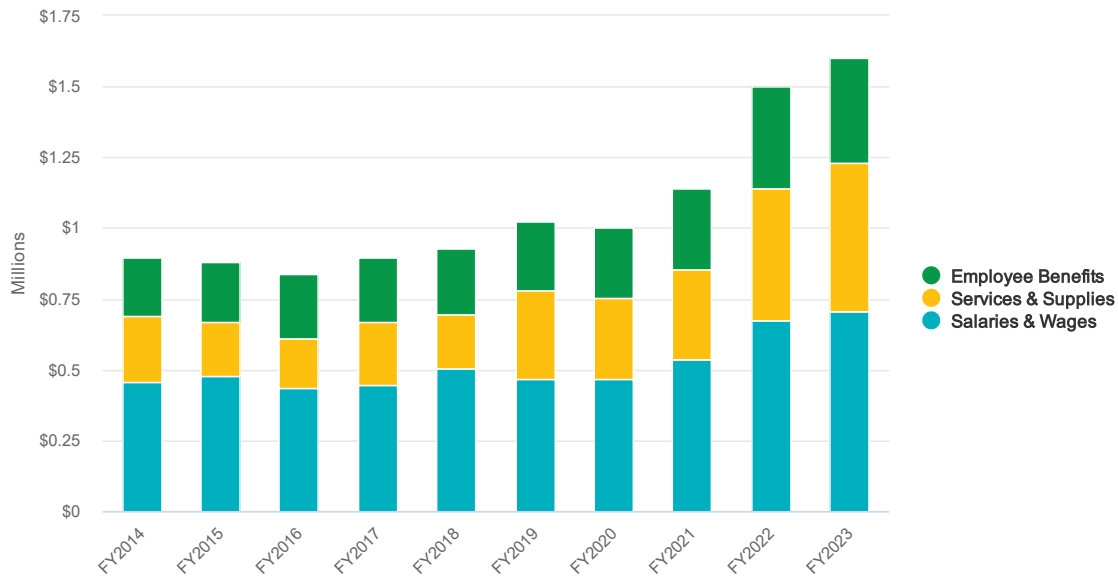
### Budgeted and Historical Expenditures by Program



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expenditures				
General Government				
City Clerk				
Records Management	\$306,572	\$425,031	\$448,495	5.5%
Central Cashiering (fka Parking)	\$256,815	\$397,174	\$384,204	43%
Council Support	\$579,171	\$678,110	\$770,847	13.1%
<b>Total City Clerk:</b>	<b>\$1,142,557</b>	<b>\$1,500,315</b>	<b>\$1,603,546</b>	<b>16.6%</b>
<b>Total General Government:</b>	<b>\$1,142,557</b>	<b>\$1,500,315</b>	<b>\$1,603,546</b>	<b>16.6%</b>
<b>Total Expenditures:</b>	<b>\$1,142,557</b>	<b>\$1,500,315</b>	<b>\$1,603,546</b>	<b>16.6%</b>

## Expenditures by Expense Type - City Clerk

### Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expense Objects				
Salaries & Wages	\$537,032	\$676,086	\$703,516	11.8%
Employee Benefits	\$288,464	\$358,249	\$370,658	12%
Services & Supplies	\$317,061	\$465,980	\$529,372	27.6%
<b>Total Expense Objects:</b>	<b>\$1,142,557</b>	<b>\$1,500,315</b>	<b>\$1,603,546</b>	<b>16.6%</b>

## Performance Measures

Measure	2021 Actual	2022 Target	2023 Target	Strategic Priority
Resolutions adopted, conformed, and distributed within 10 business days	100%	100%	100%	Other — Internal Service
Funds deposited within one business day of receipt	100%	100%	100%	Strong Financial Condition
Digitization of historical data (1897-1975)	5%	30%	50%	Other — Internal Service/Transparency
Reduction in average time to close for Public Records Requests (current response time 7.62 days)	7.62 days	6.5 days	6 days	Other — Internal Service/Transparency

# City Manager's Office



**Doug Thornley**  
City Manager

## Mission

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To provide organizational leadership that inspires employees to be open, transparent, innovative, critical thinkers, and responsive problem solvers. To foster an organizational culture that is resident and business friendly.

## Overview

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The City Manager is appointed by the City Council and functions as the chief executive and administrative officer of the City government. The City Manager is responsible for the proper administration of all affairs of the City and provides direction to all City departments (with the exception of the City Clerk, City Attorney, Civil Service, and Municipal Court) via the following programs:

**Administration** implements City policy as directed by the City Council by providing direction and leadership to City departments. Administration also prepares and distributes the Council agenda and agenda packets; coordinates requests for service from the Council; and provides assistance and office support for Council members.

**Clean and Safe Program** is a year-round program designed to provide a predictable and proactive response to public health and safety issues.

**Housing and Neighborhood Development** is responsible for affordable housing; housing stabilization and enhancing low to moderate income neighborhoods. This is accomplished primarily through federal grant programs from the U.S. Department of Housing and Urban Development (HUD) and partnerships.

**Office of Arts and Culture** provides a variety of services to Reno residents and visitors via public arts and culture administration. Through these functions, this office showcases Reno, contributes to vitality in the downtown area, and enhances the quality of life of residents and visitors to the Truckee Meadows.

***Public Art*** manages the Public Art and Two Percent for Art Programs, City Public Art Collection, and the City's three art galleries. This unit administers City-funded grant opportunities available from the Reno Arts & Culture Commission for non-profit arts and cultural organizations and provides technical advice and services to local arts organizations. Staff works with the Arts & Culture Commission and its committees.

**Office of Economic Development** supports sustained growth through infrastructure development, targeted job creation, business retention/expansion, real estate development, and private investment in the City. It also encourages private developers to re-purpose vacant or blighted properties to increase the tax base and promote positive community growth. In addition, it works closely with the Economic Development Authority of Western Nevada in attracting corporate headquarters and startups to the central business district of Reno.

The Office of Economic Development is responsible for administering and implementing the Downtown Action Plan. The Office also acts as staff to the Redevelopment Agency of the City of Reno; including the management and marketing of Agency-owned property, the preparation and administration of RDA grants, and the administration of the RDA 1 and RDA 2 area plans and budgets.

### **Office of Innovation and Experience**

***Community Liaisons*** develop and maintain close, positive and productive relationships between the City and its residents through outreach programs, Neighborhood Advisory Boards (NABs), and resident education programs while providing support for members of the Council.

***Reno Direct*** uses various methods of communication to effectively and efficiently respond to and rectify requests, inquiries, comments, and complaints from residents, businesses, and visitors.

***Business License*** is responsible for ensuring that businesses operating within the City of Reno are properly licensed and compliant with all applicable codes, regulations, and health, safety and zoning requirements. The division also licenses and monitors special activities throughout the City and is responsible for the collection of all business licenses, special activity and event permit fees.

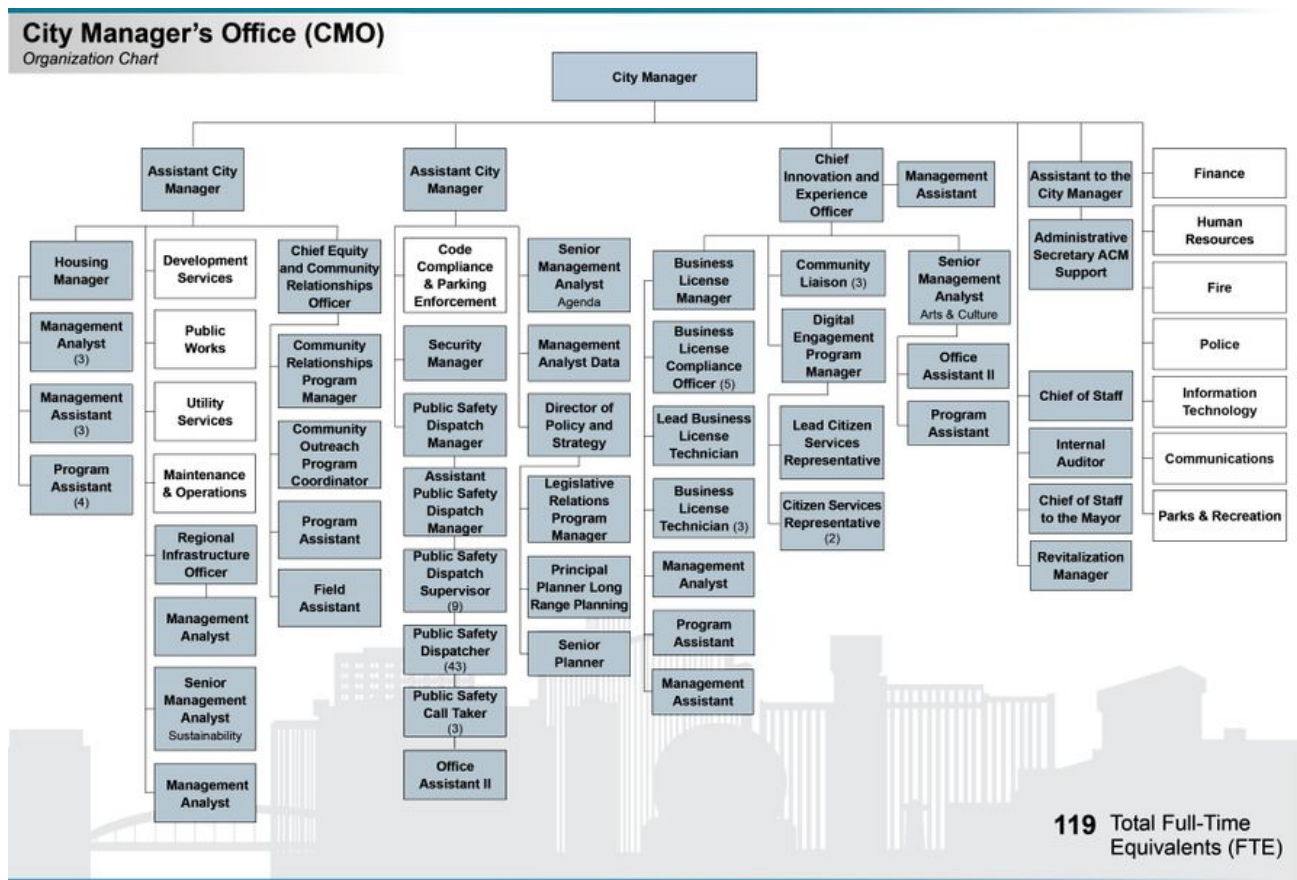
**Office of Policy and Strategy** coordinates strategic planning, state and federal legislative platforms, and implementation of various interdepartmental plans and goals. Strategic planning is a critical function of government to focus and prioritize staff work. This office creates the strategic plan and updates to the plan from Council and the City Manager's direction. This includes coordinating priorities between the City Council and the City Manager. Once drafted, key performance information is incorporated into the annual budget process and is used by departmental staff throughout the year to measure progress in meeting performance goals. The City's legislative agenda is determined in a similar fashion and requires coordination between all City departments. This office coordinates lobbying and advocacy efforts on behalf of the City and communicates directly with state and local elected officials about municipal priorities.

**Public Safety Dispatch** provides the life-saving link between the public and the many public safety and emergency service agencies of our region. Reno Dispatch serves as the Public Safety Answering Point (PSAP) for 9-1-1 services for the City of Reno and unincorporated Washoe County, providing professional public safety call-taking and dispatch services twenty-four hours a day, every day of the year.

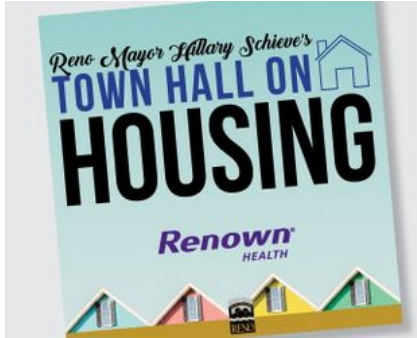
**Sustainability** establishes initiatives that focus on climate change and sustainability initiatives that promise to strengthen Reno's reputation as one of the world's leading cities while also improving the day-to-day quality of life for all of the city's residents. In a community and a world that faces grave threats from climate change, sustainability initiatives are of the utmost importance.

## Organizational Chart - 119 FTE's

Program	FTE's
Administration	18.00
Arts & Culture	3.00
Business License	13.00
Clean & Safe	3.00
Community Resources	10.00
Economic Development	1.00
Innovation & Experience	8.00
Office of Policy & Strategy	5.00
Public Safety Dispatch	58.00
<b>Civil Service Commission Total FTE's</b>	<b>119.00</b>



## Top Accomplishments for Last Year



1. Transitioned public meetings to a virtual platform to limit potential exposure to COVID-19.
2. Coordinated with Washoe County and the City of Sparks on regional health and safety response to the pandemic, including coordination with state regulators on regional business guidelines and enforcement of state directives.
3. Developed a multimodal analysis and plan to inform future decisions around pedestrian walking and biking infrastructure.
4. Rolled out and communicated the City's Pillars of Service, which encompasses the City's values of Pride, Integrity, Respect and Creativity.
5. Continued to implement the 1000 Homes in 120 Days development fee deferral program.
6. Continued construction on Canyon Flats — the first permanent university student housing development in Downtown. Office of Economic Development led the multi-departmental process to modify existing streetscapes.
7. Continued support for Downtown Reno Partnership and Business Improvement District.
8. Awarded 100+ point score on the 2020 Municipal Equality Index for the third year in a row.
9. Continued fundraising for the new City of Reno Public Safety Center.
10. Continued to identify and implement actions to enhance the City's workplace culture.
11. Internal Audit initiated and conducted operational audits on Deposit Assistance Program, Fire Department Strike Team Reimbursement and Workers' Compensation Process. Internal reviews included COVID-19 Mitigation Compliance and Reporting OSHA Compliant Responses and Turnover Review Waste Management Data Validation Review.
12. Launched energy, fuel, and emissions tracking platform and public dashboard.
13. Awarded a U.S. Conference of Mayor's Climate Protection award from the energy, fuel, and emissions tracking program.
14. Released first community-wide Benchmarking Report under the City Energy and Water Efficiency Program.
15. Responded to 2,984 total calls from members of the media to the City's Onebox media line.
16. Coordinated 325 Clean and Safe cleanup activities and collected 2699 yards of waste.
17. Restructured and expanded Clean and Safe Team operations, improving customer satisfaction while addressing public health and safety hazards.
18. Established sustainable downtown outreach, maintenance, and strategic coordination efforts with the Downtown Reno Partnership.
19. Conducted extensive Truckee River operation, provided outreach, relocation and thorough river clean-up.
20. Negotiated Maintenance and Outreach Interlocal Agreement with NDOT for more effective Clean and Safe program coordination.
21. Launched the One City, Many Voices, a Diversity, Equity and Inclusion speaker series.
22. Established the employee Diversity, Equity, and Inclusion committee (DEIC).
23. Received a \$500,000 National Endowment for the Arts (NEA) ARP Grant.
24. Facilitated the artist selection process for a \$70,000 public art mural project on City Hall.
25. Administrated approximately \$200,000 in Arts & Culture grants to local arts organizations for events and projects.
26. Received a \$20,000 National Endowment for the Arts (NEA) Grant for Art Projects to facilitate the artist selection process and creation of permanent artwork within the City of Reno.
27. Collaborated with regional partners to enforce COVID related directives through proactive monitoring and complaint response.
28. Codified the prohibition on the retail sale of dogs and cats in pet stores and/or commercial establishments.
29. Adopted Package Alcohol Sales amendments.
30. Created and implemented a compliance program for licensed massage establishments.
31. Created a compliance program for licensed secondhand dealers.



32. Updated Accela to improve efficiencies via automation, e.g., notices, reminders. etc.
33. Created a new agenda oversight and management process to streamline staff efforts and improve access to public meeting agendas.
34. Completed the decennial redistricting process using a community and data driven approach to ensure ward populations meet local, state, and federal requirements.
35. Led the community engagement and allocation process for the pandemic response and recovery funds received through the American Rescue Plan Act.

## Major Initiatives and Strategies during the Budget Year



1. Cultivate a positive and thoughtful culture through employee engagement and continued analysis of the workforce.
2. Continue to implement innovative objective and goal identification process to City departments for goal setting and completion tracking.
3. Continue to create programs and initiatives that will reduce the City of Reno's carbon footprint and increase sustainability efforts.
4. Complete and implement Strategic Plan, including the establishment of key performance indicators and training staff on how to prioritize their work around Council-established priorities.
5. Initiate updates to zoning code for affordable housing, zoning appeal process and sustainability.
6. Develop a resilient budget by working toward a zero based budgeting program.
7. Expand the use of data analytics to include utilization of measurable key performance indicators.
8. Implement a new agenda management system to further improve agenda consistency and public access to City public meetings.

# Core Services

## Administration

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### ***Leadership***

Provide leadership and direction to City departments, and ensure transparency and accessibility.

### ***Administration***

Assure attainment of the City's vision, mission, and strategic priorities set by the City Council by providing clear direction and administrative leadership to operating departments.

### ***Coordination***

Identify and coordinate department activities required to implement the priorities established by City Council.

### ***Support***

Provide support to City of Reno departments as needed in attaining established departmental goals. Provide direct support to the City Council and Office of the City Manager with respect to office services, agenda preparation and posting along with meeting management.

## Arts and Culture

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### ***Public Art Program***

Protect capital investment in public art and manage public art collection. Maintenance, selection, installation, and support of the public involvement process.

### ***Grant & Scholarship Programs***

Oversee and allocate City grant funds to local arts organizations.

### ***Arts and Culture Commission***

Provide staff support for Commission and four sub-committees. Provide technical expertise for Commission and committee projects and programs.

## Business License

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### ***Licensing/Compliance***

Guide customers through the process of starting or expanding a business in the City. Ensure businesses operating within Reno are properly licensed and compliant with all applicable regulations.

### ***Renewal/Collections***

Ensure licensed businesses hold current licenses, assist with renewals and necessary amendments, and investigate/collect on delinquent accounts.

### ***Special Activities & Events***

Guide customers through the process of holding a special activity or event within the city.

### ***Special Events Sponsorship Program***

Oversee and allocate City-funding to support in-kind funding of special events.

### ***Reno City Council Special Events Subcommittee***

Provide staff support for the Special Events Subcommittee to allocate sponsorship funding and provide a think-tank for special event problem-solving.

## Clean and Safe

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### ***Clean and Safe Program***

Coordinate cleanup efforts that have been identified as health concerns, ensure appropriate legal notices are posted and provide information related to available resources.

## Economic Development

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### ***Business Retention and Expansion***

Foster the development of an economic environment where existing companies in Reno are able to retain or expand their operations, including local businesses and startups. Focus on creating infrastructure necessary for revitalization and expansion.

### ***Business Development***

Assist with the recruitment efforts by Economic Development Authority of Western Nevada to identify and target new companies for location/relocation in Reno. Work with Western Nevada Development District on infrastructure programs that will aid in the recruitment of new companies/developments in northern Nevada.

## Housing and Neighborhood Development

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Utilize federal funding while leveraging private funds to address affordable housing and housing stabilization in low to moderate income neighborhoods.

## Innovation and Experience

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Execute problem-solving concepts to create more efficient and robust services for the public.

## Policy and Strategy

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### ***Strategic and General Planning***

Contribute to Citywide strategic planning efforts as necessary, with a focus on legislative actions that may be required to achieve Council goals.

### ***Intergovernmental Relations***

Ensure positive legislative impacts to the City and promote City's position on legislative issues. Develop and implement an aggressive and responsible legislative lobby program while maintaining active relations between local, state, and federal legislative delegations.

### ***Interdepartmental Efforts and Program Development***

Coordinate major efforts that may originate from Council or City Manager between City departments.

### ***Agenda Management***

Coordinate the agenda and staff report process for Council meetings. Oversee the agenda process for boards and commissions.

### ***Long-Range Planning***

Coordinate implementation of Master Plan initiatives, zoning code amendments, and growth-related work with regional agencies.

## Public Safety Dispatch

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Maintain an efficient and effective Public Safety Dispatch Center. Train and develop professional employees. Continue expansion of the level of service to the public and user agencies. Provide timely training for Dispatch personnel that support community safety and homeland security. Maintain professional working relationships with all internal and external customers with whom we have the opportunity to serve, partner and collaborate.

## Sustainability

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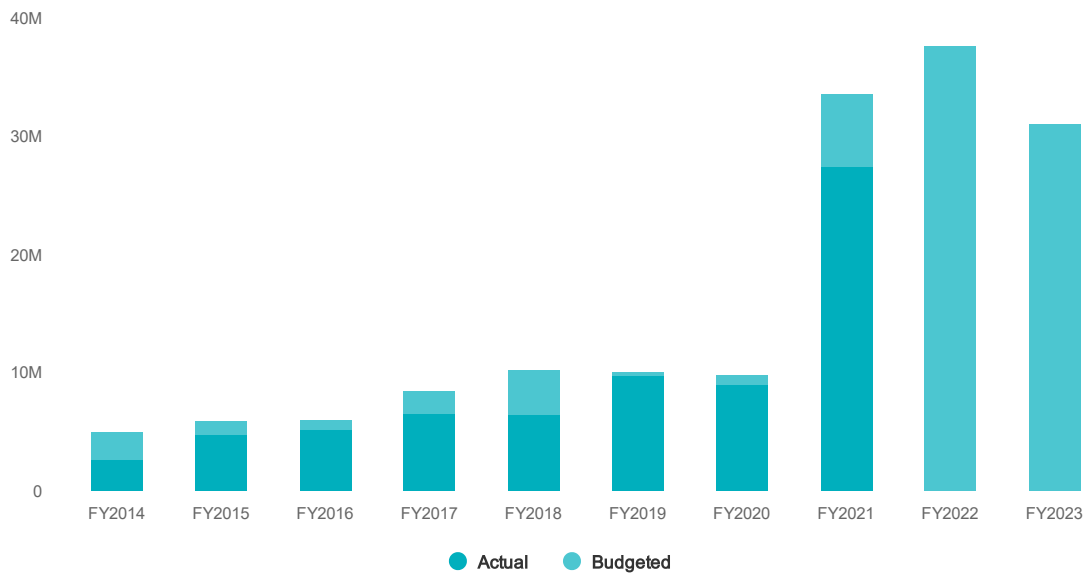
### ***Sustainability Program***

Develop programs and initiatives identified in Sustainability and Climate Action Plan designed to expand energy efficiency, green building, waste reduction and recycling, water conservation, the local food system, shared mobility, green jobs, and economic development.

## Expenditures Summary - City Manager's Office

**\$31,124,685** **-\$6,564,858**  
(-17.42% vs. prior year)

City Manager Proposed and Historical Budget vs. Actual

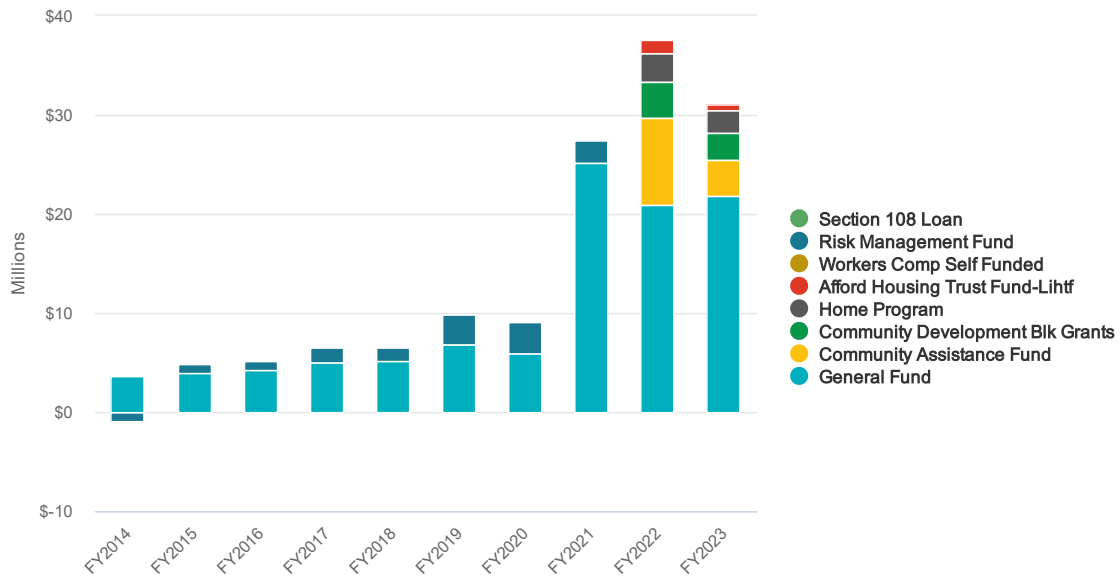


FY2021 reflects a significant increase due to federal CARES Act funding.

The Housing and Neighborhood Development (HAND) and Business License divisions were reported under Development Services and Public Safety Dispatch under Police prior to FY22.

# Expenditures by Fund - City Manager's Office

## Budgeted and Historical Expenditures by Fund

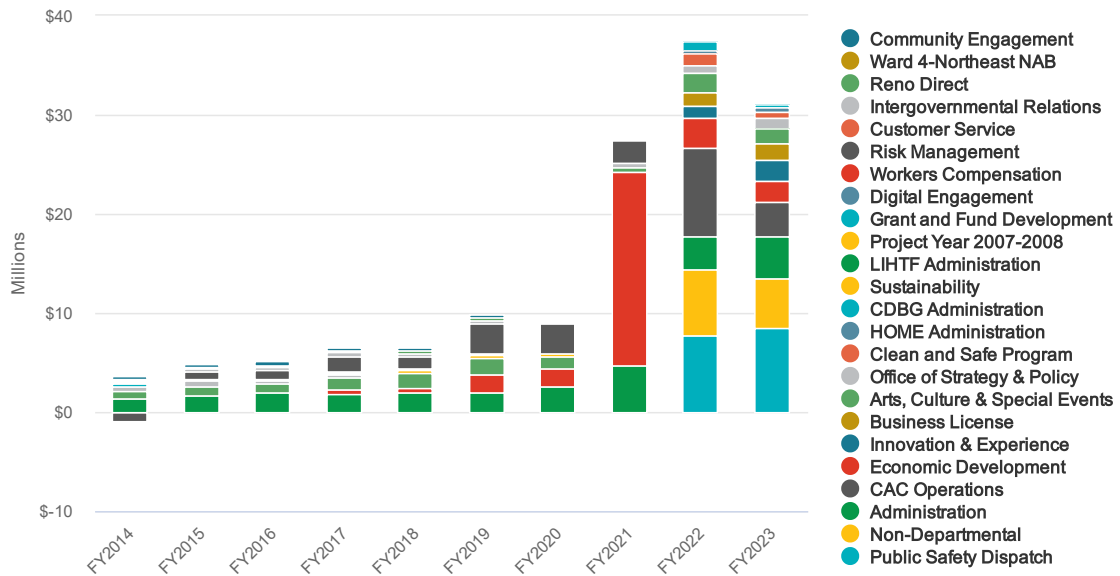


FY21 Actuals reflect a significant increase due to federal CARES Act funding.

Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
General Fund	\$25,157,219	\$20,691,004	\$21,806,289	160.7%
Community Development Blk Grants	\$0	\$4,594,367	\$2,851,178	N/A
Section 108 Loan		\$182,925	\$0	N/A
Home Program	\$0	\$2,362,058	\$2,220,933	N/A
Afford Housing Trust Fund-Lihtf	\$0	\$988,980	\$658,085	N/A
Community Assistance Fund	\$0	\$8,714,184	\$3,588,200	N/A
Risk Management Fund	\$2,297,087	\$0	\$0	-100%
<b>Total:</b>	<b>\$27,454,306</b>	<b>\$37,533,518</b>	<b>\$31,124,685</b>	<b>171.6%</b>

# Expenditures by Program - City Manager's Office

## Budgeted and Historical Expenditures by Program



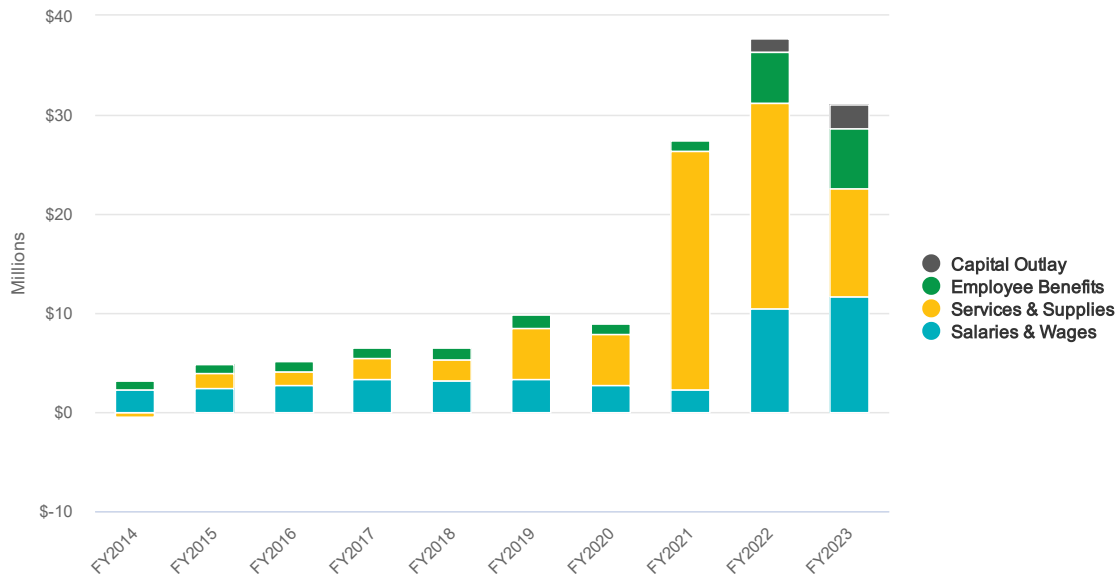
FY21 Actuals reflect a significant increase due to federal CARES Act funding.

Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expenditures				
General Government				
City Manager				
Administration	\$4,671,803	\$3,446,483	\$4,190,580	47.5%
Public Safety Dispatch	\$0	\$7,914,327	\$8,495,041	N/A
Arts, Culture & Special Events	\$539,413	\$1,997,178	\$1,563,553	6.6%
Risk Management	\$2,297,087	\$0	\$0	-100%
CDBG Administration	\$0	\$215,345	\$351,178	N/A
Office of Strategy & Policy	\$402,077	\$947,092	\$1,008,215	18.2%
Economic Development	\$19,543,926	\$3,067,820	\$2,091,783	-11.1%
Sustainability	\$0	\$0	\$6,200	N/A
Clean and Safe Program	\$0	\$850,046	\$710,572	-16.4%
Innovation & Experience	\$0	\$1,290,502	\$2,036,536	N/A
HOME Administration	\$0	\$542,454	\$395,700	N/A
CAC Operations	\$0	\$8,714,184	\$3,588,200	N/A
LIHTF Administration	\$0	\$13,668	\$3,085	N/A
Business License	\$0	\$1,177,556	\$1,703,809	N/A
Project Year 2007-2008		\$182,925	\$0	N/A
Non-Departmental	\$0	\$7,173,938	\$4,980,233	N/A
<b>Total City Manager:</b>	<b>\$27,454,306</b>	<b>\$37,533,518</b>	<b>\$31,124,685</b>	<b>171.6%</b>
<b>Total General Government:</b>	<b>\$27,454,306</b>	<b>\$37,533,518</b>	<b>\$31,124,685</b>	<b>171.6%</b>
<b>Total Expenditures:</b>	<b>\$27,454,306</b>	<b>\$37,533,518</b>	<b>\$31,124,685</b>	<b>171.6%</b>



# Expenditures by Expense Type - City Manager's Office

## Budgeted and Historical Expenditures by Expense Type



FY21 Actuals reflect a significant increase due to federal CARES Act funding.

Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expense Objects				
Salaries & Wages	\$2,202,320	\$10,006,474	\$11,679,015	196.9%
Employee Benefits	\$1,007,262	\$5,158,195	\$5,993,590	254.6%
Services & Supplies	\$24,234,690	\$20,194,696	\$10,952,080	92.1%
Capital Outlay	\$10,035	\$2,174,153	\$2,500,000	1,751.9%
<b>Total Expense Objects:</b>	<b>\$27,454,306</b>	<b>\$37,533,518</b>	<b>\$31,124,685</b>	<b>171.6%</b>

## Performance Measures

Measure	2021 Actual	2022 Target	2023 Target	Strategic Priority
Special event permits/park events/ film/block party	180	200 <i>(impacted by COVID-19)</i>	220	Arts, Parks and Historic Resources
Public art community collaborations	35	30	40	Arts, Parks and Historic Resources
Business licenses renewed using Accela Citizen Access	33%	37%	45%	Economic and Community Development
Average time to process and approve a home-based application	14 days	1 day	1 day	Economic and Community Development
Average time to process and approve a new commercial business license application	80 days	75 days	70 days	Economic and Community Development
People served by tenant-based rental assistance (Rapid Rehousing and Deposit Assistance Programs)	1075	500	500	Economic Opportunities, Homelessness and Affordable Housing
Add new affordable housing units	716	500	500	Economic Opportunities, Homelessness and Affordable Housing
Individuals connected to transitional or alternative housing through outreach conducted by Clean and Safe program	55	63 <i>(15% increase)</i>	72 <i>(15% increase)</i>	Economic Opportunities, Homelessness and Affordable Housing
Encampment notifications issued by the Clean and Safe program before a community clean up.	1,593	1,274 <i>(20% reduction)</i>	1,019 <i>(20% reduction)</i>	Economic Opportunities, Homelessness and Affordable Housing
Average days to close a Reno Direct service request.	n/a	10 days	7 days	Economic and Community Development
Percentage of 911 Calls Answered in 15 Seconds or Less (National Standard = 90%)	86%	91%	91%	Provide Public Safety
Public Safety Dispatch Retention Rate	96%	100%	100%	Provide Public Safety

## Civil Service



**Barbara Ackermann**  
Chief Examiner

### Overview

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The Civil Service Commission (CSC) is in place to protect the integrity of the City's personnel system and provide an efficient workforce for the City of Reno. The CSC consists of seven members from the community who are appointed by the Mayor with approval of the City Council.

The current Civil Service department is staffed by two Management Analysts, one Technician and the Chief Examiner. Every aspect of our work from recruiting to presenting candidates for selection to providing promotional opportunities impacts the organization as a whole and affects staff at an individual level on a daily basis. CSC programs and services support approximately 1400 City employees (not including Municipal Court or temporary), or roughly 94% of the positions in the City's total regular workforce.

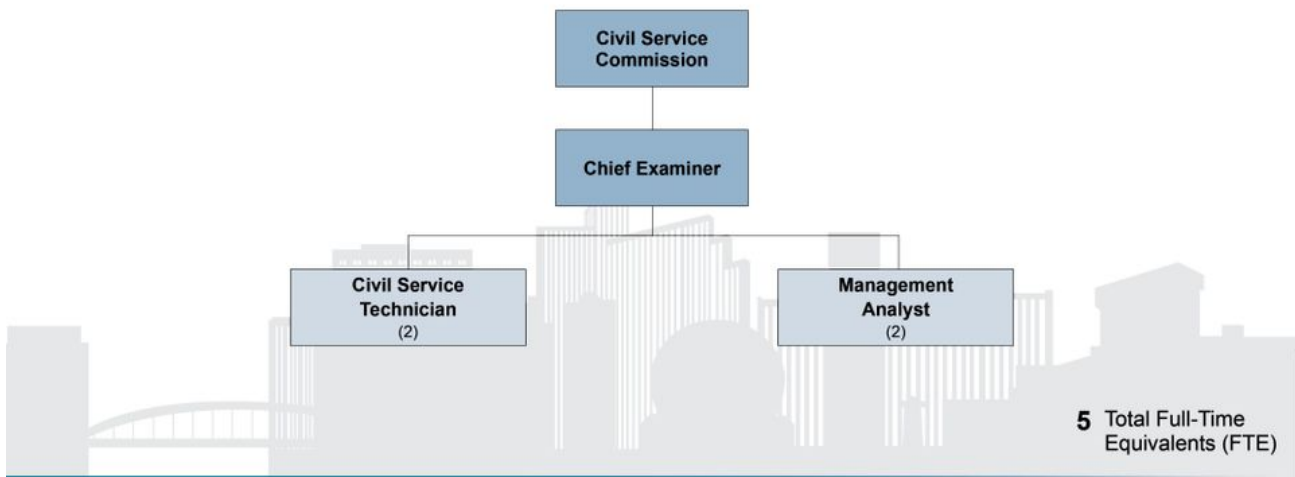
The cornerstone of the City's personnel program is equity and fairness. Employment with the City of Reno is accomplished through an individual's demonstration of merit and fitness for the job in which they seek to be employed. The Legislature designed the City of Reno's Civil Service system to ensure merit is the basis for employment and promotion, to prevent nepotism and protect employees against arbitrary action, favoritism and political coercion by upholding due process rights for employee discipline and terminations.

Civil Service works collaboratively with City management and departments to promote diversity and inclusion in all our efforts. We work diligently to attract and retain the best and brightest individuals to our organization by ensuring that hiring decisions are based on an individual's particular training, profession, trade, and discipline.

## Organizational Chart - 5 FTE's

Program	FTE's
Workforce Planning & Development	5.00
<b>Civil Service Commission Total FTE's</b>	<b>5.00</b>

### Civil Service Organization Chart



## Top Accomplishments for Last Year



1. Civil Service completed its restructuring of the department's organizational structure to better align and meet the demands of the City's hiring needs and the administrative responsibilities of the Civil Service Commission. This accomplishment was made possible with the support of the City Council and their approval of an additional Civil Service Technician position. This new position expanded our team to five FTE's, creating an opportunity to increase the efficiency of our processes and procedures and enhance our customer service experience.
2. The Civil Service Commission adopted one rule change within the 2022 fiscal year. The adopted rule, Rule VII. Section 11, created an option for hiring authorities to request an eligible be retained on the eligible registrar after they had met the removal criteria for future consideration. The results of this rule change directly impacted well qualified candidates by providing them with additional opportunities to be selected for future vacancies in which they had previously been passed over for. As well, hiring authorities were presented with additional flexibility to manage the candidates in which they are referred for hire.
3. The Civil Service Commission utilized their temporary part-time position during the 2022 fiscal year to complete and accomplish the retention of Civil Service records and management projects. Permanent paper records dating back to 1986 have now been transferred to OnBase. These records include the Commission meeting agendas, Commission agenda packets, Commission meeting approved minutes, reduction in force files, and temporary employee hours reports. File examinations by year and classification order were also filed in OnBase. Lastly, the Document and Destruction of department records has been completed according to recording retention schedules.
4. Hiring for the late fall/early spring Police Officer Recruit Academy was completed utilizing the eligible list created by a new continuous recruitment process established in September 2021. This included the debut of the NTN remotely proctored written examination alongside continued in-person proctoring, and a physical abilities test performed by the Reno Police Department. Twelve hires were made with 75% ethnic/racial diversity from a list of 180 qualified candidates composed of 46% ethnic/racial diversity. In addition to creating a continuous list for Police Officer Recruits, a Police Officer Lateral recruitment was established in July, 2021 as a continuous recruitment. Four hires were made with 50% ethnic/racial diversity from a list of 85 qualified candidates composed of 51% ethnic/racial diversity.
5. The Civil Service team continued to streamline the test development and recruitment process, resulting in decreased time to hire when unexpected vacancies occurred. The department also prioritized working closely with hiring authorities to get ahead of anticipated vacancies to meet increasing demand in a timely manner. Through advanced planning and collaboration, close to 25% of all anticipated vacancies were referred to an eligible registrar in less than one week. The metrics for gathering, tracking, and reporting have been updated to better manage the data needed to make strategic shifts in our operations to provide better service. These refurbishments have expanded to our requisition log, new hire log, and post-recruitment statistics log. Lastly, the transition to computer-based testing continues and remains in approximately 95% of our operations.

## Major Initiatives and Strategies during the Budget Year



1. Diversity — Continue to work towards creating a more representative organization. This will involve a collaborative effort with the City management and Human Resources and Communications Team to create consistent employer branding that supports recruiting efforts that attract diverse, high-quality, civic-minded candidates in our highly competitive job market. We will also be working to explore and evaluate new recruiting social media platforms, direct engagement and local long-term relationship building strategies that are cost-effective and underutilized at this time, to broaden our reach to continue to create an organization that mirrors the demographics of the community we serve.
2. Policy and Process — Create a proactive and responsive structure with processes and procedures that allows Civil Service to anticipate and adapt seamlessly to the changing needs of the City. This will involve a collaborative effort with City management and other departments to identify comprehensive rule changes designed to address current challenges in efforts to modernize and reform the City's Civil Service system. We will continue to enhance the streamlining of our processes, recording and tracking tools, and workflow by establishing standards and timeframes that are accurately tracked and measured. Additional support and professional development of our staff will also help us to become a higher-performing team.
3. Customer Service — As stewards of one of the City's most important assets, we have a fiscal responsibility to perform the functions bestowed upon us by the City Charter to serve the best interest of the citizens, residents, the external and internal applicant pool, and hiring managers. To better track how we are doing in our efforts to service this diverse population, we will work to develop and use tools that help us gather and measure feedback from our customers while maintaining internal turnaround times for responding to requests for information. This will include the implementation of customer satisfaction surveys, community engagement, personalized communication with applicants, and other mechanisms that will focus on future improvements.
4. High Performing, Resilient Civil Service Department — Our team will continue to work towards greater collaboration both internally and externally by removing barriers and incorporating more cohesive processes. Emphasis will be placed on practices and methods that allow us to learn and grow together and to share information more rapidly. Continued efforts to standardize and document our processes will continue to strengthen our ability to adapt when needed with only minor disruptions to our service delivery. We strive to have continuous improvements of our standardized processes, procedures, and documentation. We have implemented an onboarding/training process that monitors progress and facilitates feedback for new team members. Cross-training will be held by the two Civil Service Technicians and the two Management Analysts. Our goal is to create, build, and support an environment in which we take pride in our ability to openly communicate, have mutual respect, and express ideas and concerns as they arise.

## Core Services

### Workforce Planning and Development

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#### ***Recruitment***

Provide a general recruitment program to attract qualified applicants for over 150 different classifications of work within the City. Coordinate with department hiring managers to design targeted recruitment strategies for hard to fill positions. Collaborate with department subject matter experts to establish valid applicant screening evaluation and assessment processes.

#### ***Examination***

Develop progressive, fair, and valid testing/selection procedures that align with the strategic mission of the City.

#### ***Employee Administrative Complaint/Disciplinary Hearings***

Adjudication of employment, disciplinary, and termination disputes as they arise. Gather and organize information, identify and subpoena witnesses, coordinate with legal counsel and ensure impartial hearings with fair outcomes.

#### ***Lines of Progression, Promotional Opportunities and Post Assessment Counseling Review***

Provide opportunity for promotional candidates to review examination performance in order to identify areas of strength and weakness. Provide guidance for selection of appropriate career path choices. Establish provisions for certifying eligible promotional candidates first.

#### ***Record and Provide Civil Service Commission Information to the Public***

Provide timely and accurate Civil Service Commission agendas, minutes, staff activities, and rule interpretations.

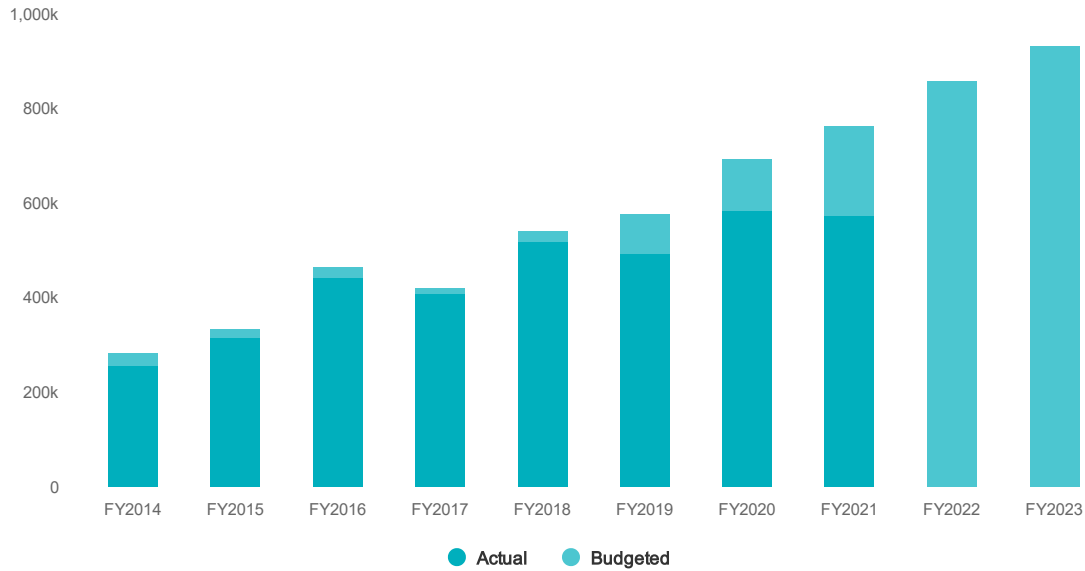
#### ***Education and Outreach***

Educate staff and community regarding Civil Service Commission processes. Conduct diversity, professional, career, and recruitment outreach to employees and the community.

## Expenditures Summary - Civil Service

**\$932,138** **\$71,019**  
(8.25% vs. prior year)

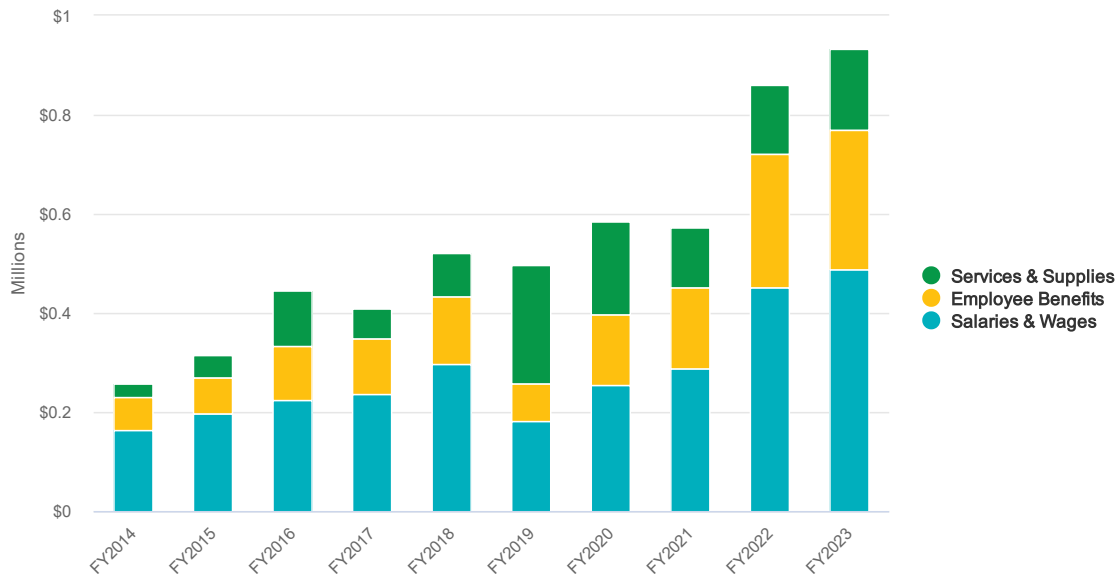
Civil Service Proposed and Historical Budget vs. Actual





## Expenditures by Expense Type - Civil Service

### Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expense Objects				
Salaries & Wages	\$289,096	\$450,321	\$487,567	8.3%
Employee Benefits	\$163,879	\$270,673	\$281,202	3.9%
Services & Supplies	\$121,221	\$126,700	\$163,369	15.4%
<b>Total Expense Objects:</b>	<b>\$574,196</b>	<b>\$847,694</b>	<b>\$932,138</b>	<b>8.1%</b>

## Performance Measures

Measure	2021 Actual	2022 Target	2023 Target	Strategic Priority
<b>Average number of days from receipt of approved requisition in Civil Service to certification of eligible candidates.</b>	Existing List: <i>1 Day</i>  New List: <i>30 days</i>  Combined Average: <i>10 days</i>	Existing List: <i>1 Day</i>  New List: <i>31 days</i>  Combined Average: <i>10 days</i>	Existing List: $\leq 1$ day  New List: 28 days  Combined Average: <i>10 days</i>	Organizational Effectiveness
<b>Elapsed time from when Civil Service receives requisitions to the certification of an eligible list:</b>  A. Within 24 hours (Existing list) B. < than 1 week (New List) C. 2 to 8 Weeks (New List) D. > 9 weeks (New List)	*Please note: Percentages are based on total existing lists vs new lists* A. 92.2% B. 23.3% C. 41.86% D. 34.88%	*Please note: Percentages are based on total existing lists vs new lists* A. 98.39% B. 38.1% C. 41.27% D. 20.63%	*Please note: Percentages are based on total existing lists vs new lists* A. 100.00% B. 50.00% C. 50.00% D. 0.00%	Organizational Effectiveness
<b>Requisitions processed by Civil Service</b>	Total: 177  W/ existing eligible list: 67  W/ Continuous eligible list: 21  W/out existing eligible list: 87  Cancelled: 2	Total: 201  W/ existing eligible list: 65  W/ Continuous eligible list: 62  W/out existing eligible list: 70  Cancelled: 4	Total: 221  W/ existing eligible list: 71  W/ Continuous eligible list: 68  W/out existing eligible list: 77  Cancelled: 0	Organizational Effectiveness

# Communications



**Rebecca Venis**  
Director of Communications

## Mission

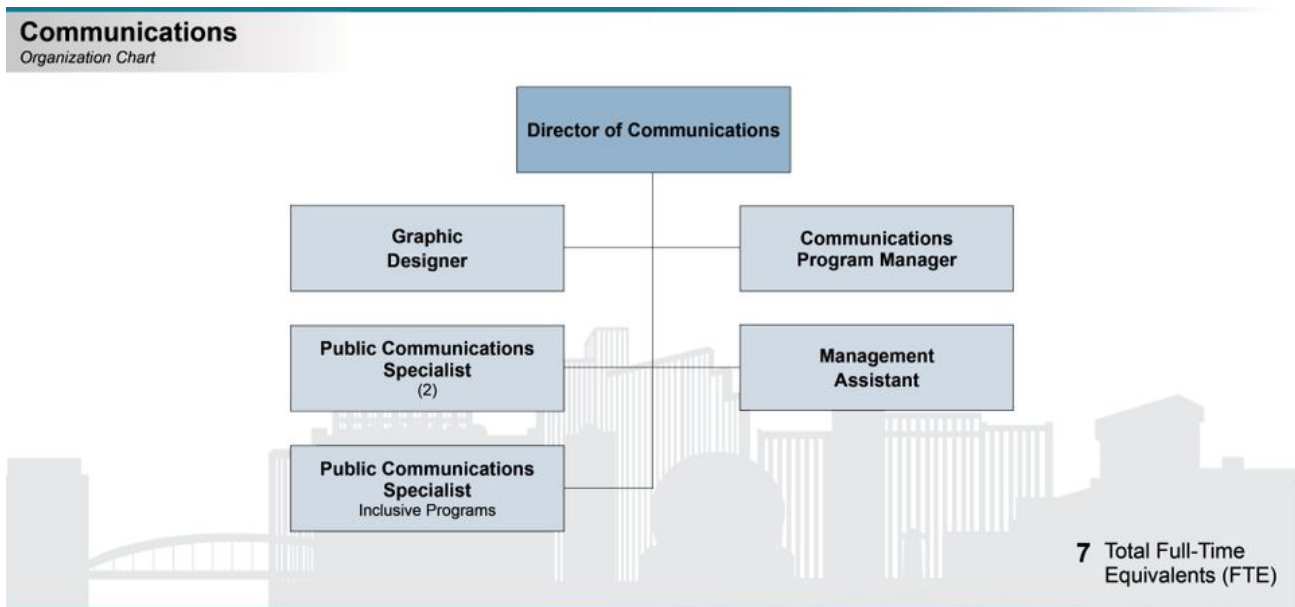
The Communications Division supports the City of Reno's mission of "Creating a community that people are proud to call home" by enhancing and promoting the quality of life for every resident, visitor, and employee through transparent, strategic, and thoughtful communications.

## Overview

The primary role of the Communications Division is to educate all residents within Reno's diverse community about available programs and resources, demonstrate the value of City services, promote City accomplishments, build trust through transparent communications, and engage residents in open and meaningful dialogue to support an informed decision-making process. The Communications Division is also responsible for facilitating effective internal communications that foster a well-informed workforce and bolster employee engagement and morale.

## Organizational Chart - 7 FTE's

Program	FTE's
Strategic Communications	7.00
<b>Communications Total FTE's</b>	<b>7.00</b>

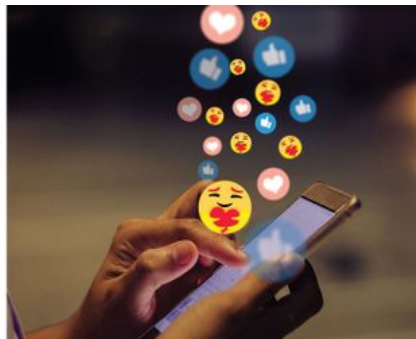
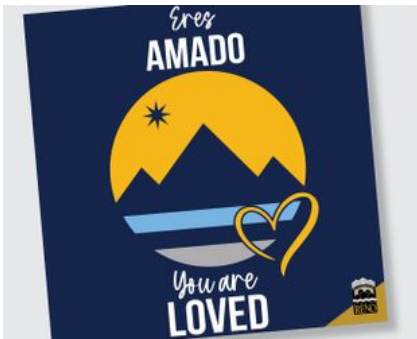


## Top Accomplishments for Last Year



1. Implementation of an Inclusionary Communications strategy to focus on engaging and informing underrepresented communities within the City of Reno. Key activities included, but are not limited to; engagement and awareness of key celebrations (i.e. Hispanic Heritage Month, Native American Heritage Month, Juneteenth and more), launch of *Reno Flavor* video series, media events/proclamations in support of National Coming Out Day and Indigenous People's Day, the first-ever bilingual proclamation from the City of Reno in honor of Hispanic Heritage Month, and more.
2. Implementation of video storytelling strategy, including purchase of equipment and staff training, to increase video production across multiple platforms and improve storytelling and engagement for both internal and external communications, while reducing video contract service costs.
3. Implemented new internal communications platforms including the *What You Need to Know* weekly newsletter, regular videos and messages from City leadership, monthly Pillars of Service Award, Mental Wellness video series, promotion of the DEI Speaker Series, *Things Every City Employee Should Know* management newsletter, and more.
4. Responded to 2,984 total calls from members of the media to the City's media line:
  1. General Communications Inquiries - 1,779
  2. Inquiries for Reno Police Department - 810
  3. Inquiries for Reno Fire Department - 349
  4. Inquiries for Special Events - 46

## Major Initiatives and Strategies during the Budget Year



1. Expand City of Reno Spanish communications and engagement efforts by providing translation of at least 75% of City of Reno collateral materials. 2020 U.S. Census data reports that 24.7% of the City of Reno population identifies as Hispanic or Latino and worldpopulationreview.com indicates that 17.7% of Reno residents speak Spanish as their primary language.
2. Implement monthly communications reporting dashboard to track social media following and engagement and media influence and coverage.
3. Continue to expand and grow internal communications and engagement efforts to improve employee engagement and morale across all departments.
4. Maintain updated continuity of operations plan (COOP) for communications and ensure that all Communications Division staff members have obtained basic ICS training and certification.

## Core Services

### Communication

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#### ***Strategic Communications***

Works to communicate the impact and value of the City of Reno to all residents through the use of innovative and creative storytelling. Core service areas include: crisis and issues management, marketing, branding, message and content development, news and media relations, social media, email messaging, video production, and more.

#### ***Internal Communications***

Facilitate internal communications that foster a well-informed workforce and bolster employee engagement and morale. Core service areas include: development and delivery of internal updates for employees at all levels, development of multimedia content to inform and engage employees, support the mission of the Employee Engagement Committee, provide communications support for recruitment, and more.

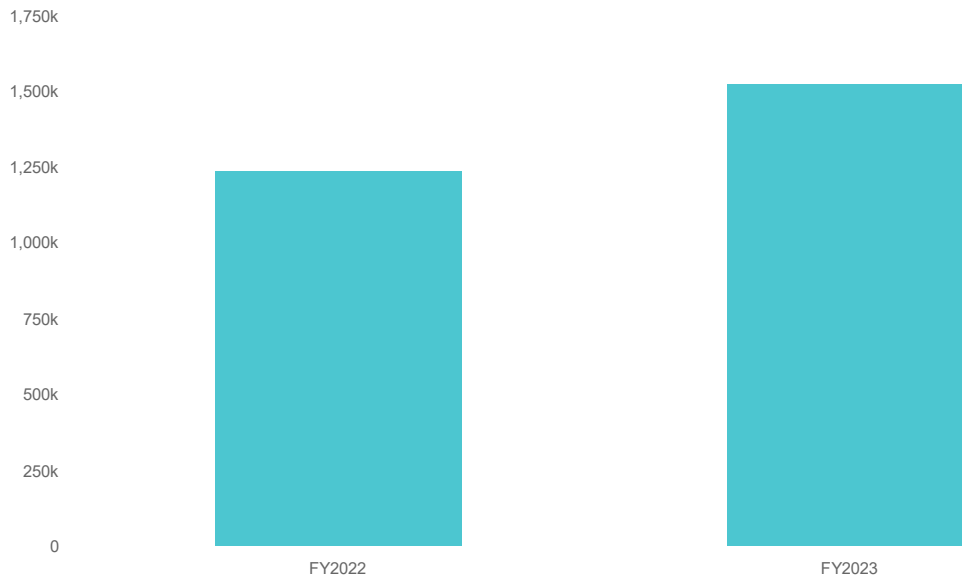
#### ***Graphic Designs and Printing Services***

Centralize all collateral production and printing projects citywide to promote a positive City of Reno brand image. Establish and manage the City of Reno brand and sub-brand standards. Provide graphic design support for a variety of projects in print, digital, video, audio, and other platforms.

## Expenditures Summary

**\$1,525,894** **\$286,123**  
(23.08% vs. prior year)

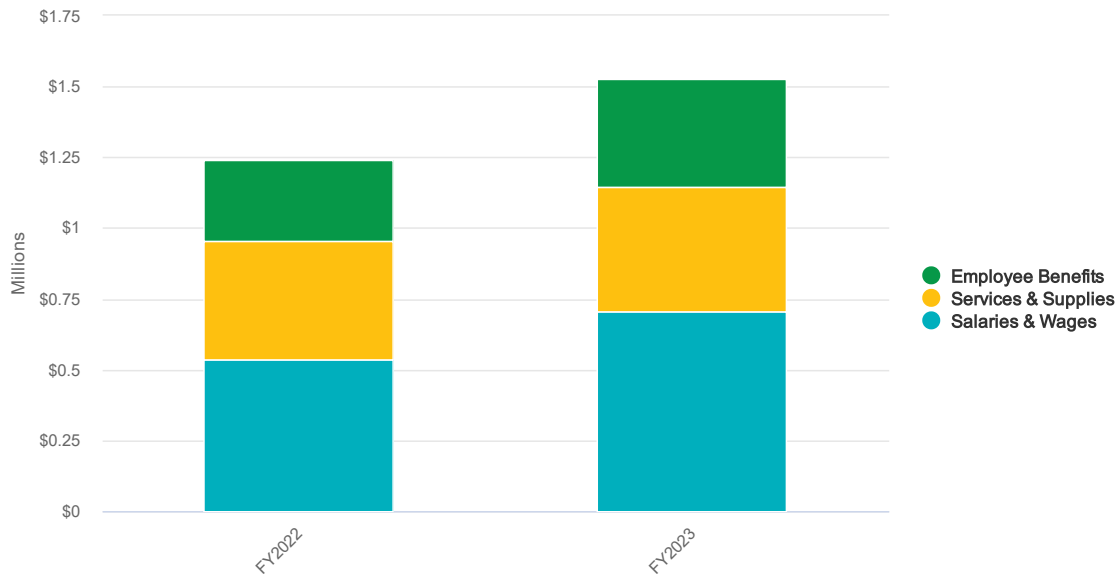
### Communications Proposed and Historical Budget vs. Actual



Communications was established as a free-standing department at the end of FY22. This function was reported in prior fiscal years in both the City Manager and Neighborhood Services departments.

# Expenditures by Expense Type

## Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expense Objects			
Salaries & Wages	\$533,004	\$702,708	N/A
Employee Benefits	\$285,705	\$377,811	N/A
Services & Supplies	\$413,457	\$445,375	N/A
<b>Total Expense Objects:</b>	<b>\$1,232,166</b>	<b>\$1,525,894</b>	<b>N/A</b>

## Performance Measures

Measure	2021 Actual	2022 Target	2023 Target	Strategic Priority
Total number of City of Reno followers on social media (Facebook, Twitter, YouTube, Instagram, LinkedIn, Pinterest, and Facebook en Espanol). Does not include NextDoor.	125,051	131,304	137,869	Supports all priorities
Current Audience Engagement Rate on social media (Facebook, Twitter, YouTube, Instagram, and Facebook en Espanol).	3.9%	4.4%	4.9%	Supports all priorities
Proactive media outreach measured as % of press releases picked up by local media	86%	90%	90%	Supports all priorities
Total number of press releases and story pitches executed in a year	155	163	170	Supports all priorities



# Development Services



**Chris Pingree**  
Director of Development Services

## Mission

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The Development Services Department leads the City of Reno's efforts on a broad range of issues including land use planning, reviewing development proposals, permitting and inspection of development.

## Overview

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The Development Services Department replaces the former Community Development Department. The new structure and focus are meant to improve transparency, consistency and clarity. Development Services has 4 divisions, consisting of Building and Safety, Engineering, Planning and Administrative and Operations Services. Each of these divisions collaborate and coordinate with each other, other City departments, and relevant regional agencies.

### ***Building and Safety Division***

The Building and Safety Division facilitates all construction and development activities within the City of Reno. This Division is responsible for the processing of all building permits, which begins with the application submittal/acceptance, followed by a comprehensive review of all construction documents for compliance verification with all adopted construction codes. Once a permit has been issued, field inspectors are tasked with verifying that all projects are code compliant.

### ***Engineering Division***

The Engineering Division reviews proposed building permits, maps, subdivisions, and other entitlements including tentative maps, conditional use permits, abandonments, annexations, master plan amendments, and zone change applications to ensure that they are designed and constructed to City standards.

### ***Planning Division***

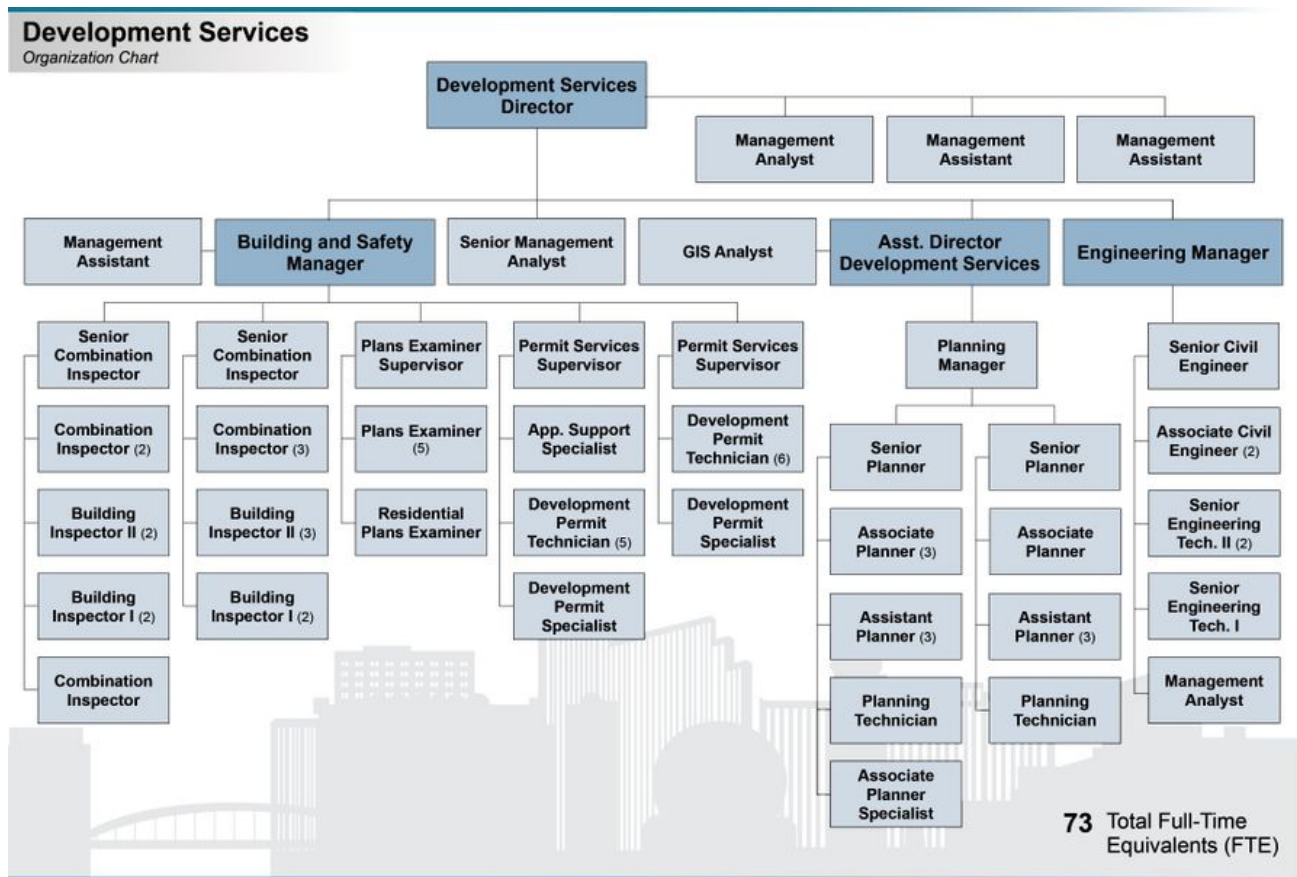
The Planning Division leads the land use planning efforts and multi-departmental process to review development proposals. The division works to engage citizens and other stakeholders in establishing a community vision through public workshops, neighborhood advisory boards, visioning exercises, and related activities. Additionally, the division works to implement the community vision through the City of Reno Master Plan, zoning ordinance, and other regulations.

### ***Administrative and Operations Services Division***

The Administrative and Operations Services Team coordinates department-wide functions including Accela coordination, data quality management and reporting, records management, public record requests, citizen service requests, boards/commissions coordination, public outreach program implementation, website management and administrative support including payroll, purchasing, financial management and personnel. Executive level functions in this department include budget development, strategic planning, and project management/tracking of Council priority initiatives.

## Organizational Chart - 73 FTE's

Program	FTE's
Building	40.00
Engineering	6.00
Planning	21.00
Program and Service Management	6.00
<b>Development Services Total FTE's</b>	<b>73.00</b>



## Top Accomplishments for Last Year



1. Updated and implemented public notice postcards that are more user-friendly and link to case information on the City website.
2. Implemented courtesy notice postcards for entitlement cases, which provides project information to the public early in the review process.
3. Created a more user friendly format for Development Review Memo (DRM) to share application projects with interested community members.
4. Implemented a monthly newsletter for development stakeholders on permitting activities and the work program.
5. Adoption of Packaged Alcoholic Beverage Sales Text Amendment.
6. Adoption of the Tree Preservation Ordinance, which included an extensive public participation process (anticipated May 2022).
7. Starting with Ward 4, kicked off efforts to resolve nonconformities between master plan and zoning, impacting over 6,000 parcels city wide. Includes elimination of the Reno-Stead Corridor Joint Plan.
8. Updated City of Reno GIS to reflect parcel-based master plan data (anticipated spring 2022).
9. Coordinated with Truckee Meadows Regional Planning Agency (TMRPA) on the Natural Resources Plan and Public Infrastructure and Investment Plan.
10. Supported city wide facility planning efforts.
11. Collaborated with City Manager's Office and Housing and Neighborhood Development to kick-off housing affordability discussions with Council.
12. Created and implemented Development Services page on the Biggest Little Intranet (BLI) (anticipated April 2021) to help provide a one stop shop for staff.
13. Collaboration with the Public Works Department on the creation and implementation of the updated Public Works Design Manual (2022 timeframe).
14. Collaborated with RTC and regional partners in transportation planning initiatives (Verdi Multi-Modal Study, Downtown Placemaking Study, 7<sup>th</sup> Edition RRIF adoption, McCarran Loop Study, Mt. Rose Highway Corridor Study, Center Street Cycle Track, etc.).
15. Created and updated Development Services policies and procedures manuals (2022 timeframe).
16. Implemented a virtual building inspection program to help accommodate the health and well-being of our "at-risk" customers during COVID-19.
17. Established internal Building Division training program as an approved agency for International Code Council certified training regarding Continuing Education Users (CEU's), as well as industry standard training.
18. Developed a remote training program for the Building and Safety Division.
19. Certified the City of Reno as a preferred provider of CEU's and training with the International Code Council.
20. Developed a hybrid inspection program to continue to provide service during the COVID-19 pandemic.
21. Performed 75,000 + inspections in 2021.
22. Issued 13,000 + permits in 2021.
23. Provided accredited classes for City of Reno staff for continuing education requirements and certification under national industry standard programs regarding Building and Safety protocols.
24. Participated in and expanded weekly development pre-application meetings during the COVID-19 pandemic to continue to serve the public.
25. Maintained 95% plan review completion within 10-day review period.
26. Created permit, inspection and plan review handouts for the public.
27. Worked effectively and efficiently with a 3<sup>rd</sup> party review agency for complex development projects.

28. Hired department staff to respond to increased community requests for service.
29. Accepted and processed roughly 90% of all building permit applications electronically.

## Major Initiatives and Strategies during the Budget Year



1. Create a "Welcome to Reno Development Guide" to further enhance the business-friendly environment and continue the goals of making all processes more predictable and transparent.
2. Create and collaborate with other Departments to establish a City of Reno Truck Route Plan.
3. Scan and convert all hard copy archived Planning and Engineering files/cases to electronic files.
4. Upload all electronic Planning and Engineering files/cases into OnBase and make files available for public viewing.
5. Create, refine and collaborate on a new public interface for the Development Services GIS maps to make them easier to use and link to more data, allowing the public to access commonly-requested information on their own.
6. Refine the current development projects/building permit tracking map using ESRI Enterprise applications.
7. Improve the internal interface for GIS mapping including applications for simple staff editing and creation of maps without the need for expert GIS knowledge.
8. Complete the transfer of the Engineer of Record (EOR)/Quality Assurance (QA) Program staff/duties to the Utility Services Department.
9. Complete the transfer of the Basin Inspection Program to the Utility Services Department.
10. Collaborate with RTC and regional partners in transportation planning initiatives (North Virginia and Panther Valley intersection improvements, Steamboat Parkway improvements, and Sky Vista widening, etc.).
11. Continue discussions with RTC on ways to incentive infill and affordable housing as it relates to RRIF fees.
12. Complete ½ of the City-wide neighborhood zoning and outreach process and enhanced public facility planning. This is anticipated to be a lengthy project taking place over 18-24 months.
13. Prioritize, process and adopt a minimum of three of the zoning code text amendments as prioritized by City Council (e.g. short-term rentals, accessory dwelling units, historic preservation incentives, habitat management, sign regulations, trip reduction, sustainability, etc.).
14. Adoption of city-wide zoning map amendments to implement the newly adopted Title 18.
15. Process a text amendment to Title 18 to correct errors that were missed during the initial adoption process.
16. Implement a Development Services training and onboarding process.
17. Continue to update Accela to improve user-friendly workflow and efficiencies.
18. Continue to participate in the implementation of the Built for Zero initiatives.
19. Create and collaborate with stakeholders on the implementation of the Mortensen Garson Overlay District (MGOD) Text Amendment. This text amendment is currently on hold until all MGOD litigation is resolved.
20. Continue to improve customer service and response time for various requested tasks.
21. Train and educate inspectors to increase building code knowledge.
22. Upgrade safety equipment for inspectors.
23. Upgrade technology equipment to perform inspections and plan reviews in the field.
24. Renew all City of Reno staff industry standard certifications.
25. Continue to collaborate with non-profit and community organizations, such as the Boys and Girls Club.
26. Automate the expiration of all building permits, applications and permit closures.
27. Simplify and create a comprehensive Certificate of Occupancy final approval process.
28. Enhance Accela reporting dashboard for internal staff and public.
29. Create a Building and Safety Division page on the Biggest Little Intranet (BLI) to help provide a one stop shop for staff.
30. Improve business license review process for Building and Safety Division.
31. Explore ways to improve the digital plan review process with enhanced markup features and document handling.
32. Expansion of the Basin Inspection Program to the Silver Lake and Whites Lake tributary areas by combining with Public Works.

## Core Services

### Administration and Operational Services

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#### ***Program and Service Management***

Plan, administer and coordinate the resources necessary to ensure cost-effective and efficient provision of department services.

### Building and Engineering

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#### ***Construction Review Process***

Assist the public through high-quality plan review, permitting and enforcement of building codes and standards. Provide professional, efficient and accurate services to developers, building professionals and citizens of our community.

#### ***Compliance Assurance Process***

Ensure that the standards established by City Council are maintained. Provide a safe and clean community with safe development, infrastructure and businesses.

### Planning

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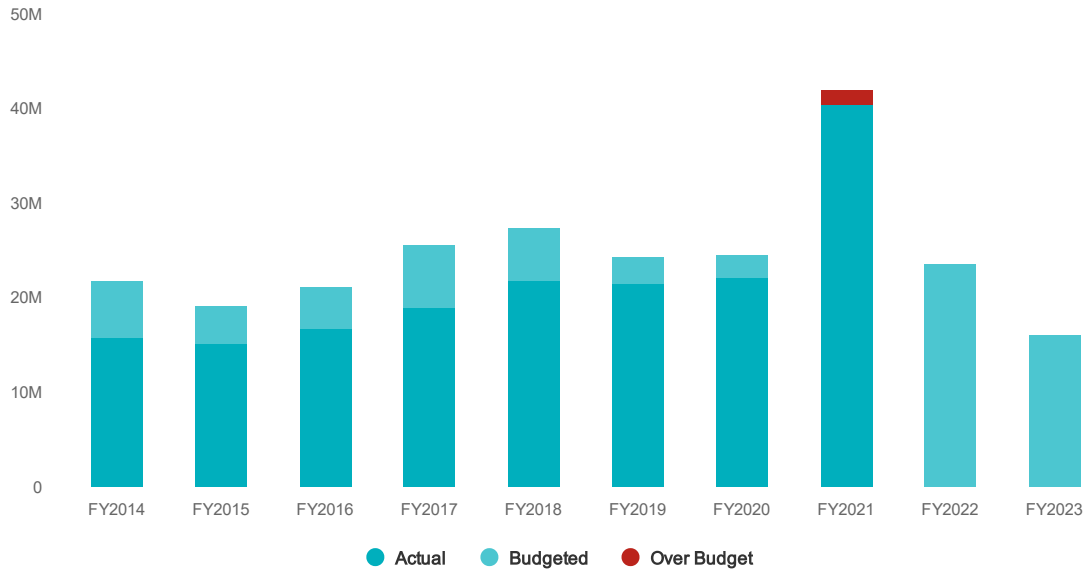
#### ***Community Planning Process***

Prepare and apply the adopted policies, principles, regulations and procedures for the long-term physical and social development of the community found in Reno City Council's adopted 20-year Master Plan.

## Expenditures Summary - Development Services

**\$16,202,239** **-\$7,449,647**  
(-31.50% vs. prior year)

### Development Services Proposed and Historical Budget vs. Actual

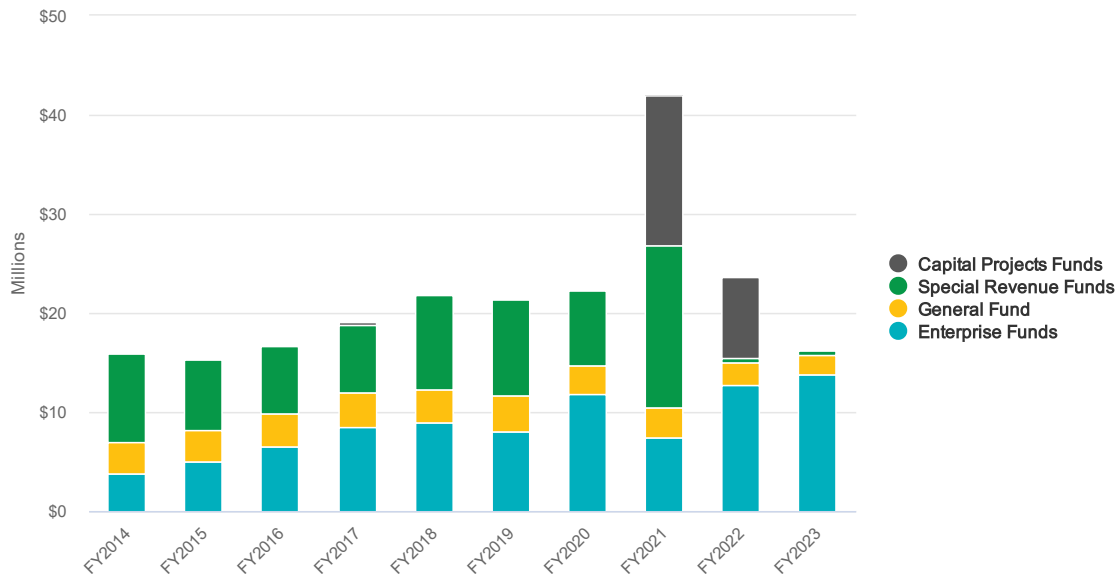


Development Services (formerly Community Development) included Housing and Neighborhood Development (HAND), Code Enforcement, and Business License until FY22. These divisions can now be found in the City Manager's Office (HAND & Business License) and Parking and Code Enforcement departments for FY22 forward.



# Expenditures by Fund - Development Services

## Budgeted and Historical Expenditures by Fund

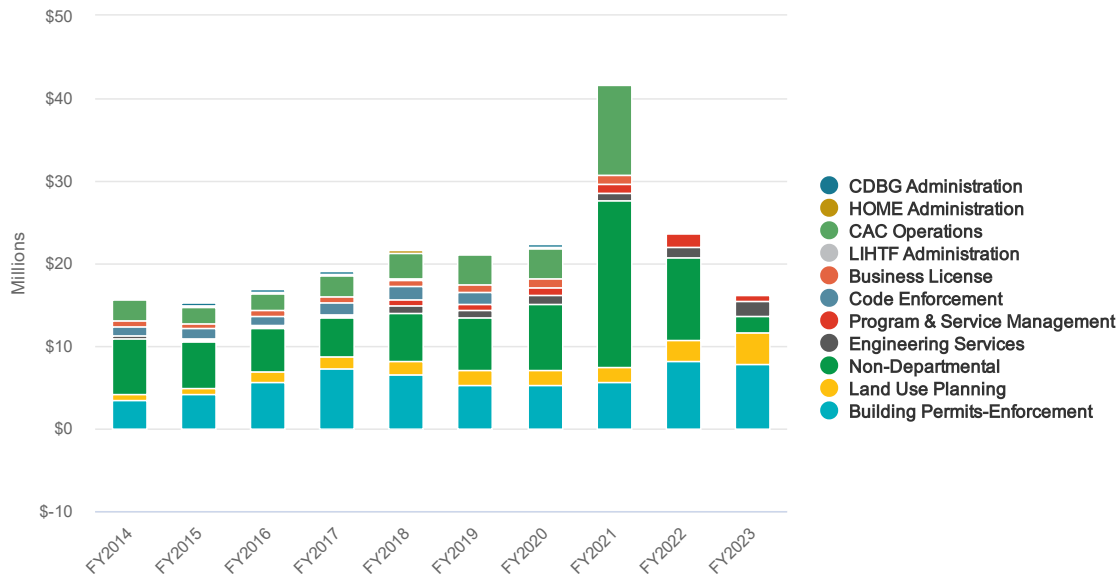


Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
General Fund				
General Fund	\$3,134,398	\$2,020,524	\$1,884,635	-45%
<b>Total General Fund:</b>	<b>\$3,134,398</b>	<b>\$2,020,524</b>	<b>\$1,884,635</b>	<b>-45%</b>
Special Revenue Funds	\$16,341,197	\$501,645	\$500,000	-94.2%
Capital Projects Funds	\$15,207,275	\$0	\$0	0%
Enterprise Funds				
Building Permit Fund	\$7,353,248	\$12,542,391	\$13,817,604	23.6%
<b>Total Enterprise Funds:</b>	<b>\$7,353,248</b>	<b>\$12,542,391</b>	<b>\$13,817,604</b>	<b>23.6%</b>
<b>Total:</b>	<b>\$42,036,118</b>	<b>\$15,064,560</b>	<b>\$16,202,239</b>	<b>-30.4%</b>



# Expenditures by Program - Development Services

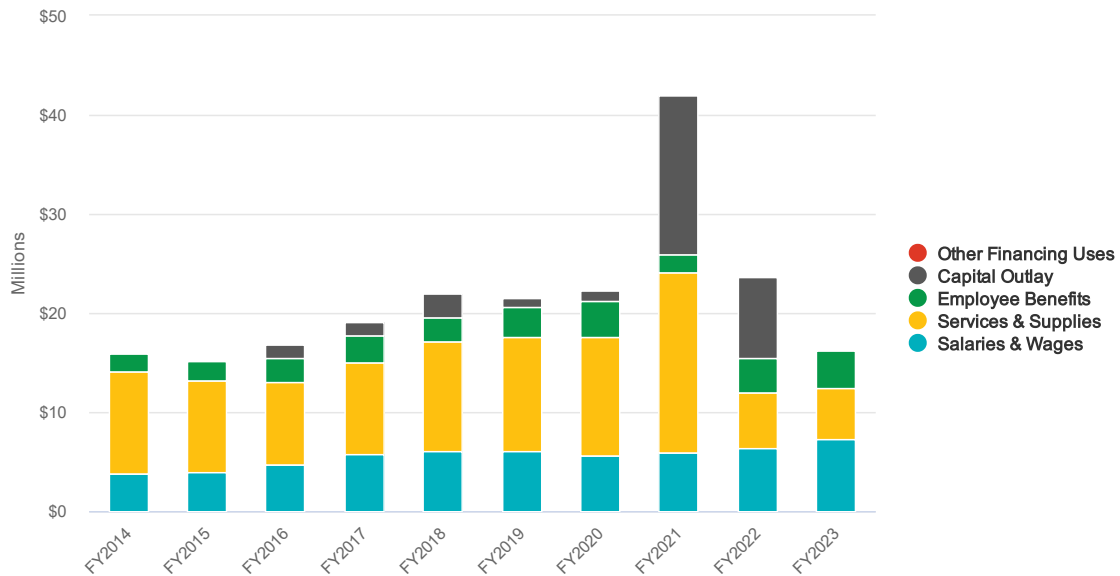
## Budgeted and Historical Expenditures by Program



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expenditures				
Community Support				
Community Development				
Program & Service Management	\$1,060,679	\$1,368,656	\$773,631	-44%
CDBG Administration	\$234,894	\$0	\$0	-100%
HOME Administration	\$144,047	\$0	\$0	-100%
CAC Operations	\$10,882,596	\$0	\$0	-100%
LIHTF Administration	\$60,694	\$0	\$0	-100%
Business License	\$1,109,152	\$0	\$0	-100%
Engineering Services	\$997,500	\$1,228,374	\$1,866,398	72.5%
Land Use Planning	\$1,876,225	\$2,653,175	\$3,670,018	53.9%
Building Permits-Enforcement	\$5,602,114	\$7,987,429	\$7,904,556	9%
Non-Departmental	\$20,068,218	\$1,826,926	\$1,987,636	-62.3%
<b>Total Community Development:</b>	<b>\$42,036,118</b>	<b>\$15,064,560</b>	<b>\$16,202,239</b>	<b>-30.4%</b>
<b>Total Community Support:</b>	<b>\$42,036,118</b>	<b>\$15,064,560</b>	<b>\$16,202,239</b>	<b>-30.4%</b>
<b>Total Expenditures:</b>	<b>\$42,036,118</b>	<b>\$15,064,560</b>	<b>\$16,202,239</b>	<b>-30.4%</b>

## Expenditures by Expense Type - Development Services

### Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expense Objects				
Salaries & Wages	\$5,921,348	\$6,087,110	\$7,207,586	-5.1%
Employee Benefits	\$1,811,622	\$3,351,967	\$3,836,777	-0.9%
Services & Supplies	\$18,188,425	\$5,561,483	\$5,157,876	-51.5%
Capital Outlay	\$16,114,723	\$64,000	\$0	-100%
<b>Total Expense Objects:</b>	<b>\$42,036,118</b>	<b>\$15,064,560</b>	<b>\$16,202,239</b>	<b>-30.4%</b>

## Performance Measures

Measure	2021 Actual	2022 Target	2023 Target	Strategic Priority
On time Building Division plan review (10 day turn around)	90%	95%	95%	Streamline the planning and building process
Engineering applications reviewed within parameters	90%	95%	95%	Streamline the planning and building process
Planning applications reviewed within parameters	90%	95%	95%	Streamline the planning and building process

# Finance



**Vicki Van Buren**  
Director of Finance

## Mission

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As the fiscal steward of the City's resources, the Finance Department provides excellent customer service, as well as ethical oversight and management of public funds.

## Overview

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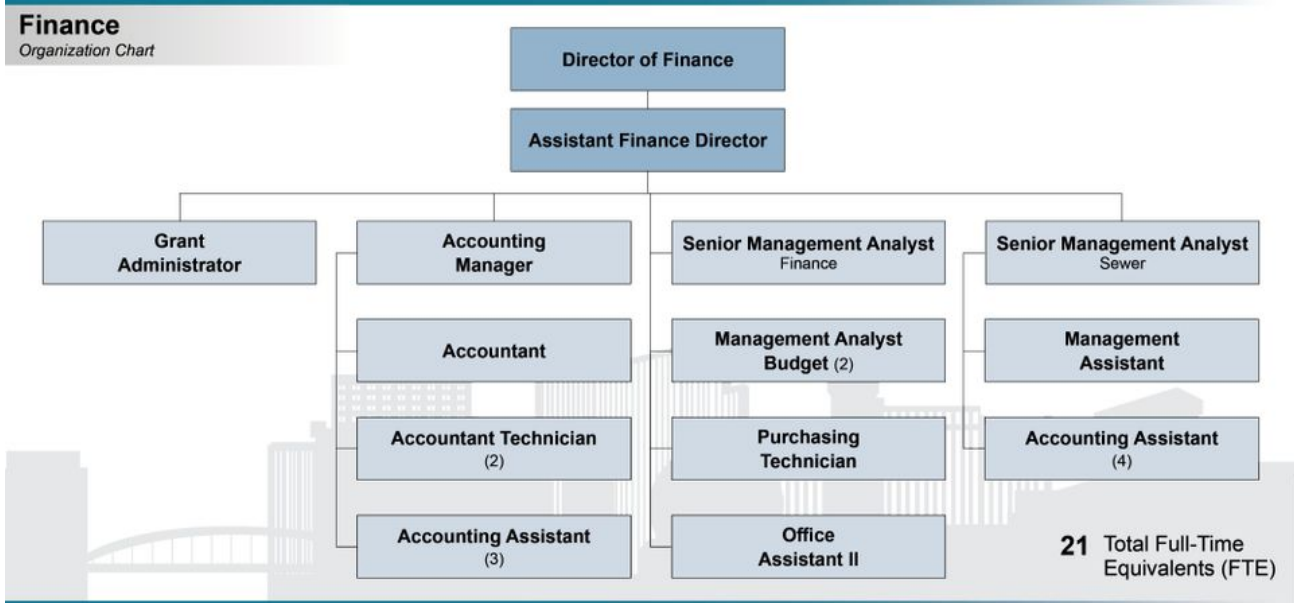
A strong City of Reno starts with strong fiscal management. The responsibility of the Finance Department is to align organizational goals, projects, and finances with the Council's vision for the future.

As the fiscal steward of the City's resources, the Finance Department provides excellent customer service, as well as ethical oversight and management of public funds. A strong City of Reno starts with strong fiscal management. The responsibility of the Finance Department is to align organizational goals, projects, and finances with the Council's vision for the future.

The Finance Department is responsible for properly accounting for all financial activity, including the preparation of the City's financial reports; oversight and management of the City's budget; maintaining the general fixed asset inventory; managing debt payments and new debt issuances; paying obligations owed by the City; ensuring that all charges related to sewer use are properly billed and collected; providing cash and investment management services in accordance with the City's adopted investment policy; and billing customers for miscellaneous fees and charges. The Department also assists the City in maintaining financial stability by conducting multiple-year fiscal analysis and providing technical assistance to departments.

## Organizational Chart - 21 FTE's

Program	FTE's
Financial Management	15.00
Sewer Collection	6.00
<b>Finance Total FTE's</b>	<b>21.00</b>



## Top Accomplishments for Last Year



1. Standard & Poor's (S&P) Global Rating agency upgraded the City of Reno's underlying rating from A+ to AA- with a stable outlook
2. Extended Redevelopment Area 1 an additional 15 years and structured an interfund loan to support payment of bonds in RDA Area 2
3. Disbursed funds, supported programs and provided reporting utilizing \$51.5 million in American Rescue Plan Act (ARPA) Funds
4. Continued close monitoring of revenues for potential fiscal impacts due to the COVID-19 pandemic
5. Implemented new Budget Management software and online Budget Book for public access with ten years of financial history
6. Maintained increased funding for the Other Post-Employment Benefits (OPEB) trust and Workers' Compensation liabilities; the OPEB Trust assets increased by \$3.2 million
7. Restructured Capital Improvement process to include rating criteria and scoring matrix
8. Increased investment earnings exceeding budget
9. Revised and updated the City's Purchasing Policy
10. Updated Fee Schedule to analyze full cost recovery for services
11. Updated Indirect Cost Report and Cost of Services/Programs Report
12. Established federally allowable recovery rates (2 CFR Part 200) for federal awards
13. Updated apparatus replacement plan for the fire department
14. Issued General Obligation Bonds in the amount of \$60 million for capital projects (Public Safety Center, Moana Spring Aquatic Center, and Fire Headquarters design)
15. Implemented a new automated accounts payable process that decreases paper handling, increases efficiency and reduces payment processing time
16. Implemented changes to our banking services providers – Merchant Services and General Banking Services
17. Implemented better tracking of our grants and leases through existing software programs that were under utilized
18. Implemented changes to the City's Procurement Card Program including changing providers and implementing a more automated process
19. Managed Special Assessment District (SAD) formations to support regional development
20. Upgraded our online bill pay process to include an interactive voice response program with Spanish translation available for customers
21. Issued a request for qualifications for outside auditing firms; hired and onboarded a new audit firm resulting in a clean (unqualified opinion) audit
22. Centralized workers' compensation administration and the safety function within the Risk Management division
23. Issued a request for qualifications for workers' compensation third party administration services; will select and onboard successor TPA prior to end of fiscal year
24. Issued a request for qualifications for insurance brokerage services; will select and onboard successor broker prior to end of fiscal year
25. Implemented Interactive Voice Response allowing Sewer customers to text or utilize a pre-programmed menu to make payments and inquiries; reduced calls to staff by over 2,600 in the first month of implementation, saving 174-305 hours of staff time for the cost of \$600 per month

## Major Initiatives and Strategies during the Budget Year



1. Continue disbursing funds, supporting programs and reporting utilization of \$51.5 million in American Rescue Plan Act of 2021 Funds
2. Continue development of Resilient Budget initiatives and Citywide Staffing Plan
3. Close monitoring of all debt service with restructuring initiated when economically feasible including preparation of annual debt management report and updated policy
4. Continue enhanced collection efforts in all areas including code enforcement, fire inspection and sewer billing
5. Analyze fleet program for efficiency opportunities
6. Analyze and develop financial plan for fire station construction and maintenance
7. Continue to analyze budget software to identify the best and most transparent information access for Council and the public.
8. Continue close monitoring of revenues for potential fiscal impacts due to the economic changes resulting from the COVID-19 pandemic
9. Continue the restructuring of Capital Improvement process by evaluating and updating the rating criteria and matrix
10. Analyze and develop a comprehensive Reserve Fund Policy
11. Manage Special Assessment District (SAD) formations to support regional development
12. Implementation of a new Storm Water Utility fund policy and incorporate into our current billing system
13. Transition lock box services to Wells Fargo
14. Continue the restructuring and centralization of additional risk management functions

## Core Services

### Financial Management

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#### ***Accounting***

Provide timely and accurate operational accounting and financial services in compliance with governmental accounting standards, City policies/procedures, and other legal requirements. Oversee comprehensive, consistent, efficient, and user-friendly operating procedures for disbursement.

#### ***Budgeting***

Oversee and manage the budget for all funds and accounts for the City including coordination with all City departments and filing of required documents with appropriate agencies.

#### ***Financial Planning***

Maintain financial reporting. Investment of cash within regulatory constraints. Distribute intergovernmental revenue. Manage debt service and new debt issue. Provide financial updates.

#### ***Organizational Support***

Provide efficient and timely support services to City departments including identification of effective procurement opportunities, compliance with laws, and distribution of mail.

#### ***Fiscal Analysis & Support***

Provide budget, fiscal, and general issue analyses to assist in policy and other decision-making by the City Manager's Office and departments. Provide various levels of support to City departments and Council objectives.

### Utility Billing

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Develop and enhance existing and potential financial resources by ensuring applicable utility fees are properly billed and collected. Facilitate compliance with codes through impartial and courteous service. Maintain an effective and efficient billing process. Provide data and analysis of utility customers and service levels.

### Grants Administration

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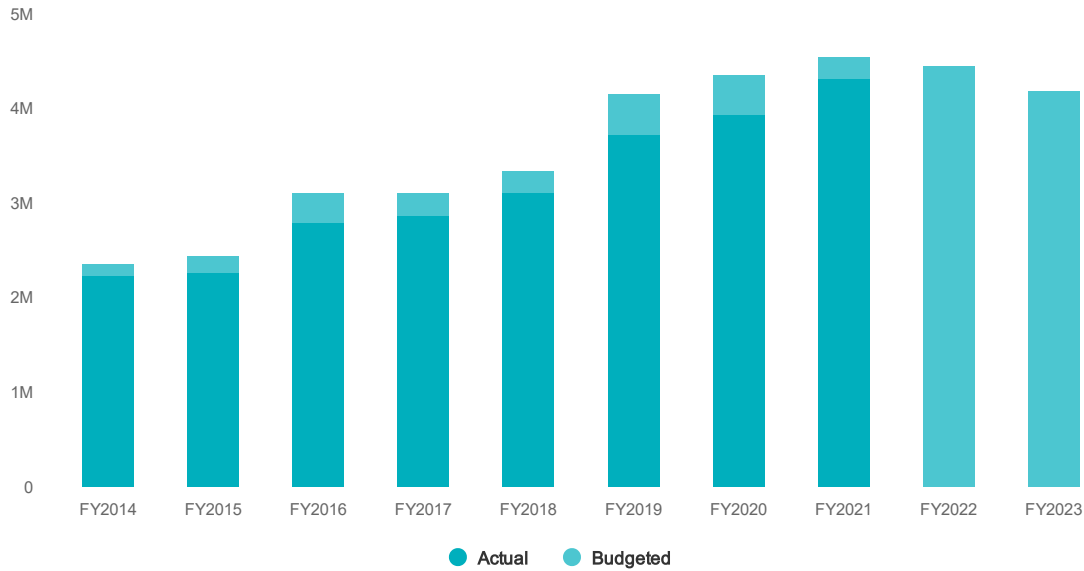
Plans, organizes and manages the City's grants. Identifies strategic funding needs and potential federal, state, local and private funding sources; maximizes the use of federal and state grant funding opportunities through effective coordination of activities between City departments and shared use of existing in-house resources; and compiles, prepares and maintains accounting files/records and grant applications.



## Expenditures Summary - Finance

**\$4,195,056** **-\$258,618**  
(-5.81% vs. prior year)

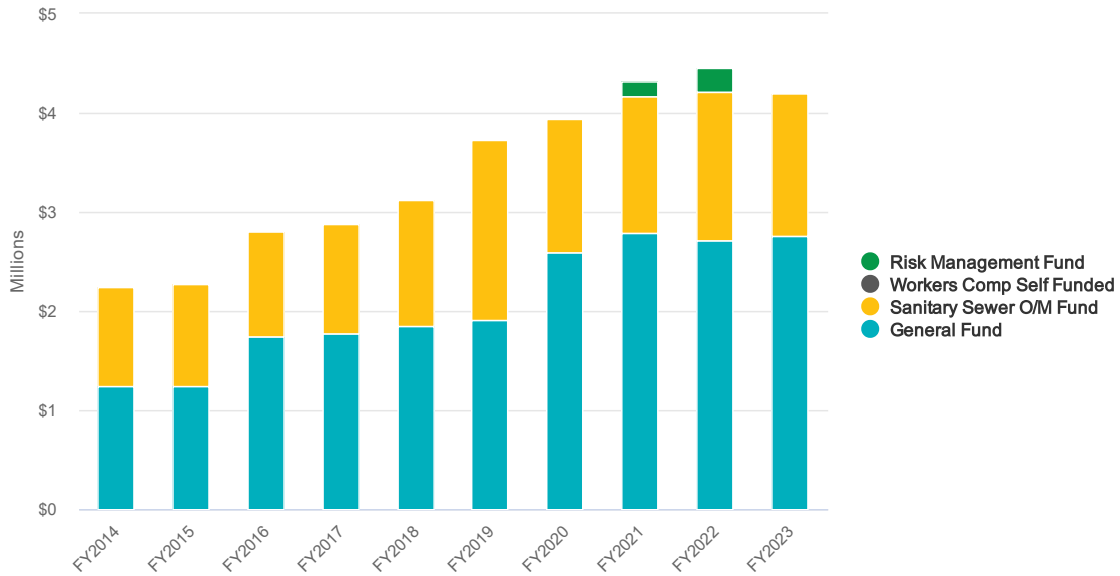
### Finance Proposed and Historical Budget vs. Actual



Prior to FY22 the Payroll division was reported under Finance. Payroll can now be found under Human Resources for FY22 and forward.

## Expenditures by Fund - Finance

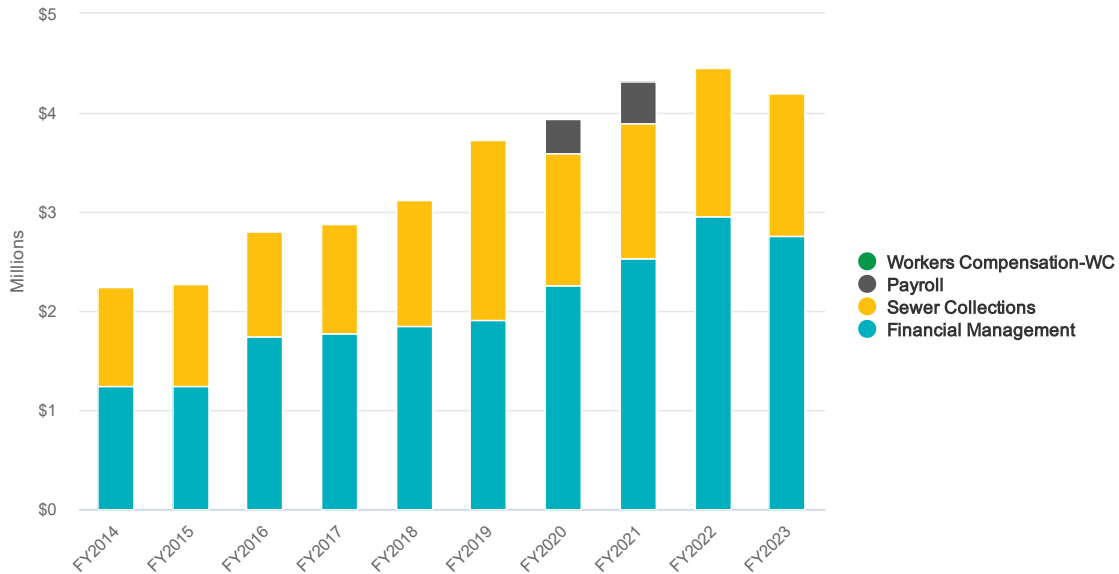
### Budgeted and Historical Expenditures by Fund



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
General Fund	\$2,789,346	\$2,594,659	\$2,751,828	-6.1%
Sanitary Sewer O/M Fund	\$1,371,663	\$1,496,194	\$1,443,228	-2.3%
Risk Management Fund	\$155,181	\$248,858	\$0	-100%
Workers Comp Self Funded	\$490			N/A
<b>Total:</b>	<b>\$4,316,680</b>	<b>\$4,339,711</b>	<b>\$4,195,056</b>	<b>-9.9%</b>

## Expenditures by Program - Finance

### Budgeted and Historical Expenditures by Program

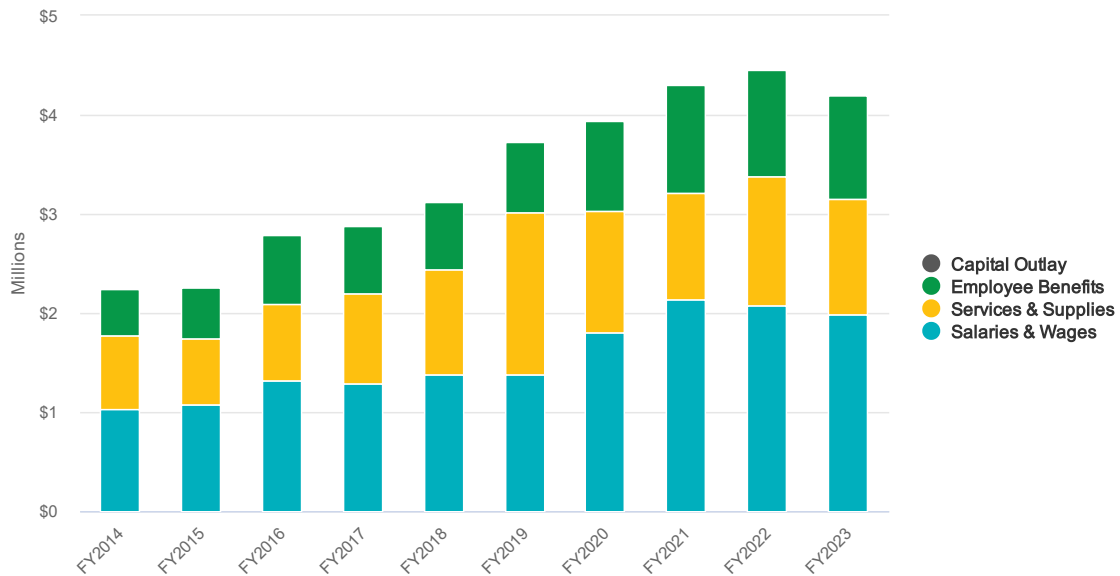


The Payroll division was re-assigned to the Human Resources department mid-year FY22.

Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expenditures				
General Government				
Finance				
Workers Compensation-WC	\$490			N/A
Financial Management	\$2,527,992	\$2,843,517	\$2,751,828	3%
Payroll	\$416,535	\$0	\$0	-100%
Sewer Collections	\$1,371,663	\$1,496,194	\$1,443,228	-2.3%
<b>Total Finance:</b>	<b>\$4,316,680</b>	<b>\$4,339,711</b>	<b>\$4,195,056</b>	<b>-9.9%</b>
<b>Total General Government:</b>	<b>\$4,316,680</b>	<b>\$4,339,711</b>	<b>\$4,195,056</b>	<b>-9.9%</b>
<b>Total Expenditures:</b>	<b>\$4,316,680</b>	<b>\$4,339,711</b>	<b>\$4,195,056</b>	<b>-9.9%</b>

## Expenditures by Expense Type - Finance

### Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expense Objects				
Salaries & Wages	\$2,142,771	\$2,059,879	\$1,982,502	-14.2%
Employee Benefits	\$1,094,853	\$1,074,792	\$1,039,321	-17%
Services & Supplies	\$1,066,887	\$1,205,040	\$1,173,233	7.2%
Capital Outlay	\$12,168			N/A
<b>Total Expense Objects:</b>	<b>\$4,316,680</b>	<b>\$4,339,711</b>	<b>\$4,195,056</b>	<b>-9.9%</b>

## Performance Measures

Measure	2021 Actual	2022 Target	2023 Target	Strategic Priority
Unqualified audit opinion for the Comprehensive Annual Financial Report and awarded the annual Certificate of Achievement in Financial Reporting from the Government Finance Officers Association	Yes	Yes	Yes	Strong Financial Condition
Distinguished Budget Presentation Award received from the Government Finance Officers Association	Yes	Yes	Yes	Strong Financial Condition
Actual pooled investment earnings that meet or exceed investment policy benchmark for each month	100%	100%	100%	Strong Financial Condition
Maintain and strengthen the City's General Obligation A rating	A+	A	AA-	Strong Financial Condition
Maintain general obligation debt at 15% or less of total allowed by City Charter	5%	<15%	<15%	Strong Financial Condition

## Fire



**David Cochran**  
Fire Chief

### Mission

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The mission of the Reno Fire Department (RFD) is to provide our citizens and visitors with the best possible all risk emergency service in the protection of lives and property. Public health, safety, and prevention education are key components of our mission. We are identified by our dedication and pride in outstanding customer service.

### Overview

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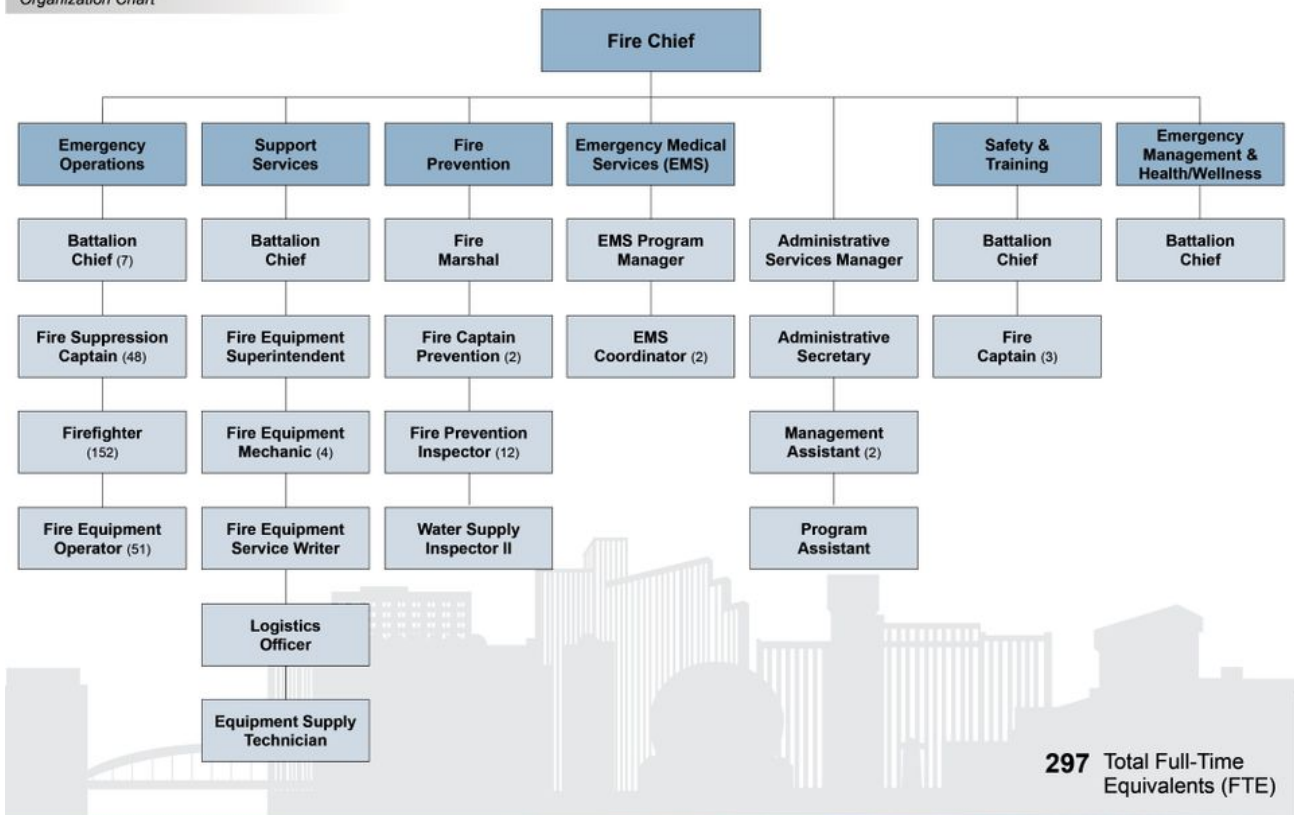
The RFD is responsible for protecting the quality of life for the citizens and visitors to the Reno area and preventing the loss of life and property through rapid response to emergency calls for service including threats from fire, medical emergencies, and natural or man-made disasters. The RFD ensures that it achieves these goals through its daily operations including its special operational teams (Hazmat, Technical Rescue, and Water Entry Team), Advanced Life Support/Paramedic medical response, and fire prevention services (Plans Review, Inspection, Investigation, and Public Education).

## Organizational Chart - 297 FTE's

Program	FTE's
Emergency Medical Services (EMS)	3.00
Emergency Operations	260.00
Fire Prevention	16.00
Fleet Maintenance	5.00
Program and Service Management	9.00
Safety and Training	4.00
<b>Fire Total FTE's</b>	<b>297.00</b>

### Fire

Organization Chart



## Top Accomplishments for Last Year



1. Received the highly competitive 'Fiscal Year (FY) 2020 Staffing for Adequate Fire and Emergency Response (SAFER) Grant' providing the department with 20 fully funded firefighter positions to address operational and daily staffing needs.
2. At the direction of the City Manager, the department added 10 new general fund budgeted firefighter positions to address operational and daily staffing needs.
3. Safely completed two 18-week recruit academies in the midst of the COVID-19 Pandemic to fulfill SAFER grant obligations and backfill department vacancies through the implementation of safety measures that go above and beyond standard recommendations.
4. Implemented F.A.C.T.S. (Firefighter Advanced Cancer Testing and Screening), for Reno Fire Department employees subject to harsh exposures and IDLH (immediately dangerous to life or health) atmospheres.
5. Received and placed 2 Engines, 1 Ambulance, 1 Rehab Unit, and 1 Mid Mount Platform apparatus in service as a part of the City's plan to address the department's aging fleet.
6. Secured funding totaling \$1.24 million through the E911 advisory board to replace the department's antiquated Zetron Paging System.
7. Remodeled 2 fire stations (Station 6 & 10) to accommodate for coed existence and an additional 4 person crew.
8. Continued Response, Mitigation, and Recovery efforts towards the COVID-19 Pandemic through coordination and execution of multiple Vaccine PODS for City of Reno employees and the public, COVID testing for COR employees, and the procurement of crucial PPE for COR employees.
9. Assumed the role of the single point contact for COR employees regarding Covid-19 information and resources as well as the role of the liaison between the WCHD and the COR: including but not limited to vaccines, testing, isolation, quarantine, and FAQs.
10. Completed over 5,000 district safety inspections, over 3,400 new construction inspections, and approximately 1,300 plan reviews on new commercial construction projects.
11. Maintained the EMS certifications of 224 line personnel through innovative continuing education and skills verification processes while meeting all COVID restrictions.
12. Managed the busiest year in the history of RFD with the continuation of the worldwide pandemic (COVID-19) and over 47,000 calls for service.
13. Responded to 24 wildland fires throughout the western states during one of the worst fire seasons on record.
14. Worked closely with the City Emergency Manager to staff dozens of POD's (Point of Distribution), with certified Firefighter Advanced EMT's and Paramedics providing over 11,000 vaccinations.
15. Received and accepted the EMPG, AFG, Public Assistance, and HSGP grants for various projects within the RFD.
16. Successfully trained two P.O.S.T certified Fire Inspectors ensuring the discovery, capture, and successful prosecution of criminals and accurate cause and origin.
17. Participated in the City's Clean & Safe Committee, to address the homeless challenges affecting the City and emergency response.
18. "Successfully implemented two prevention grants:
  - The Rosewood Canyon Mitigation grant, reducing fuel load to approximately 100 acres of open canyon in residential areas;
  - Dumpster program, providing over 90, 30-yard dumpsters to households who volunteer to clean up combustible vegetation and educating neighborhoods on defensible space, at no cost."
19. Upgraded the department's narcotic security program by installing med-vaults in all frontline and reserve engines as well as improved the tracking and accountability through the operative IQ software.



20. Improved the Annual VO2 Max test for employees with new state-of-the-art equipment and oversight by a Cardiac Nurse Practitioner whose field of expertise is with professional Firefighters.
21. Implementation of an intensive, self-paced, 32-hour online command training session for 61 Captains and Battalion Chiefs.
22. Successfully provided trainings and examinations to department staff through implementation of safety measures that go above and beyond industry standards.
23. Implemented Standard Operating Guidelines through the department's Strategy and Tactics Committee.
24. Assisted in the coordination efforts to stand up and operate an Evacuation Shelter at the Reno-Sparks Convention Center during the Caldor Fire where over 20,000 residents were forced to evacuate South Lake Tahoe.
25. Continued our membership as a part of the Lake Tahoe Regional Fire Chief Association and the Sierra Front Wildfire Cooperator to better prepare for and address issues impacting our city and region.
26. Upgraded the medical bags carried on all responding apparatus

## Major Initiatives and Strategies during the Budget Year



1. Develop a plan to increase staffing to mitigate the negative affects high call volume has on the health and wellness of personnel and provide the highest level of service to Reno.
2. Advance, expand, and staff Emergency Management efforts regarding infectious diseases. This is critical to the response, mitigation, and recovery of major infectious disease events such as a Pandemic
3. Continue to develop and research funding strategies and grant opportunities with the goal of developing a systematic replacement program to address the needs of replacing/remodeling our aging fire station.
4. Develop a plan to staff an EMS Division (non-suppression) to better provide the right resource for the right call at the right time and to mitigate call volume by handling low acuity calls, transports, and non-emergent support (eg., rehab on a fire scene)
5. Develop a plan to staff a wildland division focusing primarily on fuel management with funding support from NV Energy.

## Core Services

### Emergency Medical Services

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Respond to medical emergencies Citywide on a daily basis as part of a two-tiered Advanced Life Support EMS delivery model. Responders will be trained to the Advanced and Intermediate Life Support/Paramedic service level, properly equipped, and will serve as the foundation for the existing delivery system where the focus is on the patient.

### Emergency Operations

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- Protect our community from the threat of fire and reduce or eliminate property loss and damage experienced by those we serve during and following a fire. This is accomplished through quick response, quality training, modern equipment, logistical support, and a genuine concern for the value of others' property.
- Respond to emergencies requiring Hazardous Materials mitigation and Technical Rescue capabilities.
- Protect and mitigate hazards that threaten public safety.

### Fire Prevention

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Provide efficient, effective, and equitable life safety and property protection to the citizens and visitors of Reno. Demonstrate ethical conduct and excellent customer service in all areas of fire inspections, fire investigations, plans examinations, and public education programs.

### Support Services

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- Design, outfit, and maintain both emergency apparatus and support vehicles
- Evaluate, procure and maintain all equipment assigned to stations, apparatus, and personnel.
- Research, establish, and maintain all infrastructure and logistics necessary to support the department's mission.
- Assist with planning, designing, managing, and maintaining all department facilities

### Program & Service Management

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Plan, administer, and coordinate the resources necessary to ensure cost-effective and efficient provision of department services. To enhance City and regional disaster/emergency management response and preparation.

### Safety and Training

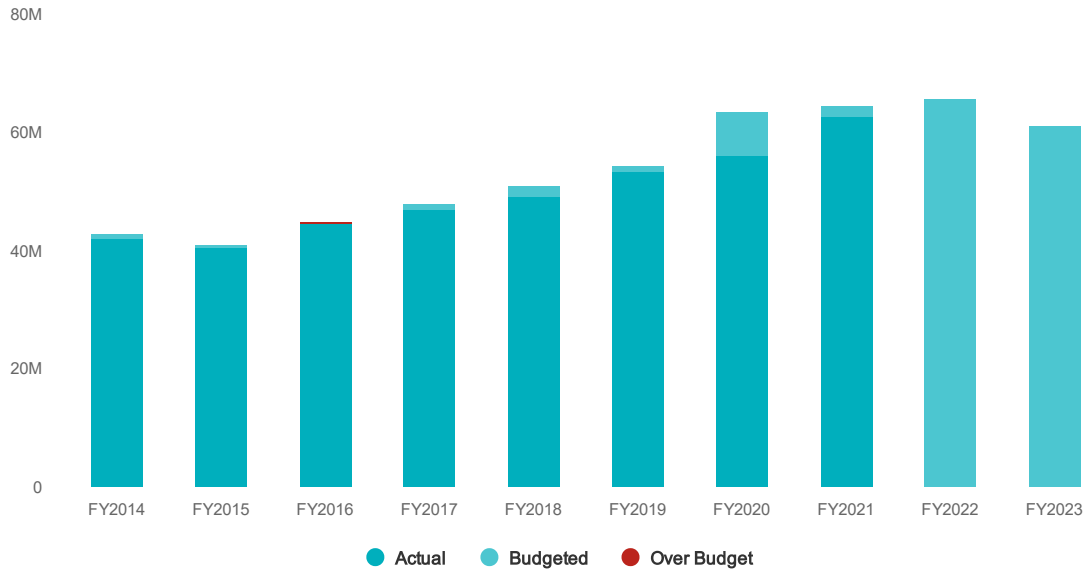
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- Provide the citizens and visitors of Reno with the best possible public health and safety education. Our services will be delivered effectively and efficiently by highly trained and courteous professionals using modern techniques and equipment.
- Actively work with the citizens of Reno and continually seek new opportunities to provide for public health and safety. Constantly re-evaluate service delivery goals and methods.
- Operate in a highly efficient manner and provide professional training to our members for every type of incident we are challenged with, to all members, both career and volunteer. Diligently minimize injuries, accidents, and work-related disease by focusing on prevention and education.

## Expenditures Summary - Fire

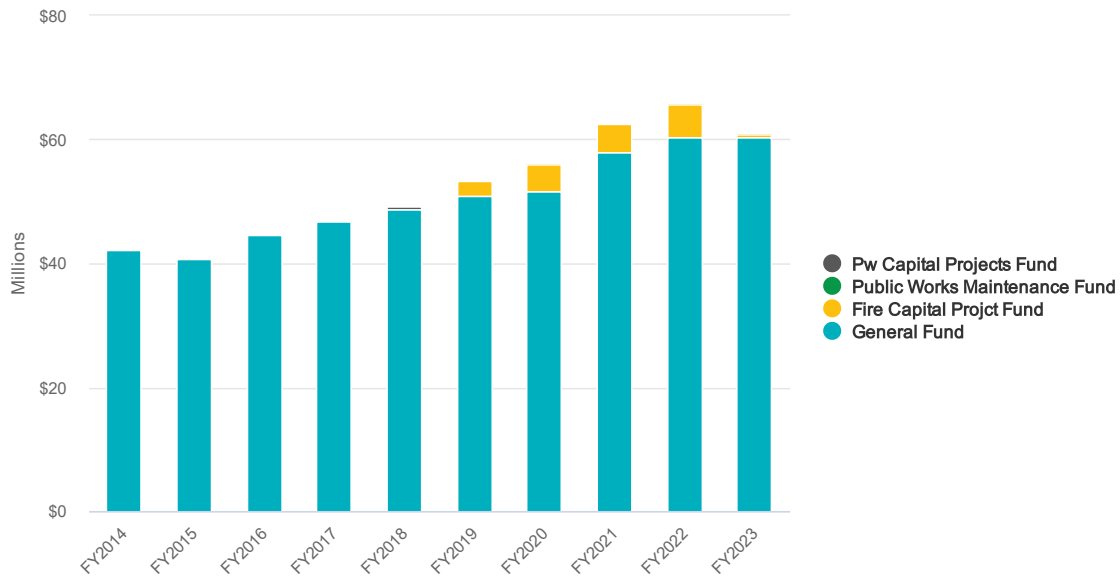
**\$61,105,325** **-\$4,776,646**  
(-7.25% vs. prior year)

Fire Proposed and Historical Budget vs. Actual



## Expenditures by Fund - Fire

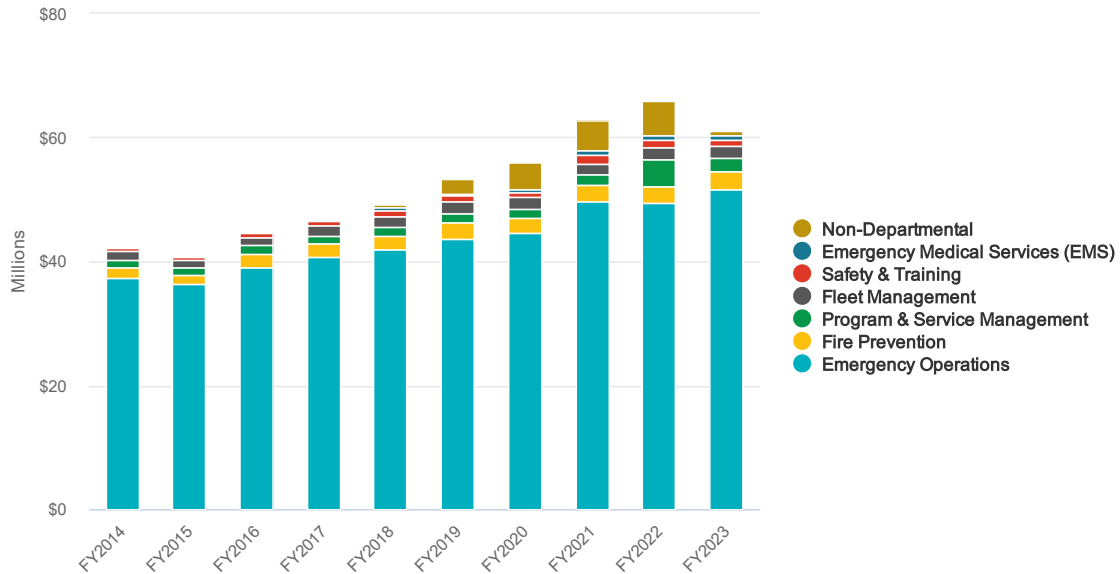
### Budgeted and Historical Expenditures by Fund



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
General Fund	\$57,894,649	\$55,888,832	\$60,421,325	15.5%
Pw Capital Projects Fund	\$114,875	\$400,000	\$0	-100%
Public Works Maintenance Fund	\$0	\$0	\$200,000	N/A
Fire Capital Project Fund	\$4,743,824	\$6,000,000	\$484,000	-86.8%
<b>Total:</b>	<b>\$62,753,348</b>	<b>\$62,288,832</b>	<b>\$61,105,325</b>	<b>8.8%</b>

## Expenditures by Program - Fire

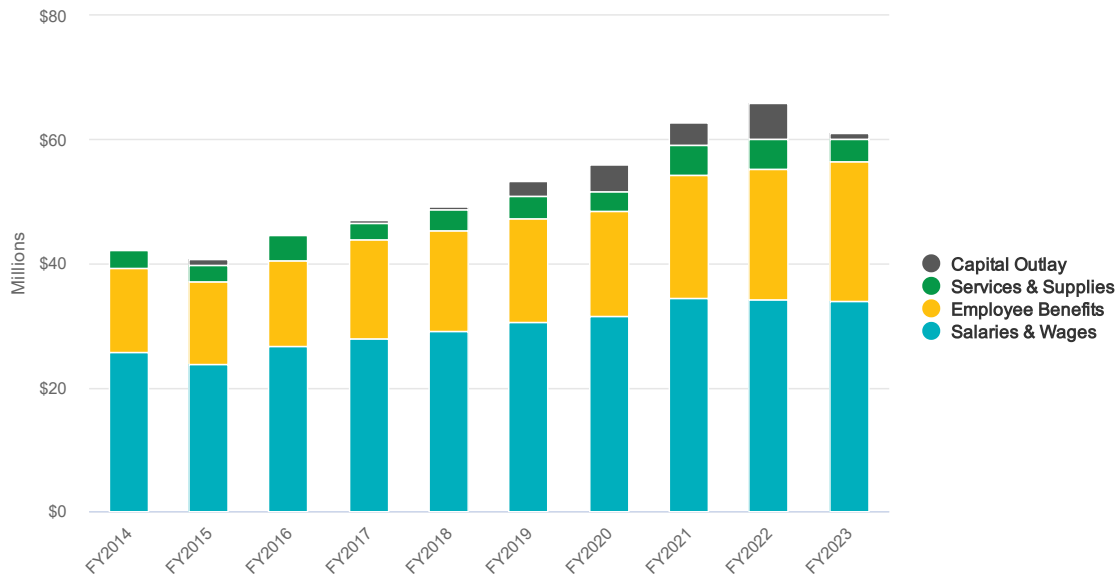
### Budgeted and Historical Expenditures by Program



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expenditures				
Public Safety				
Fire				
Program & Service Management	\$1,699,330	\$2,202,709	\$2,073,153	17.6%
Fire Prevention	\$2,700,598	\$2,616,946	\$2,993,188	14.1%
Safety & Training	\$1,265,247	\$1,162,888	\$1,082,371	-5.7%
Emergency Medical Services (EMS)	\$794,846	\$626,875	\$755,679	34.1%
Emergency Operations	\$49,677,800	\$47,327,228	\$51,545,966	16.1%
Fleet Management	\$1,756,829	\$1,952,186	\$1,970,968	9.9%
Non-Departmental	\$4,858,698	\$6,400,000	\$684,000	-82.4%
<b>Total Fire:</b>	<b>\$62,753,348</b>	<b>\$62,288,832</b>	<b>\$61,105,325</b>	<b>8.8%</b>
<b>Total Public Safety:</b>	<b>\$62,753,348</b>	<b>\$62,288,832</b>	<b>\$61,105,325</b>	<b>8.8%</b>
<b>Total Expenditures:</b>	<b>\$62,753,348</b>	<b>\$62,288,832</b>	<b>\$61,105,325</b>	<b>8.8%</b>

## Expenditures by Expense Type - Fire

### Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expense Objects				
Salaries & Wages	\$34,446,070	\$33,068,402	\$33,872,995	16.2%
Employee Benefits	\$19,890,856	\$18,081,428	\$22,562,125	11.7%
Services & Supplies	\$4,708,367	\$4,503,002	\$3,736,205	30%
Capital Outlay	\$3,708,055	\$6,636,000	\$934,000	-76.4%
<b>Total Expense Objects:</b>	<b>\$62,753,348</b>	<b>\$62,288,832</b>	<b>\$61,105,325</b>	<b>8.8%</b>

## Performance Measures

Measure	2021 Actual	2022 Target	2023 Target	Strategic Priority
Number of building plans reviewed by Fire Department (includes revisions) and percentage of plans being reviewed within 10-day turn-around.	1,572/100%	2,100/100%	2,100/100%	Public Safety
Public education in fire prevention: A. Direct contact through presentation and classes: B. Indirect contact by flyers and social media hits:	A. 0 (COVID) B. 361,716	A. 20,000[1] B. 500,000	A. 20,000[1] B. 500,000	Public Safety
Average response time for all calls for service (mm:ss)	07:24	06:00	06:00	Public Safety
Number of new construction acceptance inspections performed by Fire Prevention Inspectors	3,384	4,400	4,000	Public Safety
Number of business fire safety inspections performed by Fire Inspectors (includes operational permits, new business licenses, special events, and complaints)	5,269	7,000	6,000	Public Safety

[1] Direct contact may be through virtual meetings.

# Human Resources



**Norma Santoyo**  
Human Resources Director

## Mission

Deliver an exceptional and transformational employee experience.

## Vision

By working together, we create a workplace built on integrity and belongingness where each employee is valued and respected.

## Overview

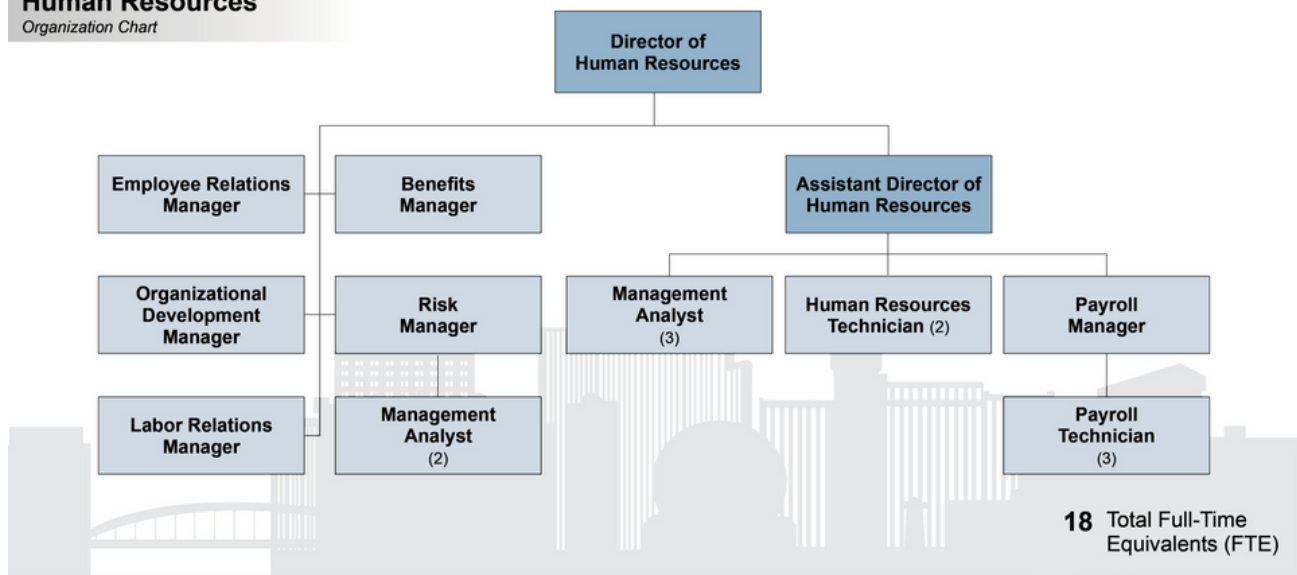
In partnership with stakeholders, drive positive and proactive employee life cycle management, while ensuring strategic alignment with organizational goals and improved efficiency in service delivery.

## Organizational Chart - 18 FTE's

Program	FTE's
Employee Services	18.00
<b>Human Resources Total FTE's</b>	<b>18.00</b>

### Human Resources

Organization Chart





## Top Accomplishments for Last Year



1. Developed and implemented a more flexible work environment to help attract and retain top talent with the formalization of a City-wide Telecommuting Policy and electronic routing for the Telecommuting form, and the addition of language to some collective bargaining agreements that allows for all years of City service counted toward vacation accruals.
2. Implemented employee experience process improvements supported by technology solutions, including an electronic on-boarding system; a streamlined, electronic open-enrollment process, an automated retiree benefit program; and an electronic exit survey.
3. Facilitated City-wide professional development and training opportunities, which included Sexual Harassment Prevention for people supervisors, Pop-Up Leadership Trainings, Searching for Excellence - Hiring 101, Local 39 Contract Changes, Safe Zone Training, Budget 101, On-boarding Platform Training, DOT Reasonable Suspicion, and weekly New Employee On-boarding.
4. Proactive management of City-wide COVID mitigation and safety efforts, including policy and procedures and the roll-out of a Respiratory Protection Program for over 300 employees in six-weeks.
5. Building a more robust, competent, and trusted Human Resources team that is approachable and employee experience focused.

## Major Initiatives and Strategies during the Budget Year



1. Continue to drive positive and proactive employee life cycle management.
2. Lead a comprehensive City-wide classification and compensation study to ensure best practices in City classification structures and competitiveness in the labor market.
3. Lead a comprehensive employee engagement survey to identify areas for improvement and improve the City's reputation as an employer of choice.
4. Enhance the Human Resources team's ability to produce timely, accurate data to drive intentional decision making and track progress.
5. Streamline Human Resources technology solutions to improve employee experiences, such as maximizing the use of the New World and Ethics Point platforms, and the build out of existing systems for electronic off-boarding and electronic performance evaluations.
6. Lay the foundation for a comprehensive organizational development plan and succession planning initiative.
7. Strategic and proactive employee benefit plan management to provide quality benefit coverage while maintaining financial sustainability for the employee and the City.
8. Continue to build and retain a high-performing and transparent Human Resources team.

# Core Services

## Employee Services

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### ***Labor Relations / Labor Contract Administration***

In collaboration with internal stakeholders, conduct labor negotiations using a data driven approach to align labor group goals with City operational considerations and strategic priorities. Interpret, apply, and administer the Collective Bargaining Agreements and any dispute resolution processes.

### ***Employee Relations***

Serve as a trusted resource that can help employees and leaders build and maintain positive and collaborative relations, resolve conflicts, and improve performance; and conduct investigations into allegations of misconduct, as necessary.

### ***Talent Management***

Manage the full scope of processes to attract, on-board, and retain high-performing employees, including the management of City-wide classification and compensation programs, merit-based recruitment for appointive positions and non-Civil Service recruitments, and collaborate with Civil Service to support recruitment efforts.

### ***Employee Engagement / Experience***

Provide opportunities that reinforce the City's mission, vision, and values and connect employees to their work and the workplace in a meaningful way and recognize the value and contributions of the City's workforce; support enhanced employee communication; and seek employee feedback and input to improve organizational culture and build a stronger, more cohesive team, from employee on-boarding to exit surveys.

### ***Total Compensation / Benefits Administration***

Manage the base compensation and benefits needs of the City's workforce through the proactive administration of the City's self-funded group health program to ensure the City is offering optimal compensation and benefits offerings that are sustainable.

### ***Payroll***

Administer central payroll and issue paychecks for City employees. Provide data to Finance and Budget. Manage the tax compliance process and PERS reporting.

### ***Risk Management***

Cost-effective, efficient, impactful and transparent operation that serves the Reno community and affiliated entities as a highly valued strategic partner and resource; providing innovation, high quality service and cost-efficient tools for appropriately balancing risk and opportunity.

### ***Organizational Development / Diversity, Equity & Inclusion***

Facilitate City-wide professional training and development programs to meet the evolving operational needs of the City and help employees develop skills to lead and manage a diverse workforce; cultivate a workforce where fairness, respect, belonging and inclusion are foundational principles; prepare the City's workforce to take on progressively more responsible roles; and help employees plan for and adapt to important organizational changes.

### ***Strategic Human Capital Management / Performance Management***

Partner with managers and supervisors to support the intentional management of people and performance to develop the workforce that supports succession planning and helps ensure continuity of operations.

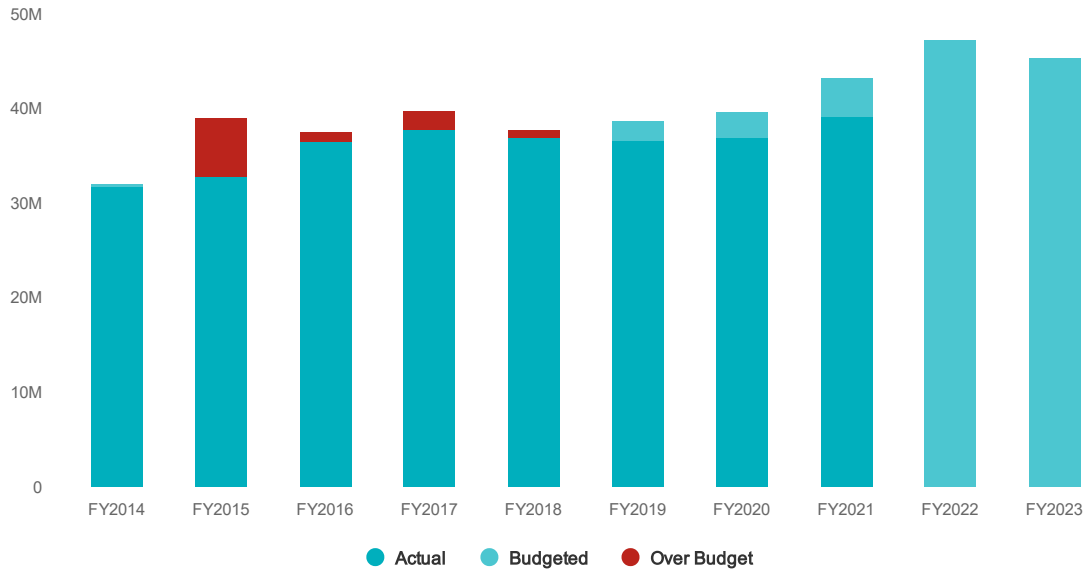
### ***Compliance / Policy Formulation / Health & Safety***

Manage legally required workforce reporting functions; aligning workplace policies and procedures to ensure the City is compliant with applicable governing regulations, including wage and hour, non-discrimination, occupational health and safety, employee leave, and benefits; and maintain a compliant, accurate, and current HR records system.

## Expenditures Summary - Human Resources

**\$45,357,738** **-\$1,908,135**  
(-4.04% vs. prior year)

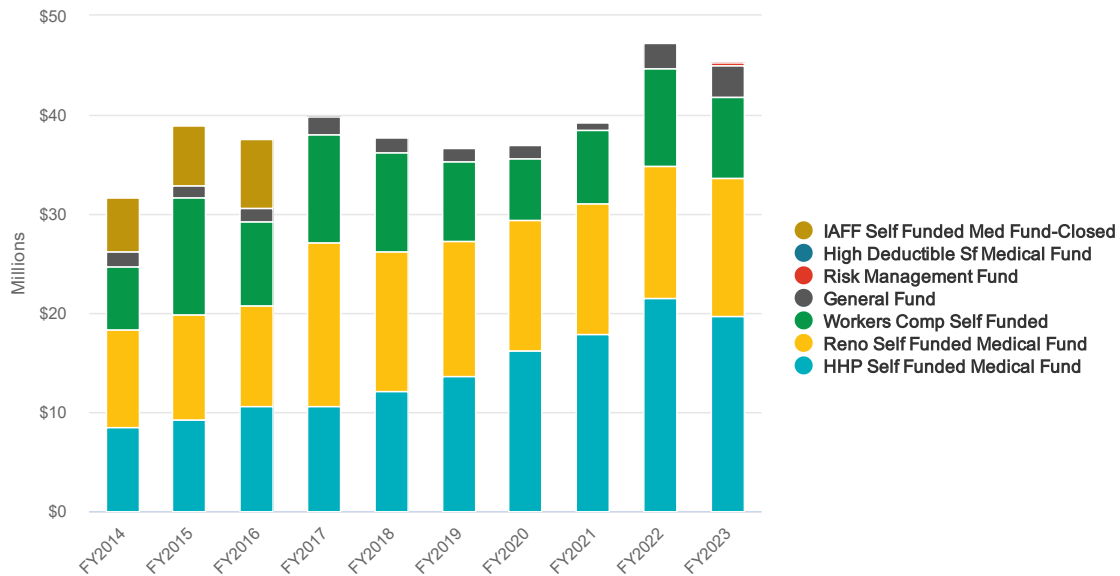
### Human Resources Proposed and Historical Budget vs. Actual



Prior to FY22 the Payroll division was reported under Finance. Payroll can now be found under Human Resources for FY22 and forward.

## Expenditures by Fund - Human Resources

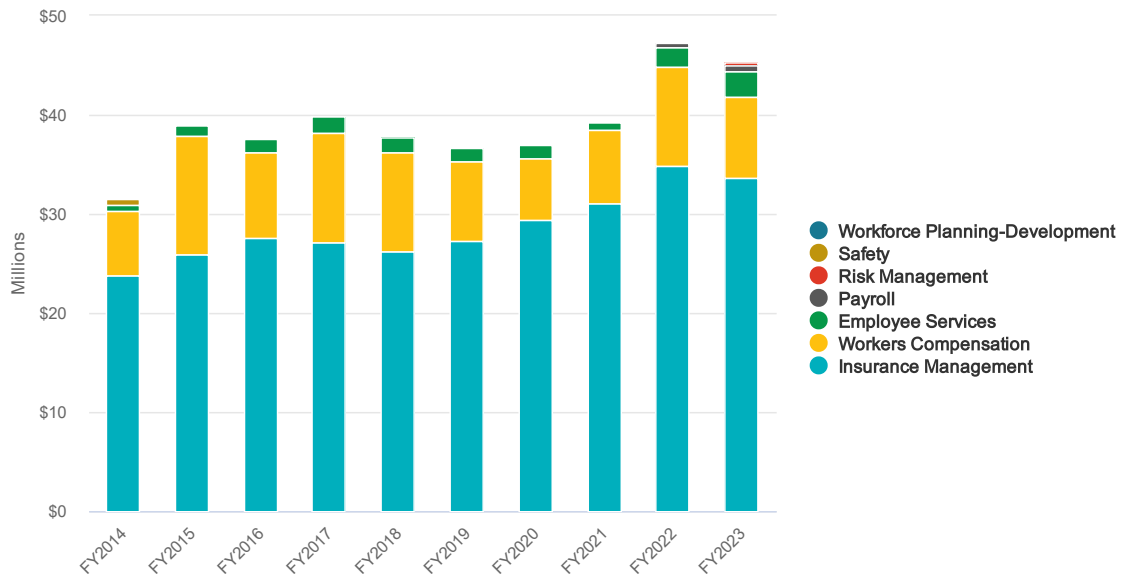
### Budgeted and Historical Expenditures by Fund



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
General Fund	\$809,759	\$2,215,438	\$3,104,033	81.6%
Risk Management Fund	\$0	\$0	\$397,574	N/A
HHP Self Funded Medical Fund	\$17,878,955	\$19,194,680	\$19,700,000	0.7%
Reno Self Funded Medical Fund	\$13,107,541	\$13,414,000	\$13,910,000	13.4%
High Deductible Sf Medical Fund	\$3,155	\$13,150	\$14,000	0%
Workers Comp Self Funded	\$7,459,865	\$7,786,574	\$8,232,131	-2.2%
<b>Total:</b>	<b>\$39,259,276</b>	<b>\$42,623,842</b>	<b>\$45,357,738</b>	<b>8%</b>

# Expenditures by Program - Human Resources

## Budgeted and Historical Expenditures by Program

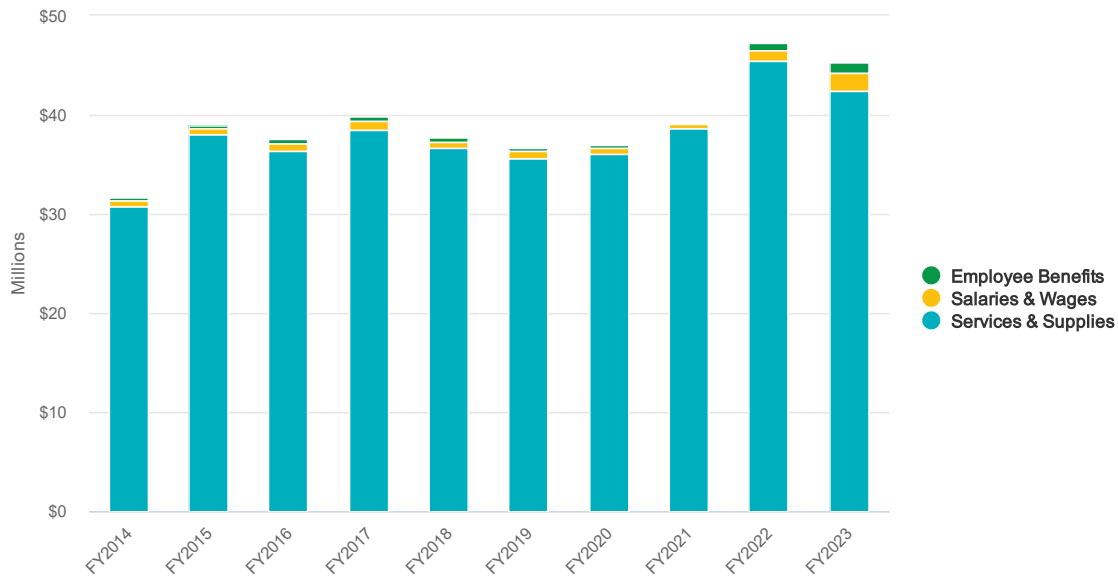


The Payroll and Risk Management divisions were reassigned to Human Resources mid-year during FY22.

Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expenditures				
General Government				
Human Resources				
Workers Compensation	\$7,459,865	\$7,786,574	\$8,232,131	-2.2%
Employee Services	\$809,759	\$1,705,793	\$2,556,068	49.5%
Insurance Management	\$30,989,651	\$32,621,830	\$33,624,000	5.6%
Risk Management	\$0	\$0	\$397,574	N/A
Payroll	\$0	\$509,645	\$547,965	N/A
<b>Total Human Resources:</b>	<b>\$39,259,276</b>	<b>\$42,623,842</b>	<b>\$45,357,738</b>	<b>8%</b>
<b>Total General Government:</b>	<b>\$39,259,276</b>	<b>\$42,623,842</b>	<b>\$45,357,738</b>	<b>8%</b>
<b>Total Expenditures:</b>	<b>\$39,259,276</b>	<b>\$42,623,842</b>	<b>\$45,357,738</b>	<b>8%</b>

## Expenditures by Expense Type - Human Resources

### Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expense Objects				
Salaries & Wages	\$399,228	\$1,174,440	\$1,901,687	134.4%
Employee Benefits	\$177,729	\$617,356	\$1,045,237	101.3%
Services & Supplies	\$38,682,319	\$40,832,046	\$42,410,814	4.3%
<b>Total Expense Objects:</b>	<b>\$39,259,276</b>	<b>\$42,623,842</b>	<b>\$45,357,738</b>	<b>8%</b>

## Performance Measures

Measure	2021 Actual	2022 Target	2023 Target	Strategic Priority
Training for new hires completed within 90 days	80%	100%	100%	Governance and Organizational Effectiveness
Current labor contracts closed by deadline	0%	80%	80%	Governance and Organizational Effectiveness
Actual positions filled from the date HR receives request until list of qualified individuals provided to department in less than 60 days (Non-Civil Service recruitments)	50%	60%	70%	Governance and Organizational Effectiveness

# Information Technology

Craig Franden

Director of Information Technology

## Mission

The Department of Information Technology's mission is to serve the information and technology needs of the City including residents and employees. We will evaluate, integrate, and support innovative technologies to help customers achieve their goals, while effectively maximizing return on resources and providing cost effective methods for residents, businesses, vendors, and others to easily access information and conduct business with the City.

## Overview

Information Technology (IT) is an integral function of any organization. All services provided by the Department of Information Technology will be delivered efficiently and effectively by trained and courteous professionals.

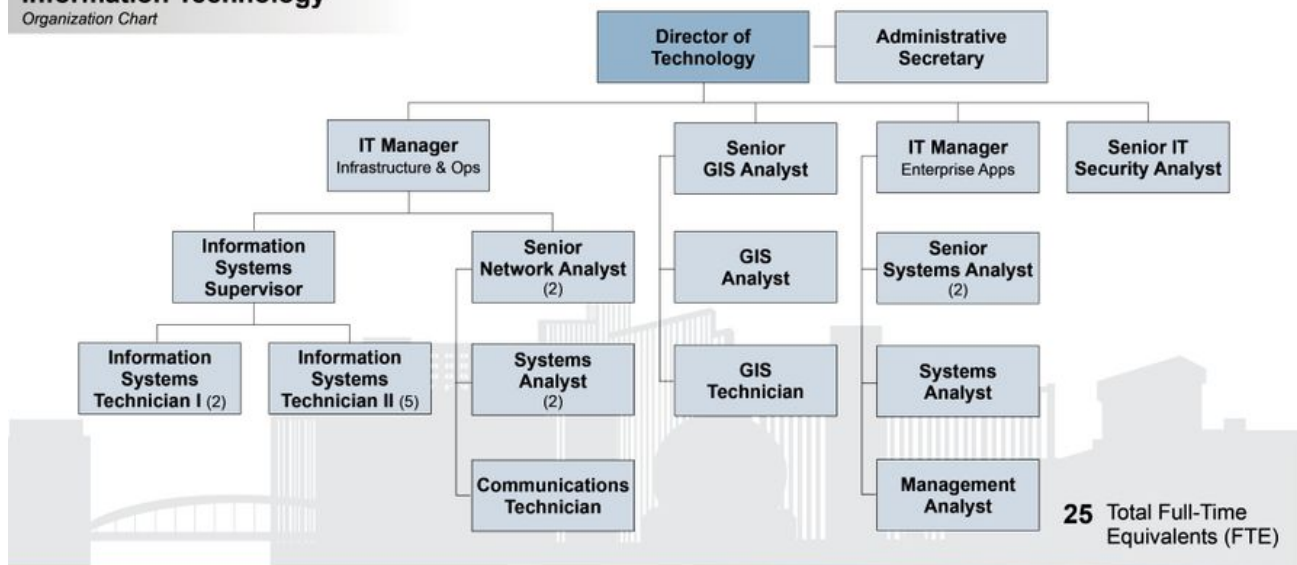
The Department of Information Technology is responsible for enterprise-wide communication and all technical services. Furthermore, the Department is responsible for maintaining all computer, network, enterprise application systems, and communication functions for the City. The Department supports City Hall, Fire (RFD), Police (RPD), Municipal Court, and offices at 56 remote locations through its Local Area Network and Wide Area Network.

## Organizational Chart - 25 FTE's

Program	FTE's
Technology	25.00
<b>Information Technology Total FTE's</b>	<b>25.00</b>

### Information Technology

Organization Chart





## Top Accomplishments for Last Year



1. Partnered with City Attorney's office and vendors to successfully implement auto-enrollment through a Text Archiving Platform and also consolidated multiple accounts into one account to increase operational efficiencies.
2. Fire and PD partnered with DoIT to set up, configure, and test adaptive dispatching software to expedite a response that best assists the caller to send the right fire resources. Additionally, a performance tool was implemented for continuous monitoring and performance of the adaptive software.
3. DoIT managed the dorm remodel of fire stations 6 and 10 to meet data and VoIP requirements.
4. Each fire station is installed with an Uninterruptible Power Supply (UPS) to ensure fire stations' business continuity to access systems in case of a power failure.
5. The bandwidth needs for the sewer camera trucks exceeded the wireless capabilities. Fiber optics were pulled to an area where the camera vans can utilize high speeds to offload the large video files.
6. Assisted Municipal Court in establishing connectivity for the Community Court program operating from the Washoe Central Library
7. Implemented next-generation endpoint protection to improve CyberSecurity. Added more surveillance cameras at various city locations for additional physical security.
8. Secured funding from E911 to procure and started implementing a new fire station alerting system to replace the legacy fire station alerting system (FSAS). This initiative will improve with streamlining the dispatch process to expedite the response times for emergency apparatus.
9. Assisted Reno PD to install fixed cameras for license plate reading at five critical intersections: Moana/Virginia, Airway/Neil, Neil/Peckham, Virginia/Gentry, Gentry/Kietzke. Also procured and installed a camera at Yori Park
10. Continued the journey of GIS transformation from a map-shop to an Information hub by implementing various GIS Applications for multiple departments and dashboards to provide the ability for city officials to make data-driven decisions and analyzing complex problems such as crime, homelessness etc.,
11. Automated various manual GIS operations to improve operational efficiency and increase productivity.
12. The GIS team added more than a usual number of maps to assist city officials with Reno's rapid growth and redistricting.
13. Replaced older technology radios for Police and Fire departments with modern digital radios for seamless communications with surrounding agencies.
14. Collaborated with Finance department to modernize the Accounts Payable (AP) process from manual to electronic that streamlines the payment process, eliminate paper-based process, and increase payment and audit efficiencies
15. Assisted the Finance department to implement a cloud-based budget and performance management platform.
16. Created a unique 'Meeting in a Box' solution to hold hybrid meetings at any location by assembling best-of-breed equipment. Additionally, implemented hybrid meeting technology in multiple City conference rooms to address the New normal of virtual meetings.
17. Procured and deployed more than usual work from home equipment to enable remote work for city employees to reduce the impact of COVID
18. Collaborated with City Clerk's office to onboard all other city departments that were using legacy document management system to an enterprise electronic content management system (ECMS). The new ECMS provides enhanced security, OCR features, the ability to create business workflows, create retention policies, and ability to redact confidential information. Drastically improved response times for public records requests by migrating the legacy microfiche data to ECMS
19. Supported the selection and implementation of a cloud-based legislative management solution that unifies Agenda automation, meeting management and committee management.

## Major Initiatives and Strategies during the Budget Year



1. Support HR to integrate HR Information Systems into the New World Platform
2. Continue to enhance Cybersecurity to prevent modern threats
3. Increase operational efficiency through automation strategy
4. Development of DR process for priority and public safety applications
5. Partner with regional jurisdictions to support the implementation of a regional CAD system
6. Continue to enhance our ITIL-based service desk. By adopting ITIL service life cycle practices, IT can focus on delivering value to our customers, building a trusting foundation of IT support and transformation, and developing useful key performance indicators for performance management.
7. Continue working on the public safety technology architecture at the new Public Safety Center and Moana Springs Community Pool
8. Modernize the City of Reno's council chamber technology
9. Continue to support the implementation of Fire Station Alerting system for dispatch of fire and emergency services
10. Develop a pilot project to modernize work from anywhere IT Infrastructure
11. Identify and initiate projects to support the paperless initiative.

## Core Services

### Information Technology

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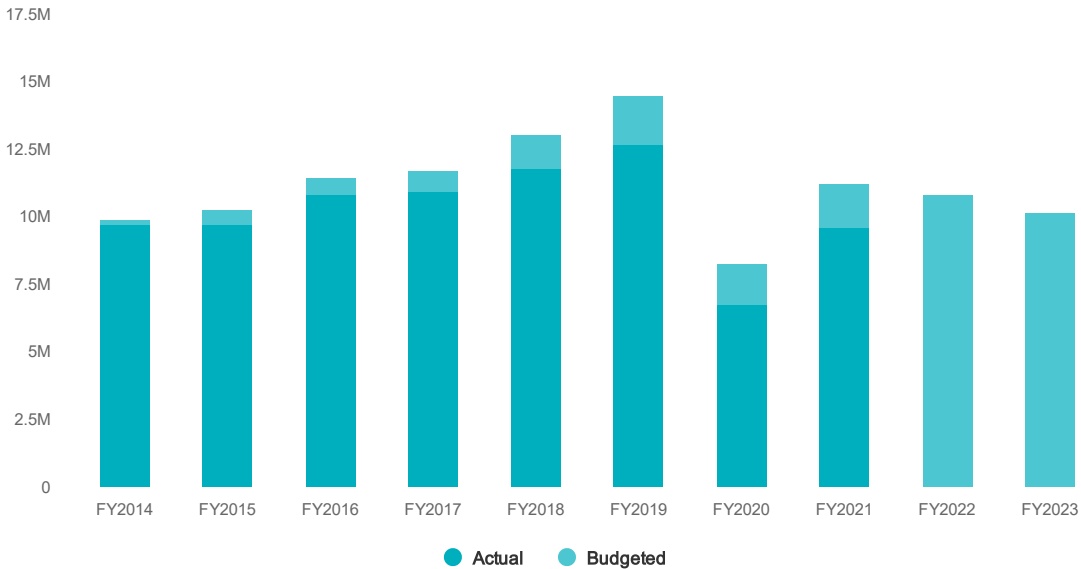
#### *Information Technology Services*

Maintain the technology portfolio for the City of Reno including all hardware, software (on premise and cloud), IT security, GIS, network, and communication systems. Provide IT support services via a centralized Help Desk function. Leverage technology to improve City business processes. Ensure that every City facility, department, and user has access to a reliable, predictable, secure, and efficient application system, network, and communications infrastructure. Enable timely decision making through data.

# Expenditures Summary - Information Technology

**\$10,149,132** **-\$686,473**  
(-6.34% vs. prior year)

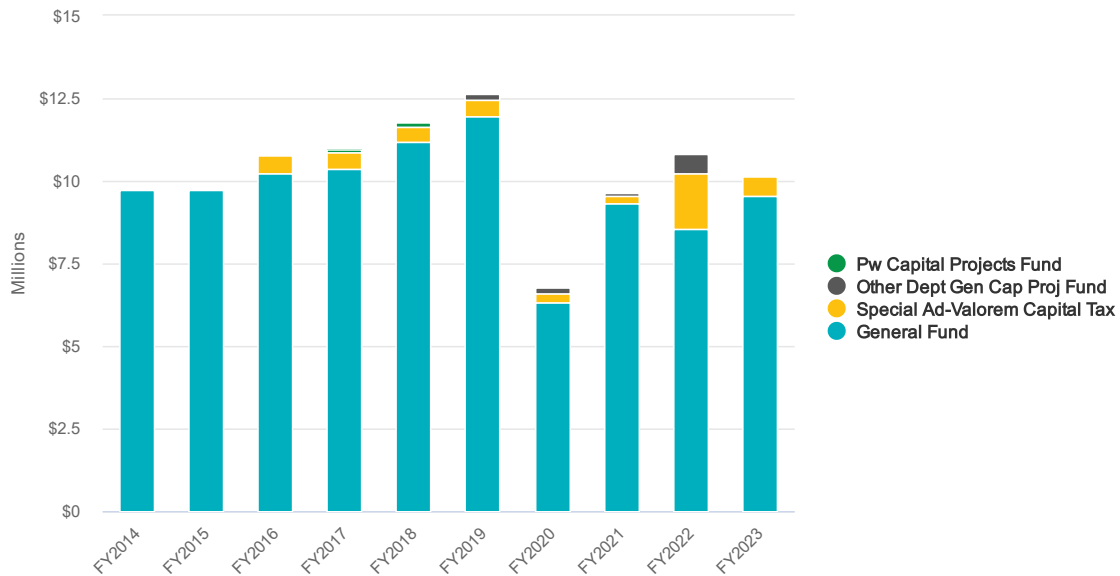
Information Technology Proposed and Historical Budget vs. Actual



Prior to FY20, the Public Safety Dispatch division was reported under Information Technology. In FY20 & FY21, it was reported under Police, and FY22 moving forward, under the City Manager's Office.

## Expenditures by Fund - Information Technology

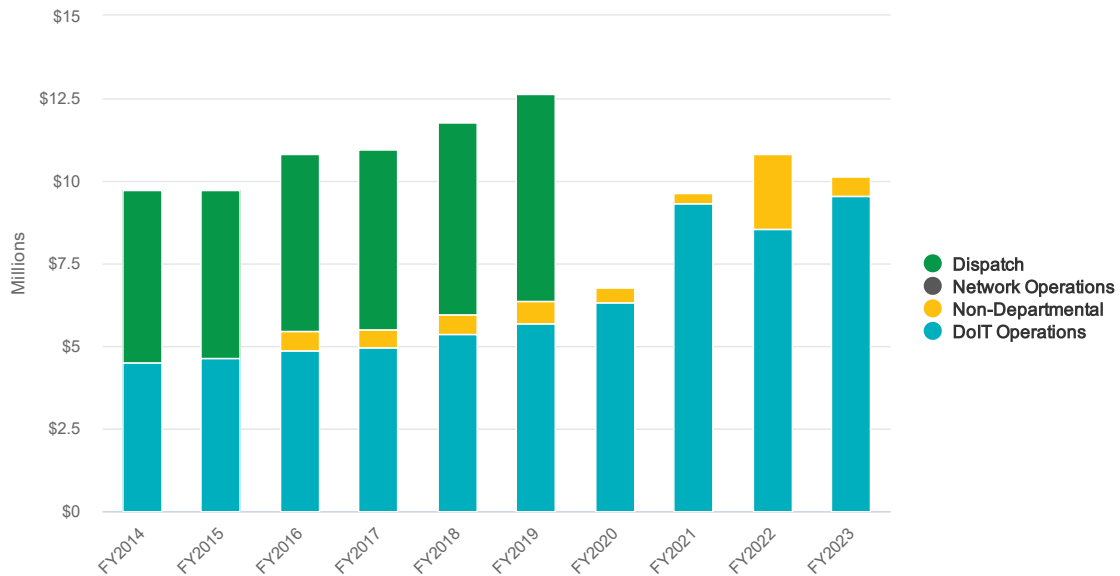
### Budgeted and Historical Expenditures by Fund



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
General Fund	\$9,322,012	\$8,080,001	\$9,549,132	23%
Other Dept Gen Cap Proj Fund	\$89,294	\$0	\$0	0%
Special Ad-Valorem Capital Tax	\$221,387	\$2,018,292	\$600,000	20%
<b>Total:</b>	<b>\$9,632,693</b>	<b>\$10,098,293</b>	<b>\$10,149,132</b>	<b>22.9%</b>

## Expenditures by Program - Information Technology

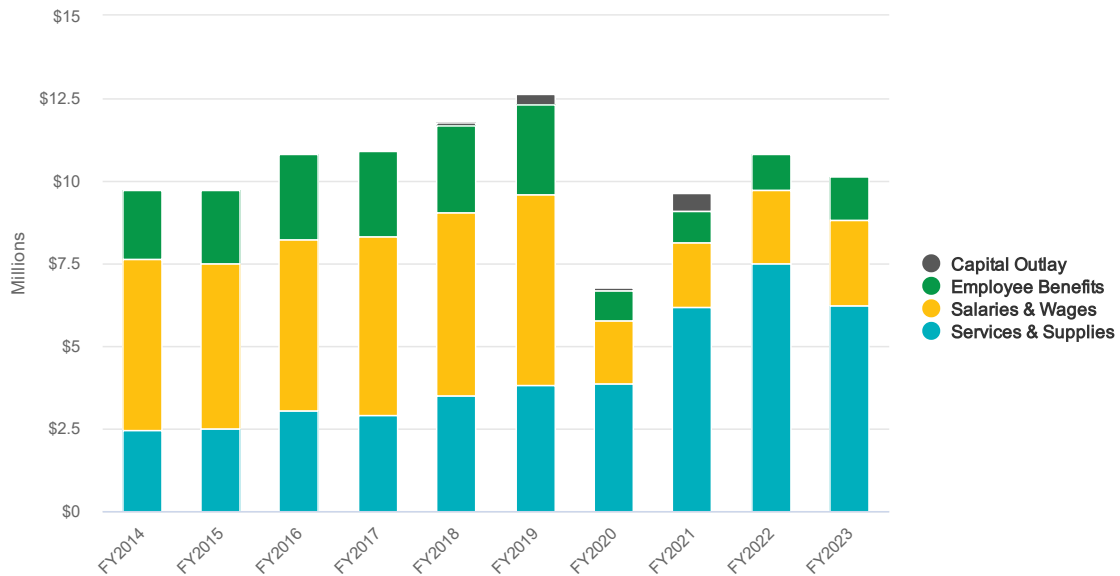
### Budgeted and Historical Expenditures by Program



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expenditures				
General Government				
Communications & Technology				
DoIT Operations	\$9,322,012	\$8,080,001	\$9,549,132	23%
Non-Departmental	\$310,681	\$2,018,292	\$600,000	20%
<b>Total Communications &amp; Technology:</b>	<b>\$9,632,693</b>	<b>\$10,098,293</b>	<b>\$10,149,132</b>	<b>22.9%</b>
<b>Total General Government:</b>	<b>\$9,632,693</b>	<b>\$10,098,293</b>	<b>\$10,149,132</b>	<b>22.9%</b>
<b>Total Expenditures:</b>	<b>\$9,632,693</b>	<b>\$10,098,293</b>	<b>\$10,149,132</b>	<b>22.9%</b>

# Expenditures by Expense Type - Information Technology

## Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expense Objects				
Salaries & Wages	\$1,943,921	\$2,229,593	\$2,620,752	18.8%
Employee Benefits	\$947,675	\$1,110,965	\$1,313,725	18.3%
Services & Supplies	\$6,179,916	\$6,757,735	\$6,214,655	25.7%
Capital Outlay	\$561,182	\$0	\$0	0%
<b>Total Expense Objects:</b>	<b>\$9,632,693</b>	<b>\$10,098,293</b>	<b>\$10,149,132</b>	<b>22.9%</b>

## Performance Measures

Measure	2021 Actual	2022 Target	2023 Target	Strategic Priority
Percent Priority 1 calls (Unable to work) closed within one business day	100%	100%	100%	Other - Internal Service
Total number of tickets closed	7452	7900	7900	Other - Internal Service



# Maintenance and Operations



**Travis Truhill**  
Director of Maintenance and Operations

## Mission

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To ensure safe maintenance and operations of public streets, storm drains, sanitary sewer lines, and facility maintenance services, and efficient City fleet management in support of operating departments, through cost-effective planning, designing, constructing, operating, and maintaining of public facilities and physical assets.

## Overview

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The Maintenance & Operations Department is comprised of various technical, field, and administrative staff to manage a variety of work programs and provide direct public services. The Department achieves results through employing a well-trained work force that is committed to serving the needs of the community.

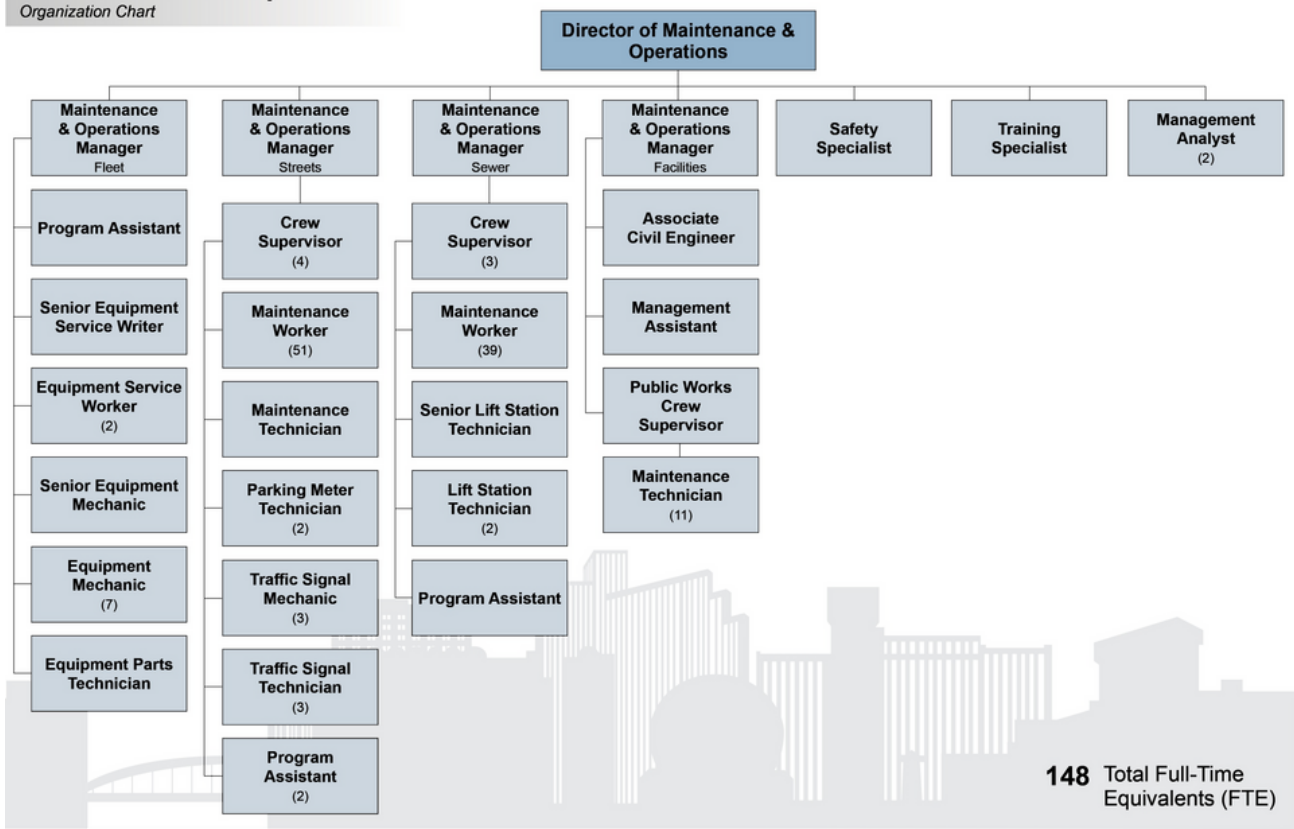
The ***Maintenance and Operations Department*** is responsible for providing maintenance of the City's common assets to include fleet, facilities, streets, traffic signs, parking meters, and the sewer and storm water collection systems.

## Organizational Chart - 148 FTE's

Program	FTE's
Downtown Maintenance	3.00
Facility Maintenance	15.16
Fleet Management	14.10
Maintenance Administration	1.70
Paint and Sign	15.50
Parking Meters	2.00
Pavement Maintenance	34.77
Sewer and Storm System Maintenance	48.77
Snow and Ice Control	0.50
Street Sweeping	6.50
Traffic Engineering and Operations	6.00
<b>Maintenance and Operations Total FTE's</b>	<b>148.00</b>

### Maintenance and Operations

Organization Chart



## Top Accomplishments for Last Year



1. Due to the novel coronavirus (COVID-19) pandemic, conducted operational risk assessments and implemented safety plans for employees and visitors to public facilities and assisted other departments as needed. Coordinated with DoIT to provide technology tools for improved productivity both in the field and for staff working from home.
2. Over 250 sidewalk complaint locations were repaired/replaced.

## Major Initiatives and Strategies during the Budget Year



1. Addition of two snowplows to the existing fleet to support the growth of the city and maintain excellent customer service during snow and ice events.

## Core Services

### Maintenance and Operations

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#### ***Downtown Maintenance***

Maintain the Riverwalk, the Riverwalk Extension, and downtown areas that are part of the Business Improvement District.

#### ***Facility Maintenance***

Effectively maintain City-owned facilities by performing preventative maintenance, repairs, remodel, project management, and janitorial services.

#### ***Fleet Management***

Provide safe and dependable vehicles for City departments through a proactive and cost effective vehicle management, preventive maintenance, repair, and vehicle replacement program.

#### ***Parking Meters***

Effectively and efficiently manage limited available parking and ensure compliance through regular maintenance of meters and collection of meter funds that support the parking program.

#### ***Street Maintenance***

Provide safe, effective, and efficient traffic flow by maintaining the City's system of streets, right of ways, traffic signs, street markings, snow and ice control, and street sweeping.

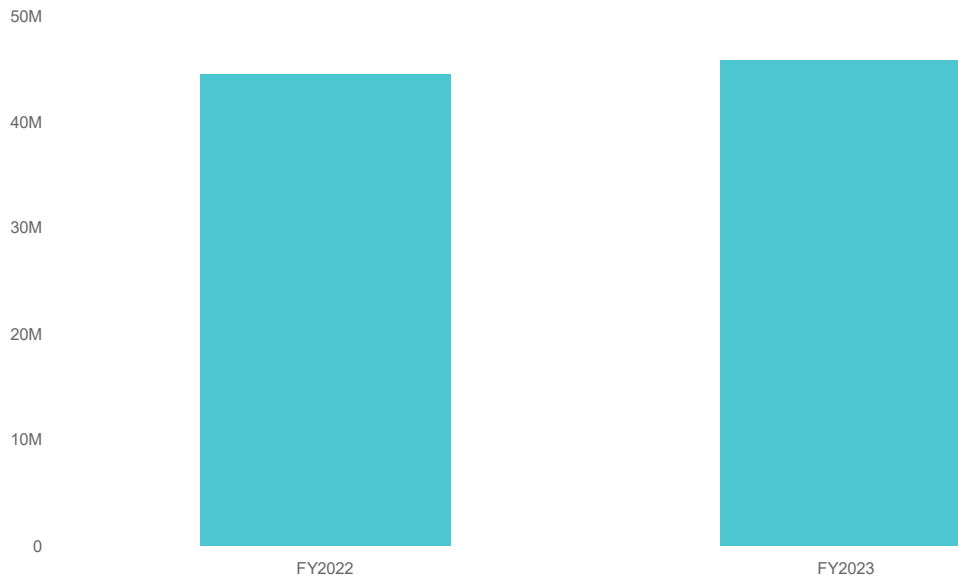
#### ***Sewer and Storm Drain Maintenance***

Provide an aggressive preventative maintenance program for both sewer and storm systems to ensure proper system operation, permit compliance, limitation of liability, prevention of overflows and flooding, and protection of public health and the environment. Respond to system failures and flooding emergencies to maintain public health and safety.

## Expenditures Summary - Maintenance and Operations

**\$45,890,698** **\$1,292,192**  
(2.90% vs. prior year)

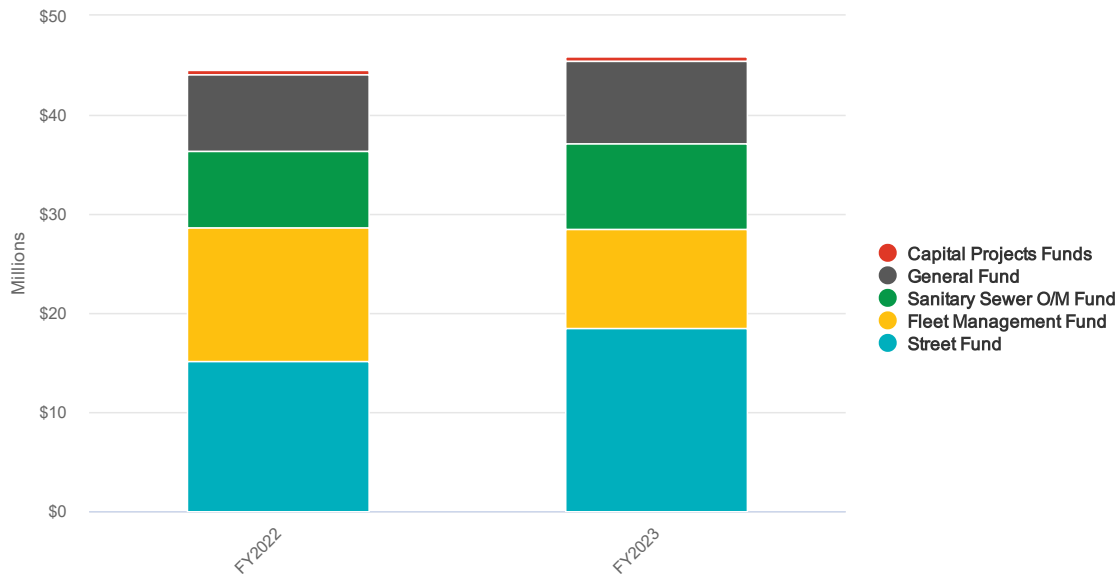
### Maintenance and Operations Proposed and Historical Budget vs. Actual



The Maintenance and Operations Department was established at the end of FY22. Prior to FY22 these expenses were reflected in the Public Works Department.

# Expenditures by Fund - Maintenance and Operations

## Budgeted and Historical Expenditures by Fund

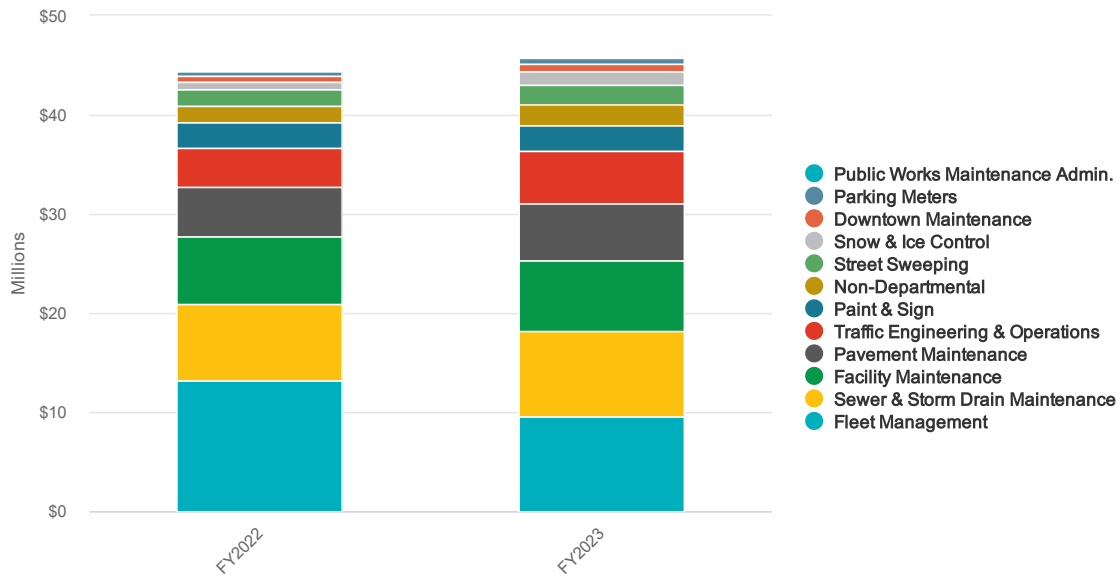


The Utility Services Department was established in FY21. Prior to 7/1/21 these expenses were reflected in the Public Works Department.

Name	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
General Fund			
General Fund	\$6,932,045	\$8,294,864	N/A
<b>Total General Fund:</b>	<b>\$6,932,045</b>	<b>\$8,294,864</b>	<b>N/A</b>
Street Fund	\$15,518,127	\$18,468,160	N/A
Capital Projects Funds			
Pw Capital Projects Fund	\$1,000,000	\$0	0%
Public Works Maintenance Fund	\$0	\$400,000	N/A
Street Impact Fee Fund	\$65,646	\$0	N/A
Retrac Enhance/Maintenance Fund	\$100,000	\$100,000	N/A
<b>Total Capital Projects Funds:</b>	<b>\$1,165,646</b>	<b>\$500,000</b>	<b>N/A</b>
Sanitary Sewer O/M Fund	\$7,748,759	\$8,685,052	N/A
Fleet Management Fund	\$13,559,733	\$9,942,622	N/A
<b>Total:</b>	<b>\$44,924,310</b>	<b>\$45,890,698</b>	<b>N/A</b>

# Expenditures by Function - Maintenance and Operations

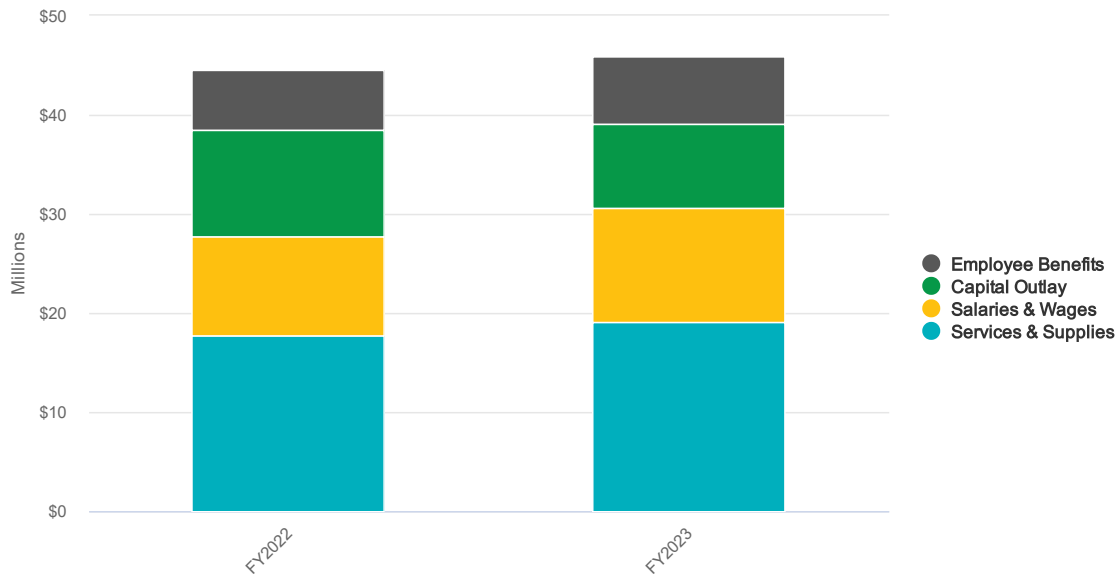
## Budgeted and Historical Expenditures by Function



Name	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expenditures			
Maintenance and Operations			
Public Works Maintenance Admin.	\$140,447	\$181,362	N/A
Facility Maintenance	\$6,717,410	\$7,177,800	N/A
Paint & Sign	\$2,415,041	\$2,506,291	N/A
Fleet Management	\$13,223,611	\$9,502,191	N/A
Street Sweeping	\$1,659,665	\$1,869,753	N/A
Pavement Maintenance	\$5,510,088	\$5,681,587	N/A
Traffic Engineering & Operations	\$3,950,753	\$5,353,498	N/A
Parking Meters	\$533,072	\$533,322	N/A
Snow & Ice Control	\$779,968	\$1,415,583	N/A
Downtown Maintenance	\$541,116	\$802,380	N/A
Sewer & Storm Drain Maintenance	\$7,748,759	\$8,685,052	N/A
Non-Departmental	\$1,704,380	\$2,181,879	N/A
<b>Total Maintenance and Operations:</b>	<b>\$44,924,310</b>	<b>\$45,890,698</b>	<b>N/A</b>
<b>Total Expenditures:</b>	<b>\$44,924,310</b>	<b>\$45,890,698</b>	<b>N/A</b>

# Expenditures by Expense Type - Maintenance and Operations

## Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expense Objects			
Salaries & Wages	\$10,105,122	\$11,637,577	N/A
Employee Benefits	\$6,183,535	\$6,830,557	N/A
Services & Supplies	\$16,590,880	\$19,031,564	N/A
Capital Outlay	\$12,044,773	\$8,391,000	N/A
<b>Total Expense Objects:</b>	<b>\$44,924,310</b>	<b>\$45,890,698</b>	<b>N/A</b>



## Performance Measures

Measure	2021 Actual	2022 Target	2023 Target	Strategic Priority
Traffic Engineering requests to Paint and Sign for sign, stencils, and striping completed within 4 weeks except during winter months	85%	100%	100%	Vibrant Neighborhoods and Public Places
Pothole calls received from public repaired within 1 business day after citizen requests are received	86%	85%	88%	Vibrant Neighborhoods and Public Places
Streets routinely swept every 4 weeks per work plan (Excluding snow/ice events)	96%	98%	98%	Vibrant Neighborhoods and Public Places
Sanitary sewer blockages responded to and found to be related to the City Sewer System	10	15	15	Vibrant Neighborhoods and Public Places
Catch basins cleaned	12,518	20,000	20,000	Vibrant Neighborhoods and Public Places
Billable hours billed by Fleet Management	97.2%	85%	85%	Other - Internal Service

# Municipal Court



**Steve Tuttle**  
Court Administrator

## Mission

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The mission of Reno Municipal Court is to impartially adjudicate misdemeanor crimes, code violations, and administrative appeals; provide supervised rehabilitation services to those needing treatment; operate cost-effectively; provide safe and equal access to justice to all court users; maintain the integrity and independence of the judiciary, and preserve the confidence and respect of those coming before the Bench.

## Overview

---

Reno Municipal Court (RMC), an official court of record, is established by the Nevada Revised Statutes, Chapter 5 and adopted by the City of Reno Municipal Charter.

RMC is a high volume, limited-jurisdiction court, supported by four elected judges and 45 professional staff members, processing an annual workload of approximately 20,000 cases. RMC conducts a significant number of criminal trials each year. Although the majority of trials are conducted as bench trials, which means without a jury, in late 2019 the Nevada Supreme Court mandated that jury trials be held upon demand by domestic battery defendants. RMC prepared the courthouse and its staff to conduct domestic battery jury trials starting in early 2020.

RMC works with a variety of criminal justice agencies, including the Reno Police Department, Washoe County Sheriff's Office, Reno City Attorney's Office, court-appointed legal defenders, private attorneys, victims' advocates, the Second Judicial District Court (appeals), and a variety of treatment centers and providers, including those serving specialty court defendants. At the state level, Reno Municipal Court works with the Department of Motor Vehicles and the Criminal History Repository, a division within the Department of Public Safety, and the Nevada Supreme Court and its Administrative Office of the Courts. Reno Municipal Court adjudicates criminal and traffic cases generated by the following agencies:

- Reno Police Department
- Reno Municipal Court Marshal Division
- Nevada Highway Patrol
- University of Nevada, Reno Police Department
- Washoe County School District Police Department
- Reno/Tahoe Airport Authority Police Department
- Reno/Sparks Indian Colony Police Department
- Truckee Meadows Community College Police Department
- State of Nevada Gaming Control Board
- Union Pacific Railroad Police Department

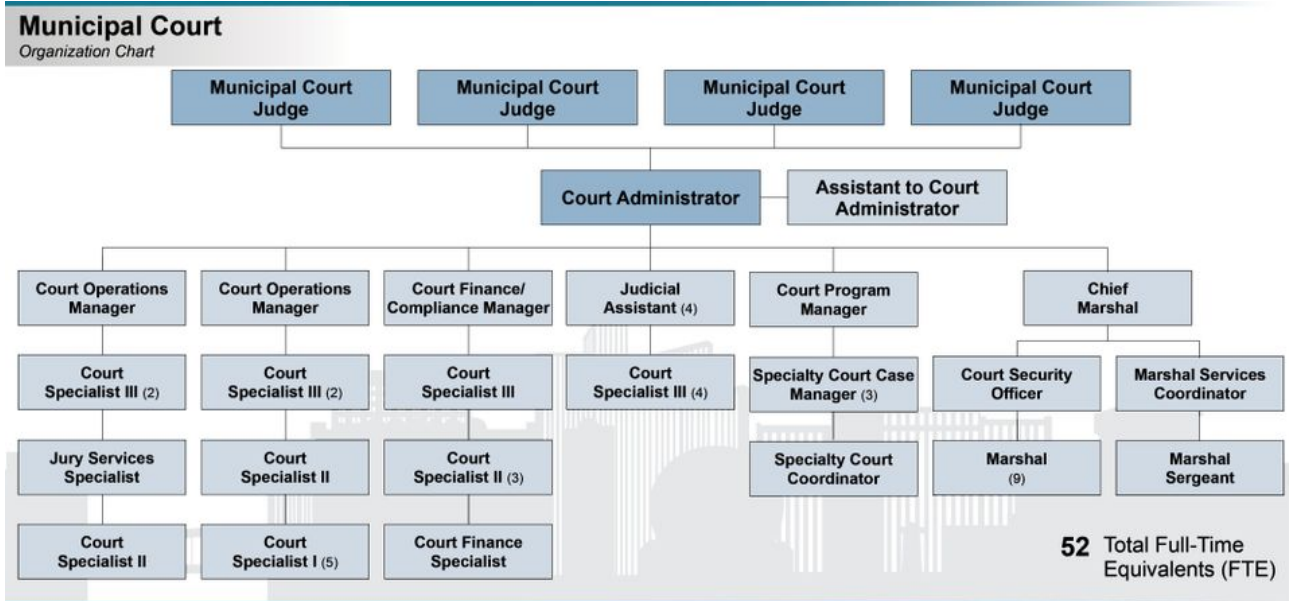
Over the past two years, Reno Municipal Court has been working to establish a more robust online presence that enables customers to complete court business without having to come to the courthouse. The court's recently enhanced website allows people to file motions, request extensions, submit compliance documentation and pay financial obligations, while at the same time helping them navigate the complex legal path(s) of court-order appearances. The court has also created a phone app that mimics the website.

In March 2020, the Coronavirus (COVID-19) forced Reno Municipal Court to also move its courtroom operation online. Judges and court staff were quickly issued mobile electronic computing devices and telecommunication equipment to perform their job duties remotely. Court staff worked diligently to create virtual courtrooms and rescheduled more than 2,500 pending court cases to be heard online using video technology. New internal workflows were created to move information electronically, thus eliminating hardcopy files. Email was used to a greater extent to communicate with external stakeholders and the general public. During this time of crisis, Reno Municipal Court remained fully operational and conducted almost eighty percent (80%) of its hearings online.

In early spring of 2021, when the number of active COVID cases began to ebb, RMC reintroduced in-person hearings, starting with bench trials. The court expanded its in-person hearings throughout the year to accommodate walk-in appearances for all hearings, including traffic and out-of-custody arraignments. These walk-ins forced the court to develop a hybrid workflow model that accommodated both video and in-person appearances. After analyzing the efficiencies and effectiveness of the new hybrid model, the court decided to permanently maintain this structure and allow most defendants to choose how they want to appear in court, either in-person at the courthouse or online using video technology.

## Organizational Chart - 52 FTE's

Program	FTE's
Judicial	52.00
<b>Municipal Court Total FTE's</b>	<b>52.00</b>



## Top Accomplishments for Last Year



1. Reno Municipal Court continued to work closely with the City of Reno and Washoe County to comply with all federal, state, and local COVID mandates and safety regulations.
2. Court staff worked diligently to develop online workflows, electronic documents, and routing procedures that significantly aided in the successful creation of virtual courtrooms.
3. Created virtual compliance counters for out of custody hearings - a counter clerk is available online in a breakout room during sentencing and quickly confirms and reviews sentence conditions and requirements with defendants, thus reducing non-compliance violations.
4. Implemented educational videos on the court's website and lobby monitors to inform defendants about court procedures and possible next steps in the court case, as well as when in-person court appearances are mandatory.
5. All five special courts were restarted, including Community Court, which is held in the downtown library.
6. Created and automated a second RPD citation to direct downtown nuisance violators to Community Court.
7. RMC's Community Court team members met with Senator Cortez-Masto's office to discuss the growing crisis of homelessness and possible mental health legislation.
8. Created a text message, which is automatically generated from the court's case management system to schedule defendants for remote video traffic arraignments.
9. Passed the NCJIS/NCIC tri-annual audit with no deficiencies and received praise in the final written report stating RMC should be used as the model for the proper handling and safekeeping of sensitive criminal history information.
10. RMC's Marshal Division accepted the responsibility to book, print, and release all non-violent offenders who are arrested for low-level, nuisance-type crimes in the downtown corridor.
11. Completed an extensive in-house review of all active warrants and purged outdated ones in accordance with the Nevada Supreme Court's record retention schedule.
12. Converted all active warrants to an electronic format and worked with law enforcement to establish proper electronic verification and validation procedures.
13. RMC's Community Court held its first quarterly job fair and obtained employment for ten (10) unsheltered participants.
14. RMC's Community Court was featured in the Center for Court Innovation's national publication as a model program for exemplary work during the COVID pandemic.
15. RMC's CAMO-RNO Veterans' Court was formally recognized by the Nevada Department of Veterans' Services as the Veteran Supporter of the Month for December.

## Major Initiatives and Strategies during the Budget Year



1. Reopen the Court in its entirety, while continuing to serve the public remotely.
2. Evaluate and enhance court operations to provide better work products and services to all court users, both online and in-person.
3. Upgrade the Odyssey case management system to incorporate recent changes and automate the electronic file stamping routing and signatures of documents filed with the Court.
4. Promote and expand the use of the Court's mobile phone application, which will provide greater access to court information and services
5. Develop the ability to accept electronic fund transfers, such as Apple Pay and/or PayPal, for on-site and remote court payments.
6. Continue to support and expand the specialty court programs to effectively serve its growing population and their needs.

## Core Services

### Judicial

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#### ***Judicial Proceedings***

To promote the City of Reno safety and quality of life initiatives, and ensure justice is available to all, the Reno Municipal Court provides timely, expeditious, and impartial adjudication of misdemeanor violations of the Reno Municipal Code.

#### ***Judicial Enforcement***

Actively monitor and take appropriate actions to ensure defendants meet all obligations of court-ordered sentences through compliance monitoring, intensive supervision, and formal probation, and enforce adherence to court procedures, thus reducing recidivism.

#### ***Program & Service Management***

To plan, administer, and coordinate the resources necessary to ensure cost-effective and efficient operations at the Reno Municipal Court.

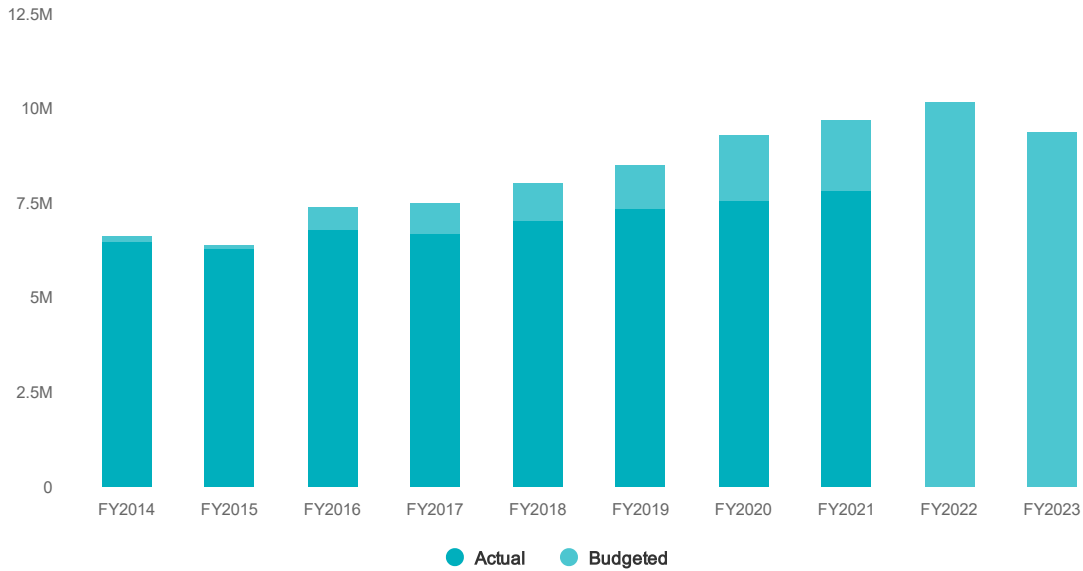
#### ***Specialty Courts***

Manage specialize problem-solving courts to help break the cycle of drug and/or alcohol addiction that significantly influence criminal activities, delinquent behavior, spousal, child and parental abuse and neglect. RMC's specialty courts programs are offered to non-violent offenders as an alternative to incarceration.

## Expenditures Summary - Municipal Court

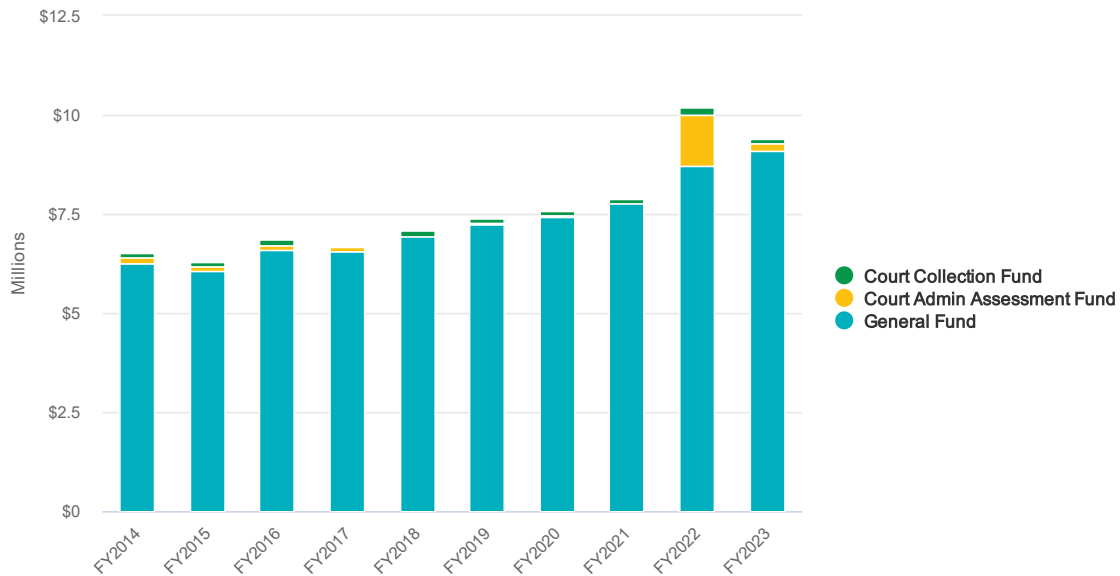
**\$9,399,347** **-\$799,517**  
(-7.84% vs. prior year)

### Municipal Court Proposed and Historical Budget vs. Actual



# Expenditures by Fund - Municipal Court

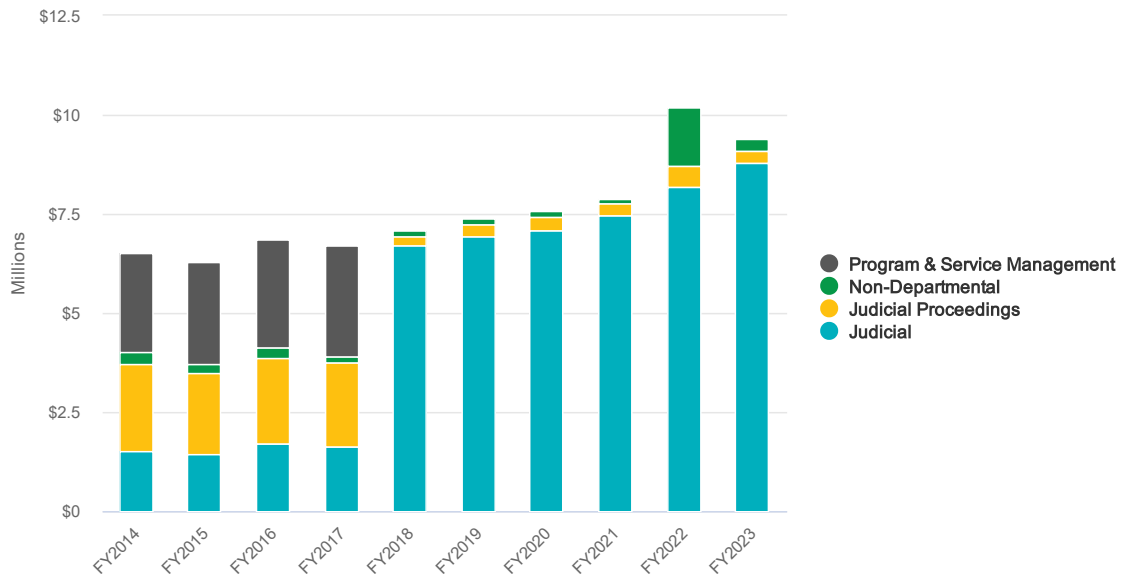
## Budgeted and Historical Expenditures by Fund



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
General Fund	\$7,757,691	\$8,538,710	\$9,107,118	10.2%
Court Admin Assessment Fund	\$460	\$1,279,117	\$180,000	0%
Court Collection Fund	\$117,460	\$210,187	\$112,229	0%
<b>Total:</b>	<b>\$7,875,610</b>	<b>\$10,028,014</b>	<b>\$9,399,347</b>	<b>9.9%</b>

# Expenditures by Function - Municipal Court

## Budgeted and Historical Expenditures by Function

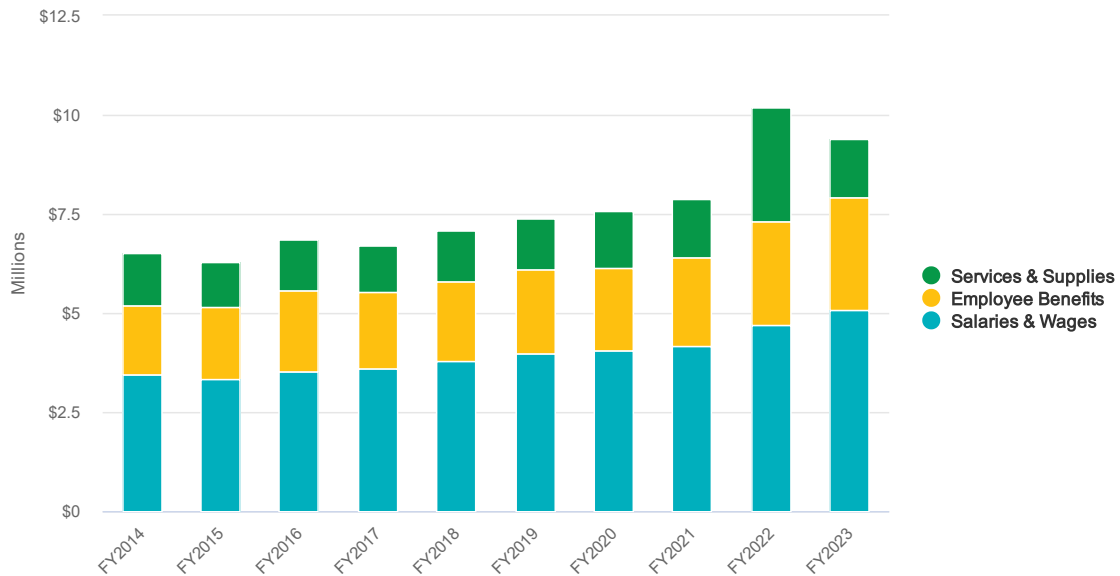


Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expenditures				
Municipal Court				
Judicial	\$7,450,342	\$8,128,270	\$8,806,496	8%
Judicial Proceedings	\$307,349	\$410,440	\$300,622	182.9%
Non-Departmental	\$117,920	\$1,489,304	\$292,229	0%
<b>Total Municipal Court:</b>	<b>\$7,875,610</b>	<b>\$10,028,014</b>	<b>\$9,399,347</b>	<b>9.9%</b>
<b>Total Expenditures:</b>	<b>\$7,875,610</b>	<b>\$10,028,014</b>	<b>\$9,399,347</b>	<b>9.9%</b>



## Expenditures by Expense Type - Municipal Court

### Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expense Objects				
Salaries & Wages	\$4,171,017	\$4,661,826	\$5,076,963	10.8%
Employee Benefits	\$2,215,246	\$2,620,684	\$2,829,167	9.7%
Services & Supplies	\$1,489,346	\$2,745,504	\$1,493,217	7%
<b>Total Expense Objects:</b>	<b>\$7,875,610</b>	<b>\$10,028,014</b>	<b>\$9,399,347</b>	<b>9.9%</b>

## Performance Measures

Measure	2021 Actual	2022 Target	2023 Target	Strategic Priority
Case Processing: Cases filed	18,211	19,000	20,000	Efficient and Dependable Business Environment
Case Processing: Case clearance rate	104%	100%	100%	Efficient and Dependable Business Environment
Customer Service: Electronic documents filed	8,633	9,000	10,000	Efficient and Dependable Business Environment
Customer Service: Online payments	11,358	12,500	13,750	Efficient and Dependable Business Environment
Customer Service: Inbound phone calls	21,806	25,000	20,000	Efficient and Dependable Business Environment
Customer Service: Inbound emails from defendants	25,739	20,000	20,000	Efficient and Dependable Business Environment
Customer Service: Online chat	1,113	1,000	1,000	Efficient and Dependable Business Environment
Specialty Court: Participants	328	375	400	Vibrant Neighborhoods and Public Places
Specialty Court: Graduates	66	100	130	Vibrant Neighborhoods and Public Places

# Parking and Code Enforcement



**Alex Woodley**  
Director of Parking and Code Enforcement

## Mission

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Code Compliance and Parking Enforcement will work to support the City Council's vision, mission, and priorities by preserving and protecting neighborhoods; ensuring adequate public parking that contributes to a thriving downtown; and encourage economic growth for the benefit of the residents, businesses, property owners, and visitors of the City of Reno.

## Overview

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### Enforcement

#### ***Code Enforcement***

The role of the Code Enforcement Division is to provide education and enforcement to ensure that citizens, businesses, and all others operating in the City abide by the standards established by the City Council, to maintain and provide a clean and safe community with developments, infrastructure, businesses, and to address blight in neighborhoods.

#### ***Parking Enforcement***

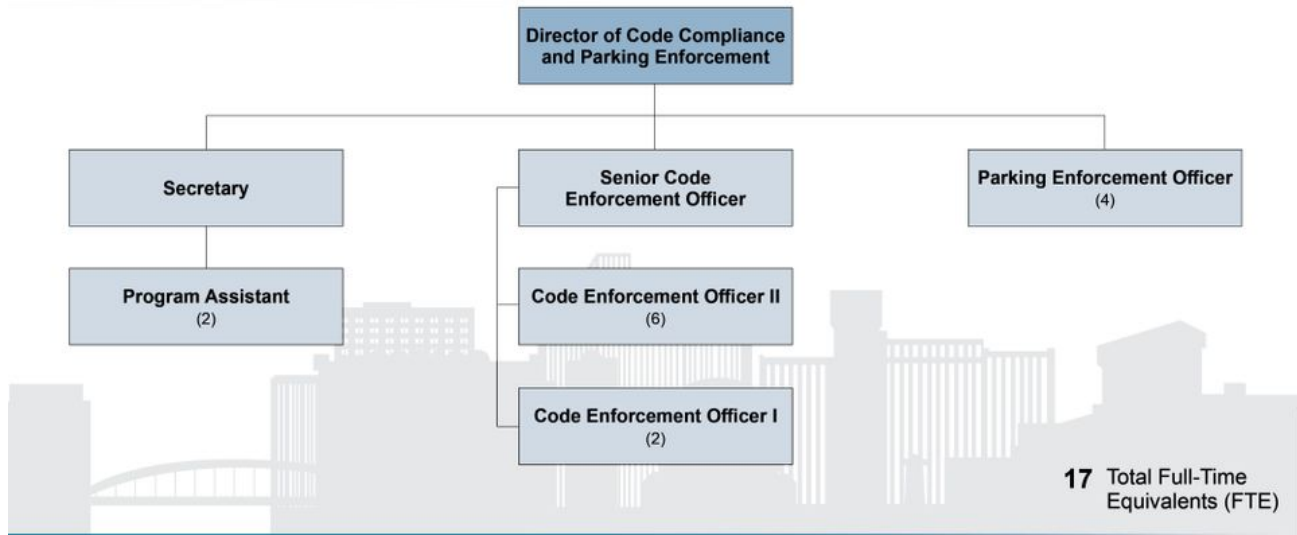
The role of the Parking Enforcement Division is to efficiently and effectively manage limited available parking and ensure compliance through a collection of meter funds, reduce blight in neighborhoods by handling abandoned auto complaints, and collection of parking fines.

## Organizational Chart - 17 FTE's

Program	FTE's
Code Enforcement	17.00
<b>Code Enforcement Total FTE's</b>	<b>17.00</b>

### Code Compliance and Parking Enforcement

Organization Chart



## Top Accomplishments for Last Year



1. Over 100 abandoned RVs were abated for FY 21/22
2. FY 21/22 the Code Enforcement Division opened 2731 code cases and closed 2429 code cases
3. Parking Enforcement Officers issued 8497 violation tickets
4. Implementation of new towing agreement to help reduce “time to tow” for abandoned vehicles.
5. Parking Enforcement acquired the use of a new property for the storage of abandoned RVs at an annual cost of \$1 to the City.

## Major Initiatives and Strategies during the Budget Year



1. Increase parking compliance productivity by at least 25%.
2. Reduce response time on code enforcement service requests.
3. Adopt the 2021 International Property Maintenance Code for rental housing units.
4. Update parking regulations to enhance parking enforcement services in neighborhoods.

## Core Services

### Enforcement

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#### ***Code Enforcement***

Assists the public by assuring that the standards established by the City Council are maintained to provide a safe and clean community and to address blight, and public nuisances in neighborhoods.

#### ***Parking Enforcement***

Efficiently and effectively manage limited available parking and ensure compliance through a collection of meter funds, help reduce blight in neighborhoods by handling junk and abandoned auto complaints, and the collection of parking fines.

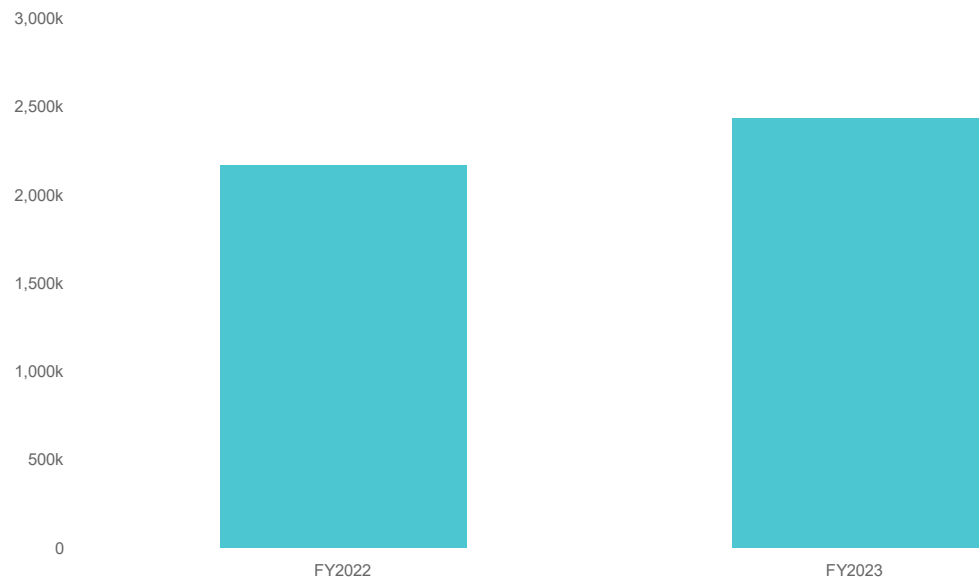
# Expenditures Summary - Parking and Code Enforcement

\$2,441,203

\$264,070

(12.13% vs. prior year)

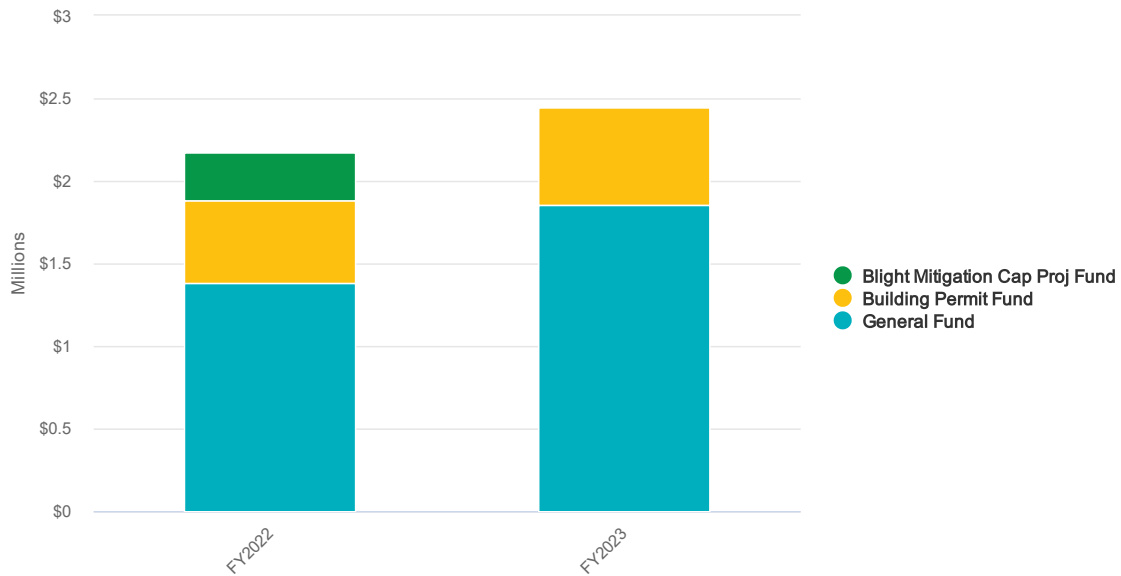
Parking and Code Enforcement Proposed and Historical Budget vs. Actual



Parking and Code Enforcement was established as a free-standing department at the end of FY22. The financials for this department were reported in prior fiscal years in both the Development and Neighborhood Services departments.

# Expenditures by Fund - Parking and Code Enforcement

## Budgeted and Historical Expenditures by Fund

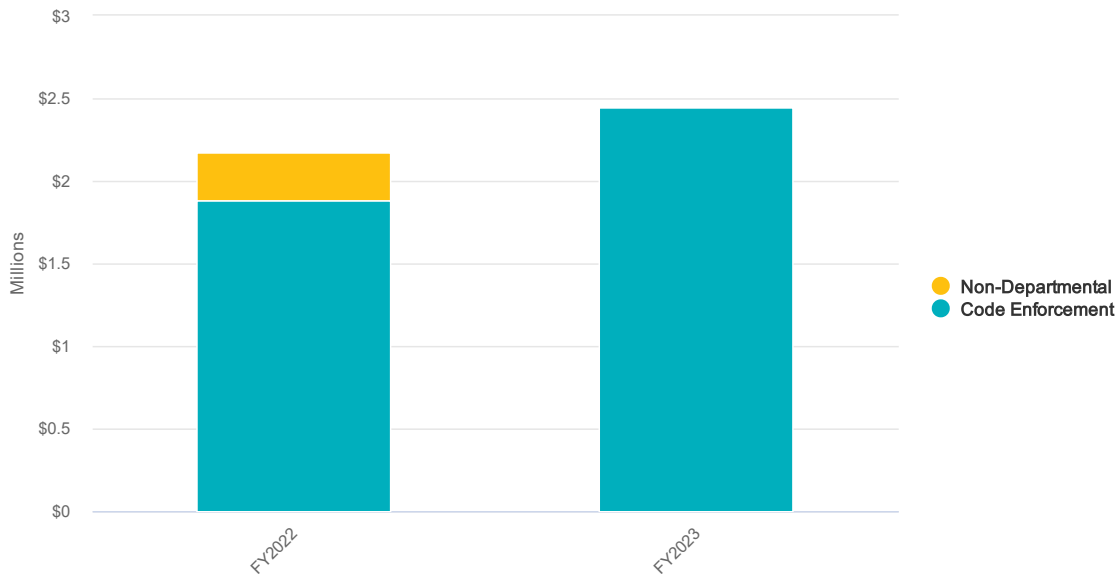


Name	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
General Fund	\$1,376,833	\$1,855,598	N/A
Blight Mitigation Cap Proj Fund	\$291,589	\$0	N/A
Building Permit Fund	\$506,931	\$585,605	N/A
<b>Total:</b>	<b>\$2,175,353</b>	<b>\$2,441,203</b>	<b>N/A</b>



## Expenditures by Function - Parking and Code Enforcement

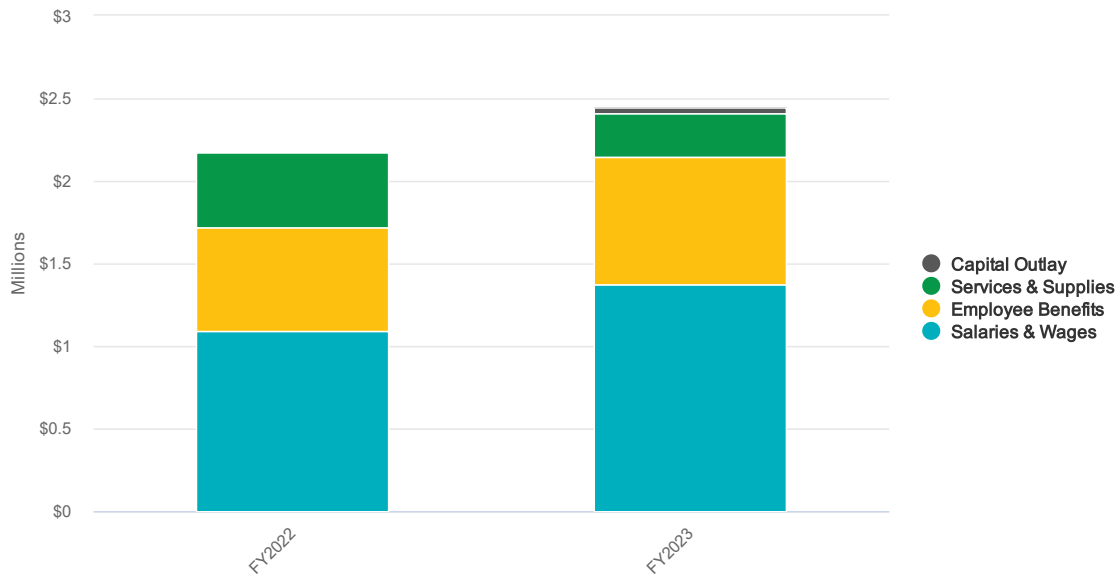
### Budgeted and Historical Expenditures by Function



Name	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expenditures			
Code Enforcement			
Code Enforcement	\$1,883,764	\$2,441,203	N/A
Non-Departmental	\$291,589	\$0	N/A
Total Code Enforcement:	\$2,175,353	\$2,441,203	N/A
Total Expenditures:	\$2,175,353	\$2,441,203	N/A

## Expenditures by Expense Type - Parking and Code Enforcement

### Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expense Objects			
Salaries & Wages	\$1,088,937	\$1,370,742	N/A
Employee Benefits	\$634,145	\$776,308	N/A
Services & Supplies	\$452,271	\$259,153	N/A
Capital Outlay	\$0	\$35,000	N/A
<b>Total Expense Objects:</b>	<b>\$2,175,353</b>	<b>\$2,441,203</b>	<b>N/A</b>

## Performance Measures

Measure	2021 Actual	2022 Target	2023 Target	Strategic Priority
Code Enforcement is implementing a new policy for additional proactive cases with a goal to ensure efforts toward neighborhood blight are increased by 10%	0%	0%	100%	Public Safety
Code Enforcement is implementing a billing process to collect fines on closed cases.	0%	50%	100%	Fiscal Sustainability
Code Enforcement will ensure all field staff are certified in FEMA Emergency response	20%	50%	100%	Public Safety
Parking Enforcement will increase all enforcement and collection of fines by 25%	50%	50%	75%	Public Safety

# Parks and Recreation



**Jaime Schroeder**  
Director of Parks and Recreation

## Mission

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To provide well maintained parks and exceptional recreational experiences for the Reno community through programs, facilities, and events that focus on safety, wellness, social, and cultural benefits which are sustainable, enhance the quality of life, and promote vitality.

## Overview

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The Parks and Recreation Department provides recreational programs, well maintained parks, and community facilities covering the following program areas:

### ***Administrative Services***

Administrative Services coordinates department-wide business functions providing administrative support, including personnel, payroll, accounting, coordination of seasonal staff orientation/training, and the volunteer program. Executive-level functions in this program include budget development, financial management, strategic planning, support of boards/commissions/committees related directly to department functions and Council policy development.

### ***Aquatics***

This division operates and maintains four public swimming pools - two indoor, year-round facilities and two outdoor/seasonal. The primary purpose of aquatics programs is to increase water safety by offering community swim lessons, followed by open/recreational swim, water fitness, lap swim, and special events. The aquatics division provides for a healthy and safe environment to promote physical fitness and overall wellness for community members.

### ***Athletics and Outdoor Recreation***

The Athletics division delivers a range of sport programs and activities for adults including basketball, softball, kickball, comhole and volleyball. The main athletic facilities overseen by athletics are the Reno Sports Complex and Idlewild Park softball fields. These facilities are used for local youth and adult sports programming as well as for local, regional, and national sport tournaments. The Outdoor Recreation program administers contracts for recreational programs with community partners to provide programs at the Reno Tennis Center, Northern Nevada Sports and Recreation, Sky Tavern Ski Area, and the former Rosewood Lakes Golf Course property.

### ***Health and Wellness***

This division operates and maintains the following facilities: Evelyn Mount Northeast Community Center, Neil Road Recreation Center, Plumas Gym, McKinley Arts and Culture Center, Horseman's Park, Teglia's Paradise Park and California Building. The division oversees both drop-in and reserved use of the facilities, contract classes, and a wide assortment of activity/meeting spaces. The reception staff at the facilities provides comprehensive activity registration and facility reservation services for the community. This division also provides leisure/recreational programs for the community that include special interest programs, fitness, social activities, and special events.

### ***Inclusion & Adaptive Services***

Inclusion & Adaptive staff program, develop, manage, and provide programs to support persons with disabilities in traditional and specialized programs. In addition, division staff advises and monitors department and Citywide staff regarding services to assure fully accessible programs, activities, and building facilities. Staff also oversees and is the liaison for the Reno Access Advisory Committee.

### ***Park Maintenance***

This division coordinates the design and construction of new parks and recreation facilities, as well as manages additions, renovations, and capital improvements at existing parks and facilities. The division maintains 88 parks, 18 miles of trails, and 1,900 acres of open space. Staff installs and maintains annual flower beds/hanging flower baskets and operates a greenhouse to support this effort. Staff also maintains or contracts for maintenance of landscaped rights-of-way along major arterials and collector streets. Staff manages the inter-local agreement with the Washoe County School District for shared “school parks”, which support the use of fields by the Reno Youth Sports Association. Staff initiates grant requests to leverage funds for park improvements and open space/trails, then administers the reporting requirements for any subsequent grant awards. This division administers and oversees parks maintained through agreements with homeowner associations.

### ***Urban Forestry***

This division maintains and manages Reno’s urban forest. Services include planting, inspecting, and pruning approximately 24,000 publicly-owned trees located in parks, along streets, and around civic buildings. The division offers arboriculture education, outreach, and promotes the City’s ReLEAF Reno initiative to increase the tree canopy. Staff also provides administrative support to the Reno Urban Forestry Commission and technical support for the Public Works and Community Development departments for forestry-related issues.

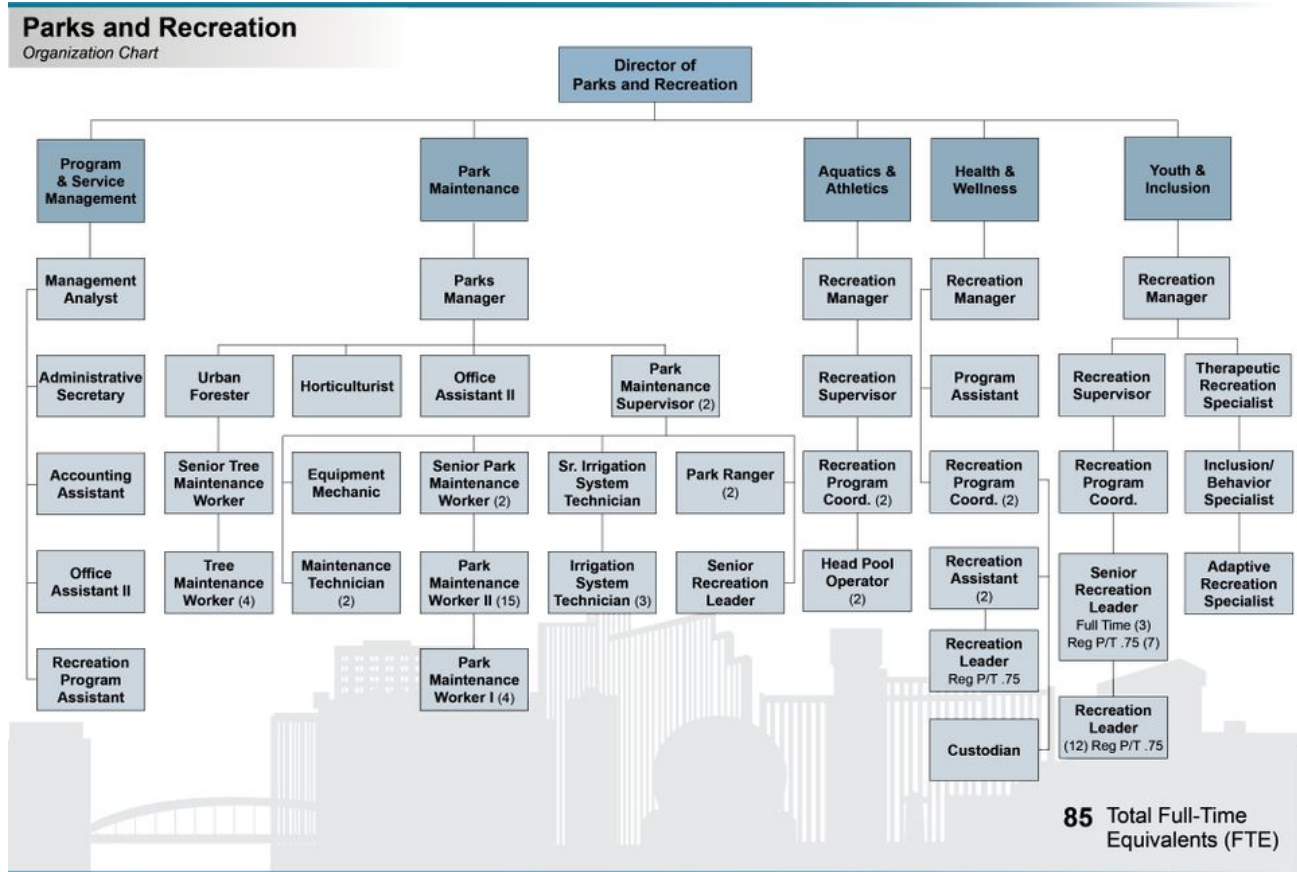
### ***Youth Development***

This division provides active, safe, nurturing, and positive environments and recreational opportunities for youth and teens. Programs include the Sierra Kids before and after school recreation and enrichment programs at numerous elementary schools. Other activities for youth and teens include Vacation Station, a variety of summer and holiday week-long programs, Reno Enrichment Programs, and the Youth City Council. This division also facilitates nutrition services throughout the year at designated sites, with the financial support of the Food Bank of Northern Nevada and Washoe County. It also develops community partnerships by working with businesses, non-profits, Washoe County School District, community volunteers, and other agencies/individuals to provide the best possible services to the community at the lowest possible cost.



## Organizational Chart - 85 FTE's

Program	FTE's
Aquatics	4.00
Athletics	2.00
Health and Wellness	7.75
Park Maintenance	36.00
Program and Service Management	6.00
Recreation-Inclusion	3.20
Urban Forestry	6.00
Youth Development	20.05
<b>Parks and Recreation Total FTE's</b>	<b>85.00</b>



## Top Accomplishments for Last Year



1. Addressed increased temporary salaries costs due to state-mandated annual minimum wage increase by creating an annual fee increase program to cover the expenses without having to cut programs offered to the community.
2. Updated Five Year Operations Plans by Division.
3. Created onboarding training manuals for each Division.
4. Completed update of 90 departmental Policies and Procedures; retired 5 policies.
5. Implementation of Accounts Payable direct input into New World.
6. Streamlined hiring and developed on-boarding process to allow employees to begin training and shadowing immediately after hire.
7. Completed construction of a perimeter steel fence at Yori Park.
8. Replaced safety surfacing at Somerset East, Liston, Damonte Ranch, and Summit Ridge parks.
9. Installed landscaping improvements, decorative fencing, and a mural at the east portion of the ReTRAC train trench lid.
10. Completed installation of Musco mini-pitch futsal courts at Teglia's Paradise Park.
11. Reinstated the Park Ranger program.
12. Received the Nevada Recreation and Park Society Special Feature Elmer H. Anderson Park Excellence Award for Bicentennial Park/Sculpture Garden.
13. American Society of Landscape Architects Nevada Chapter's Award of Honor awarded to the City's Urban Forester.
14. Distributed 300 discounted trees to residents through the ReLeaf Reno/Arbor Day Foundation Community Canopy program.
15. Installed temporary skatepark elements at City Plaza.
16. Updated Codes under Title 8 and 18 for Tree Protection Standards.
17. Successfully administered protocols to mitigate the spread of COVID-19 to be able to open Evelyn Mount Northeast Community Center, Neil Road Recreation Center, Northwest Pool, Idlewild Pool, Traner Pool, 3 youth summer camp sites for Vacation Station, and 20 Sierra Kids sites to provide recreational services to the community during a pandemic.
18. Completion of HVAC addition to Plumas Gym.
19. Flooring project completed at Evelyn Mount Northeast Community Center.
20. Successfully rolled out recreation programming and independent contractors with no shutdowns due to COVID-19.
21. Collaborated with the Reno Tennis Center to provide discounted rates to residents that qualify for financial aid support through the Parks and Recreation scholarship program.
22. CMAR awarded for the construction of the new Moana Springs Community and Aquatics Center.
23. Established the Aquatics Recreation Specialist class specification and increased the pay rate for certified lifeguards to assist in the successful retention and recruitment of staff.
24. Installation of pool covers for Idlewild Pool during the winter months, allowing for an expedited opening of the facility in the spring allowing for more use due to high pool space demand.
25. Successfully operated Youth and Inclusion programming with COVID-19 restrictions including camp, before and after program Trunk or Treat event.
26. Successfully improved Target Solutions training efficiency and completion rate in Youth.
27. Successful inclusive special events including Pool Pawty and Dog Fest.
28. Implemented and received grant funding for a new sled hockey program at Reno Ice.
29. Received a Nevada Recreation and Park Society Program Excellence Award for the Renown Alumni Recreation Therapy Program partnership with Renown Health.
30. Increased grant awards and contract funds to support Adaptive/Veteran Programs.



## Major Initiatives and Strategies during the Budget Year



1. Complete the Parks, Recreation and Open Space (PROS) Plan as an update to the 2008 Recreation and Facilities plan
2. Implement state-mandated annual minimum wage increase program for temporary employees (Year 3 of 5)
3. Improve onboarding procedures for staff.
4. Increase temporary employee recruitment and retention.
5. Maintain and increase training for temporary staff.
6. Increase outreach efforts for Parks and Recreation scholarship/financial aid program.
7. Participate in reorganization of the Special Event permitting process.
8. Improve Park Maintenance and Urban Forestry level of service standards.
9. Complete necessary facility infrastructure improvements.
10. Complete CDBG improvements at Robinhood and Teglia's Paradise parks.
11. Complete phase 3 improvements at Mayor's/McAlinden Park; including irrigation upgrades, flat field installation, and new playground elements.
12. Complete Brodhead Park improvement projects utilizing an LWCF grant and RCT matching funds.
13. Reinstate Horticulturist program and re-open greenhouse.
14. Create or support outdoor or virtual age-friendly programming.
15. Maintain current programs with sufficient staffing levels to meet American Red Cross 25:1 lifeguard ratio.
16. Maintain current 1:15 staff to child ratio for Sierra Kids and Vacation Station.
17. Increase inclusion training for staff at Youth sites.
18. Create strategy to ensure ability to complete grant funded Adaptive programs due to COVID-19 closures and restrictions.
19. Create strategy to increase enrollment for Youth Programs at the conclusion of the COVID-19 pandemic.

## Core Services

### Aquatics

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- Operate two seasonal and two year-round pool facilities.
- Provide safe, low-impact exercise and fitness activities.
- Increase water safety by offering community swim lessons.

### Athletics

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#### ***Adult Sports***

Manage adult athletics programs including kickball, basketball, volleyball, softball, and cornhole.

#### ***Contract Recreation***

Oversee outsourced agreements with Tennis Nation Racquet Sports, Project Discovery, The Loading Zone, Northern Nevada Sports & Recreation, Sky Tavern, Rosewood Lakes Nature Study Area, and special interest contract classes.

### Inclusion and Adaptive

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#### ***Accessibility — Inclusion & Adaptive***

Develop, manage, and provide programs/services to support persons with disabilities in traditional and specialized programs.

### Health and Wellness

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#### ***Health and Wellness***

- Manage Evelyn Mount Northeast Community Center, Neil Road Recreation Center, Plumas Gym, McKinley Arts and Culture Center, Paradise Park Activity Center, Horseman's Park, and California Building.
- Provide recreation activities and opportunities to meet the needs of the community.

#### ***Development and Community Collaborations***

Work with businesses, non-profits, Washoe County Senior Services Department, community volunteers, and other agencies or individuals to provide the best possible services to the community at lowest possible cost.

#### ***ACTIVE Software***

Administer software program and manage customer accounts for program registration, rentals, and point of sale services.

### Park Maintenance

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#### ***Clean & Usable Facilities***

Provide clean and usable park facilities, including restrooms, shelters, play areas, and fields.

#### ***Park Safety & Infrastructure***

Provide safe and operable park facilities, including general park and playground safety, irrigation maintenance, and turf maintenance.

#### ***Capital Improvement Program***

Coordinate new park development and open space acquisition with Development Services and Public Works. Plan and implement Capital Improvement Plan for new construction and renovation of park facilities.

### ***Private Development Review***

New developments include plan for construction of park facilities.

## **Program and Service Management**

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### ***Planning***

- Review, revise, and update Department's mission statement.
- Support timely reporting of Department's progress on City Council directives and projects.
- Seek outside funding for Parks and Recreation facilities, programs, and services to meet City Council Priorities.

### ***Financial Management***

Support continued solid fiscal management that results in financial accountability and stability.

### ***Cash reports, payroll and accounting for department***

Utilize New World and complete journal entries, payroll input, cash reports, grant and donation tracking, spreadsheets to assist Director and Division Managers tracking of revenues and expenses.

### ***Hiring & Processing of Temp Staff***

Initiate and maintain current status information for approximately 400 temporary staff.

### ***Scholarship Administration***

Intake and qualification review of scholarship applicants for the Children's Cabinet Scholarship funding and the City of Reno Scholarship program. Establish customer accounts for appropriate levels of scholarship support.

## **Resource Development/Customer Service**

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Seek funding options, assist with writing grants and seeking donations for parks and recreation facilities and programs to increase community offerings. Work with staff to ensure that front desk staff and all other staff are trained in excellent customer service. Revise the Volunteer Program for the department.

## **Urban Forestry**

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### ***Scheduled Tree Pruning***

Scheduled pruning for park and street trees to achieve a 9-year pruning cycle.

### ***Tree Planting***

Plant new trees in parks and public right of way to replace aging trees and increase tree canopy; coordinate ReLeaf Reno tree distribution events and volunteer tree planting projects.

### ***Education & Public Outreach***

Educate and inform the general public, developers, and landscaping industry on economic, environmental, and social benefits of a healthy urban forest.

## **Youth Services**

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### ***Youth Services Division***

Provide active, safe, nurturing, and positive environments and recreational opportunities for youth and teens.

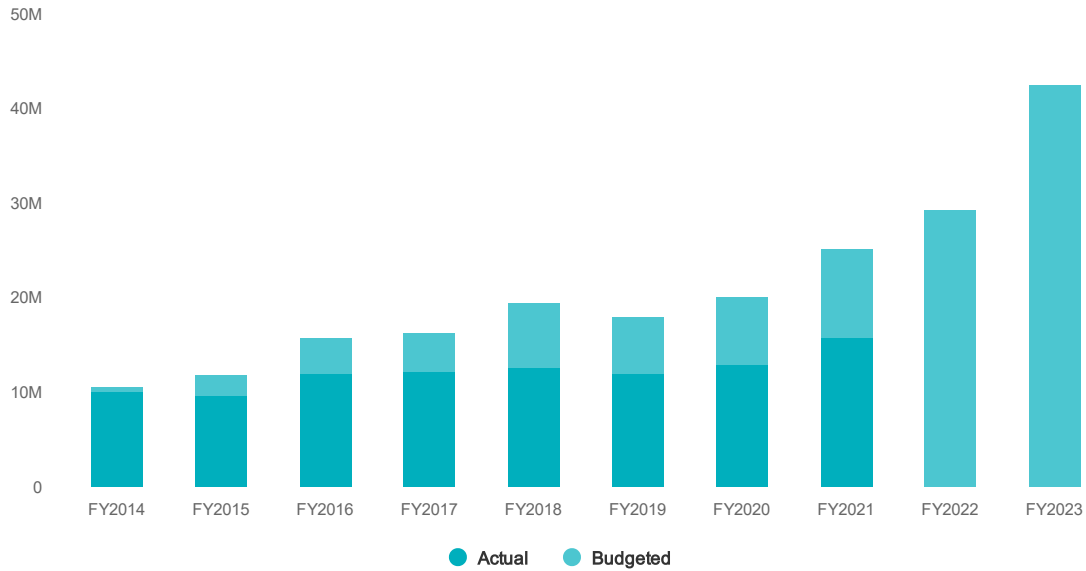
### ***Development of Community Collaborations***

Work with businesses, non-profits, Washoe County School District, community volunteers, and other agencies/individuals to provide the best possible services to the community at lowest possible cost.

## Expenditures Summary - Parks and Recreation

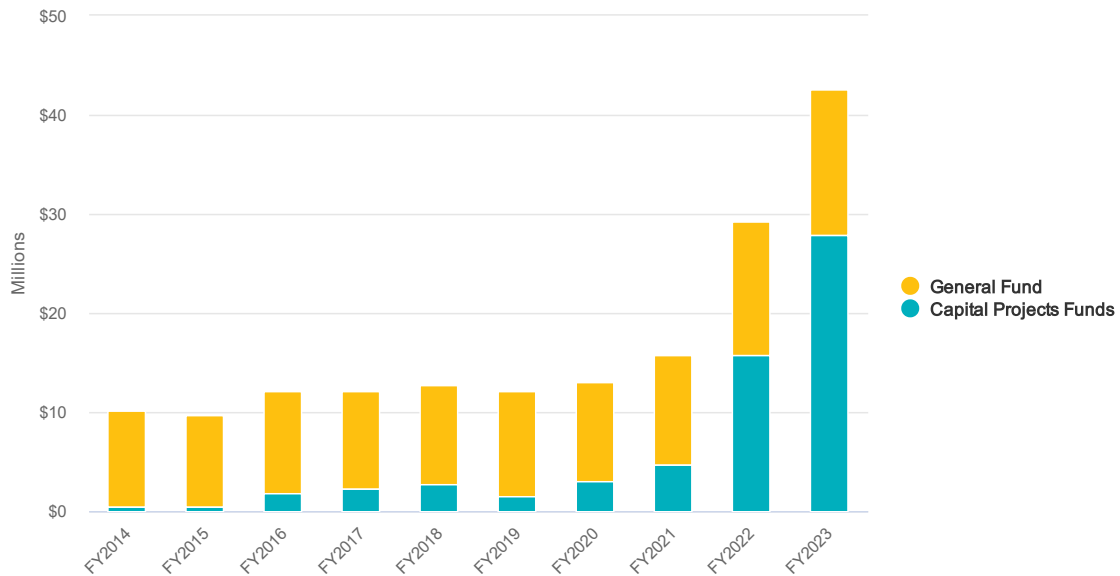
**\$42,508,074** **\$13,199,727**  
(45.04% vs. prior year)

### Parks and Recreation Proposed and Historical Budget vs. Actual



# Expenditures by Fund - Parks and Recreation

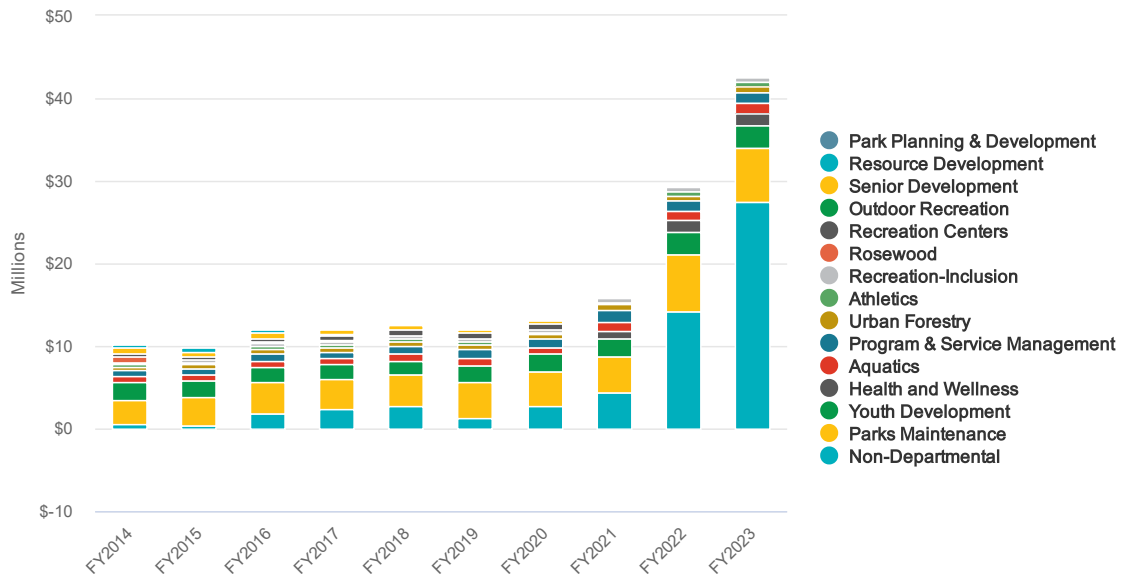
## Budgeted and Historical Expenditures by Fund



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
General Fund	\$11,057,909	\$12,532,938	\$14,635,302	11.4%
Capital Projects Funds				
Pw Capital Projects Fund	\$14,104	\$10,000,000	\$0	-100%
Grant Funded Capital Projects	\$76,614	\$10,426	\$0	0%
Parks Gen Capital Projects Fund	\$408,246	\$1,563,095	\$400,000	0%
Park District Six-Caughlin Ranch	\$0	\$500	\$500	0%
Park District One	\$869,001	\$1,165,000	\$50,000	-95.7%
Park District Two	\$19,875	\$50,000	\$50,000	0%
Park District Three	\$86,976	\$420,000	\$20,000	-95.2%
Park District Four	\$2,862,949	\$600,000	\$300,000	36.4%
Park District Five	\$313,822	\$170,000	\$50,000	-70.6%
Park District-Caughlin County	\$108,290	\$0	\$2,272	1.5%
Moana Pool Cap Proj Fund		\$0	\$27,000,000	N/A
<b>Total Capital Projects Funds:</b>	<b>\$4,759,878</b>	<b>\$13,979,021</b>	<b>\$27,872,772</b>	<b>282.6%</b>
<b>Total:</b>	<b>\$15,817,786</b>	<b>\$26,511,959</b>	<b>\$42,508,074</b>	<b>108.1%</b>

# Expenditures by Function - Parks and Recreation

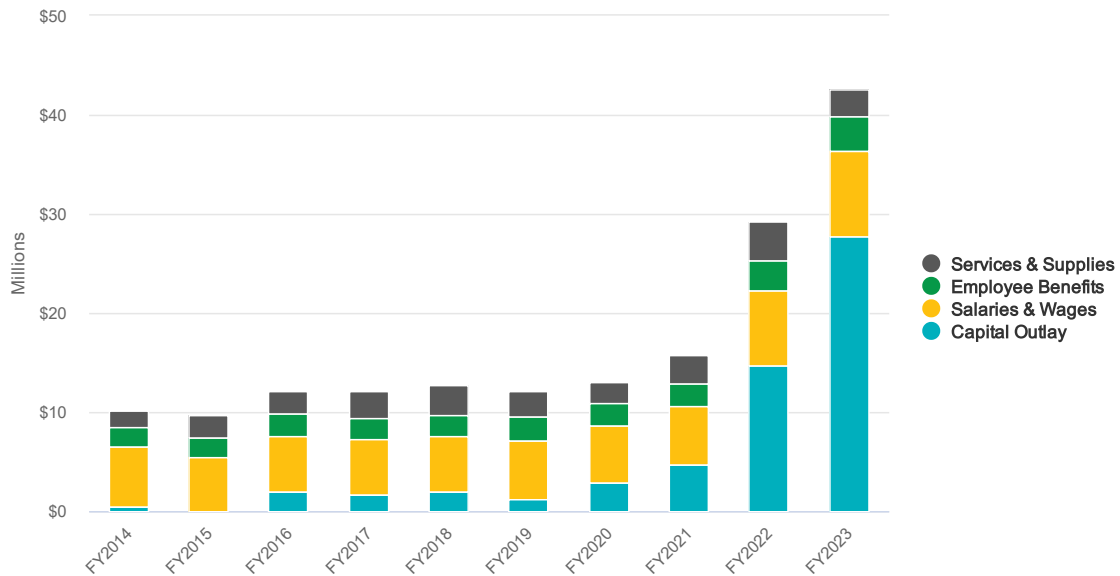
## Budgeted and Historical Expenditures by Function



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expenditures				
Parks and Recreation				
Program & Service Management	\$1,537,589	\$901,099	\$1,208,435	5.6%
Parks Maintenance	\$4,398,897	\$6,901,266	\$6,515,083	16.7%
Urban Forestry	\$605,523	\$661,702	\$728,323	10%
Health and Wellness	\$1,017,997	\$1,170,265	\$1,417,833	7%
Aquatics	\$1,035,932	\$1,096,204	\$1,324,075	18.5%
Athletics	\$305,195	\$426,896	\$526,025	7.4%
Recreation-Inclusion	\$453,620	\$371,938	\$493,729	25.7%
Senior Development	\$1,808	\$0	\$0	0%
Youth Development	\$2,096,928	\$2,566,663	\$2,782,769	0.1%
Rosewood	\$3,874	\$0	\$39,030	-3.3%
Outdoor Recreation	\$7,201	\$0	\$0	-100%
Recreation Centers	\$1,499	\$0	\$0	0%
Non-Departmental	\$4,351,722	\$12,415,926	\$27,472,772	299%
<b>Total Parks and Recreation:</b>	<b>\$15,817,786</b>	<b>\$26,511,959</b>	<b>\$42,508,074</b>	<b>108.1%</b>
<b>Total Expenditures:</b>	<b>\$15,817,786</b>	<b>\$26,511,959</b>	<b>\$42,508,074</b>	<b>108.1%</b>

# Expenditures by Expense Type - Parks and Recreation

## Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expense Objects				
Salaries & Wages	\$5,849,519	\$7,624,565	\$8,589,543	13.4%
Employee Benefits	\$2,344,120	\$3,166,716	\$3,445,444	8.8%
Services & Supplies	\$2,865,540	\$1,755,587	\$2,717,087	9.3%
Capital Outlay	\$4,758,608	\$13,965,091	\$27,756,000	285.6%
<b>Total Expense Objects:</b>	<b>\$15,817,786</b>	<b>\$26,511,959</b>	<b>\$42,508,074</b>	<b>108.1%</b>



## Performance Measures

Measure	2021 Actual	2022 Target	2023 Target	Strategic Priority
Ratio of public trees planted vs. removed	1.08:1	1.7:1	1.5:1	Vibrant Neighborhoods and Public Places
Percent of tree crew time spent on scheduled pruning to meet 9-year pruning cycle	25.1%	30%	40%	Vibrant Neighborhoods and Public Places
Average Grade for Park Inspections	C	C+	C+	Vibrant Neighborhoods and Public Places
Volunteer hours performed and value of voluntary time <i>(*Reduced in 2020-2021 due to COVID regulations and safety measures.)</i>	761 \$21,733	11,000 \$313,940	11,000 \$313,940	Ensure Financial Stability
Participants enrolled in swimming lesson sessions* <i>(*Reduced in 2020-2021 due to COVID regulations and safety measures.)</i>	772	1,450	1,600	Vibrant Neighborhoods and Public Places
Increase staff attendance at monthly aquatics in-service training	67%	70%	75%	Vibrant Neighborhoods and Public Places
Youth parents rating the value of the swim lesson program as good (4) or excellent (5). (1-5 rating)	97%	97%	97%	Vibrant Neighborhoods and Public Places
Participants who indicate that programming enhances their physical and mental well-being	94%	99%	99%	Vibrant Neighborhoods and Public Places
Recreation participation activity volume* <i>(*Parks usage is not measured, special events no longer included; reduced in 2020-2021 due to COVID regulations and safety measures.)</i>	55,995	70,000	90,000	Vibrant Neighborhoods and Public Places
Youth/Inclusion Site Surveys returned at 20/30 or better for compliance to standards.	86	90	100	Vibrant Neighborhoods and Public Places
New: Youth Programs -Student Average Daily Attendance across all 22 Sierra Kids program sites. <i>(*Reduced in 2020-2021 due to COVID regulations and safety measures.)</i>	568	600	1,400	Safe, Healthy Inclusive Community
New: Youth Programs - Total Yearly Student across all 22 Sierra Kids program sites. <i>(*Reduced in 2020-2021 due to COVID regulations and safety measures.)</i>	29,508	30,000	60,000	Safe, Healthy Inclusive Community
New: Youth/Inclusion - attend recruiting events to increase number of employees working in Youth Programming.	3	6	7	Ensure Financial Stability

# Police



**Jason Soto**  
Chief of Police

## Mission

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We are committed to partnering with our community to create a safe city by providing the highest level of police services.

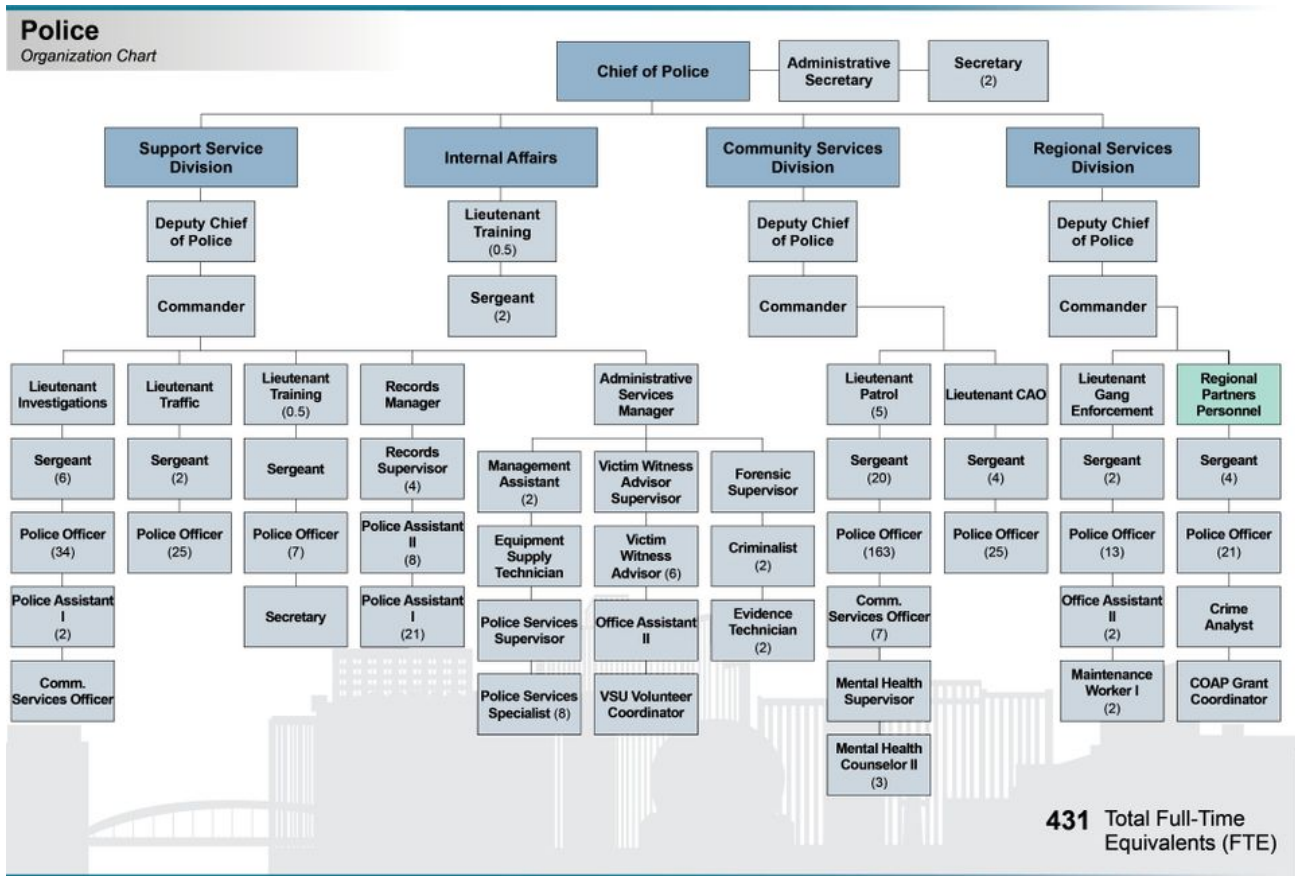
## Overview

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The Police Department provides the community with efficient, effective, and equitable police services. The Department utilizes an Intelligence Led Policing and Community Oriented Policing and Problem Solving (COPPS) Model to guide the delivery and quality of its services. Under these methods, the department solicits the public's participation in collaborative problem solving partnerships to address concerns related to crime, disorder, and fear.

## Organizational Chart - 431 FTE's

Program	FTE's
Crime Prevention	208.00
Downtown Tax District	16.00
Forensic Investigation Services	3.00
Gang Enforcement	20.00
Investigations	94.00
Police Service Technicians	7.00
Program And Service Management	14.00
Records and Identification	34.00
Traffic	28.00
Training	7.00
<b>Police Total FTE's</b>	<b>431.00</b>



## Top Accomplishments for Last Year



1. Hired three Mobile Outreach and Safety Team (MOST) Clinicians and a MOST Supervisor to assist with outreach and referral services for people experiencing homelessness, substance abuse and mental health crisis.
2. Developed and hired a Forensic Investigation Team to process crime scenes, collect evidence at major crime scenes and instruct basic crime scene investigation within the department.
3. Developed and instructed a regional dispatch academy that will standardize dispatching across the local region for interoperability.
4. Began enhancements to the Public Safety Center
5. Added an additional gang detective to the Regional Gang Unit to combat gang crimes and better serve our community.

## Major Initiatives and Strategies during the Budget Year



1. Improve compliance with Public Records requests and the National Incident-Based Reporting System reporting requirements.
2. Enhance capabilities to investigate crime scenes, collect evidence and increase methods of delivery of police services.
3. Enhance the capabilities of the newly formed Mobile Outreach and Safety Team (MOST) within the department and region.
4. Increase sworn and professional staffing levels to keep up with departmental attrition and to keep up with the growth of the community.
5. Begin developing strategies to implement the 988 initiative for Washoe County for Mobile Crisis Teams and the Crisis Call Center Hub.
6. Implementation of new technologies (Shotspotter, Fuses and Coplink).
7. Implement dash cams.
8. Complete the CAD/RMS RFP and selection process.

## Core Services

### Community Service Officers

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Respond to citizen requests for non-emergency services in a prompt and cost-efficient manner. Process crime scenes for evidence.

### Crime Prevention

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- Promote the safety of the community and improve the quality of life for residents by developing problem solving partnerships with the community.
- Respond to calls for service in a prompt and courteous manner.
- Evaluate effective deployment of police resources on a day-to-day basis, including special events and homeland security concerns.

### Downtown Police

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- Provide a high visibility law enforcement presence in the downtown area by fostering partnerships with the downtown community while handling large special events that bring additional automobile and pedestrian traffic.
- Create an environment that suppresses and discourages criminal behavior by establishing Clean and Safe strategies in the downtown core.
- Collaborate with the Downtown Management Organization to manage and operate Business Improvement District related activities.

### Gang Enforcement

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Promote the safety of the community and feeling of security among citizens. Limit gang-related crime through a new regional aggressive law enforcement efforts focused on gang members involved in criminal activity.

### Investigations

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Crimes will be investigated to encourage timely apprehension of offenders and recovery of stolen property.

### Program & Service Management

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Plan, administer, and coordinate the resources necessary to ensure cost-effective and efficient provisions to Reno Police Department services.

### Records and Identification

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Promote the safety of the public and those involved in the criminal justice process. Administer the identification and work permit process for those individuals so required to by law. Provide a state of the art record and corrections management automated reporting system.

### Traffic

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Ensure safe, efficient traffic flow, and pedestrian safety in the community through enforcement of traffic laws and public education to reduce property damage, injuries, and deaths associated with traffic crashes.

## Training

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### *Training*

Ensure the department is capable of providing the highest quality service to the public by adequately training employees. Research information on advances in methods and techniques in policing. Monitor activities for compliance with departmental goals.

### *Recruiting*

Continue a concerted effort in the area of recruiting a more diverse work force that is reflective of the community.

## Evidence and Forensics Unit

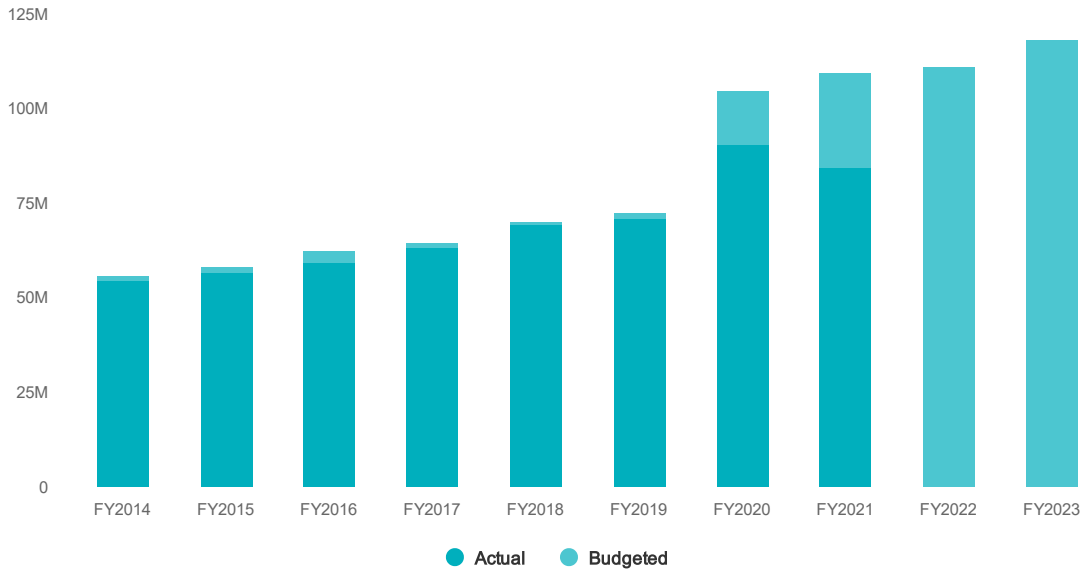
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Oversight for evidence collection, safeguarding and disposition of property, and for the processing of forensic evidence taken for the Police Department.

## Expenditures Summary - Police

**\$118,133,980** **\$7,182,915**  
(6.47% vs. prior year)

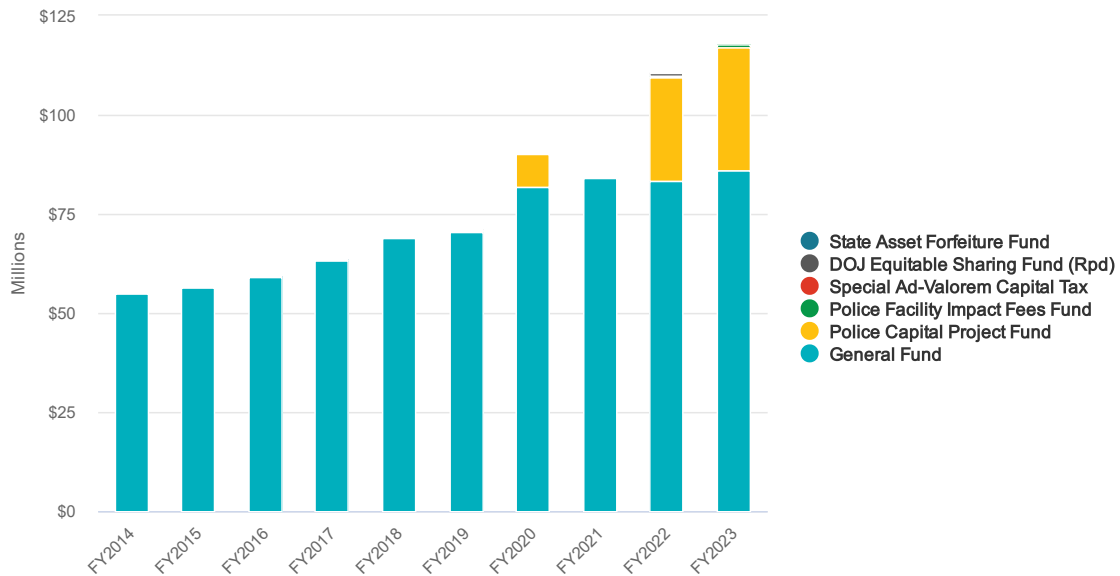
### Police Proposed and Historical Budget vs. Actual



Prior to FY22 the Public Safety Dispatch division was reported under Police. These financials can now be found on the City Manager's Office page.

## Expenditures by Fund - Police

### Budgeted and Historical Expenditures by Fund

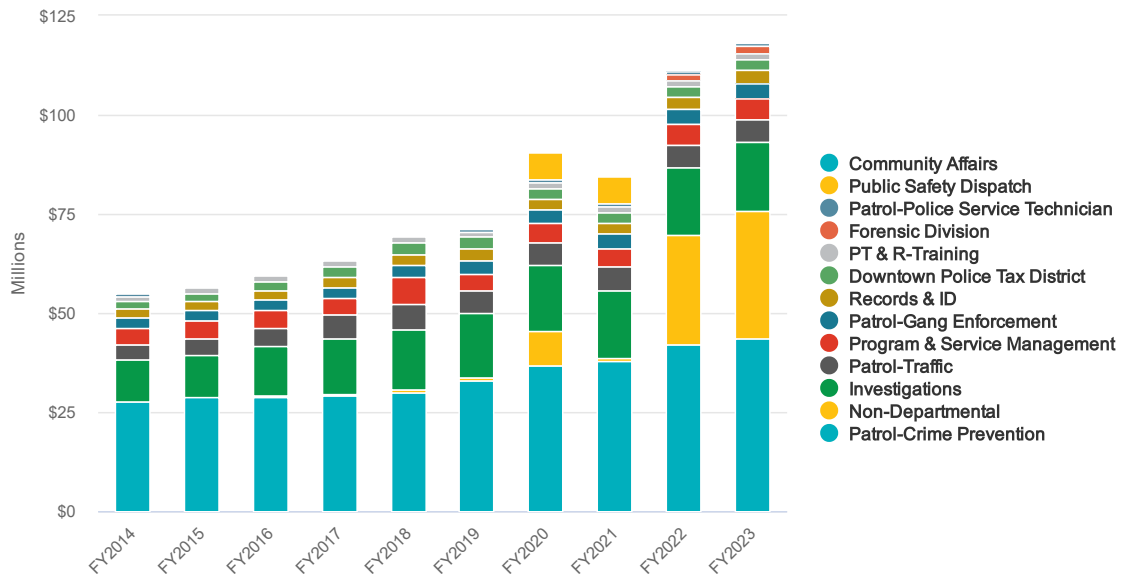


Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
General Fund				
General Fund	\$83,969,352	\$79,446,735	\$85,933,980	-0.9%
<b>Total General Fund:</b>	<b>\$83,969,352</b>	<b>\$79,446,735</b>	<b>\$85,933,980</b>	<b>-0.9%</b>
State Asset Forfeiture Fund	\$40,415	\$205,971	\$0	0%
DOJ Equitable Sharing Fund (Rpd)	\$170,876	\$724,372	\$100,000	0%
Police Capital Project Fund	\$329,195	\$35,338,839	\$31,000,000	588.9%
Special Ad-Valorem Capital Tax	\$0	\$150,000	\$100,000	100%
Police Facility Impact Fees Fund	\$0	\$0	\$1,000,000	N/A
<b>Total:</b>	<b>\$84,509,838</b>	<b>\$115,865,917</b>	<b>\$118,133,980</b>	<b>29.3%</b>



# Expenditures by Function - Police

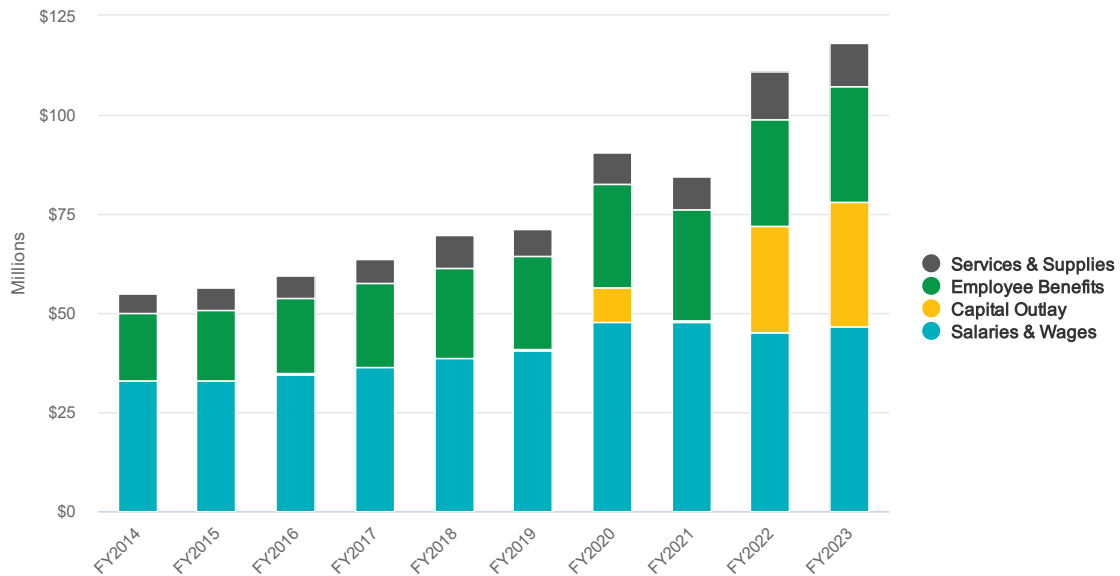
## Budgeted and Historical Expenditures by Function



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expenditures				
Public Safety				
Police				
Program & Service Management	\$4,736,178	\$4,481,682	\$5,100,671	15.4%
Records & ID	\$2,900,610	\$3,035,745	\$3,607,612	15.1%
Downtown Police Tax District	\$2,431,300	\$2,537,877	\$2,419,053	-4.7%
Patrol-Crime Prevention	\$37,997,724	\$40,170,988	\$43,376,824	8.7%
Patrol-Gang Enforcement	\$3,576,577	\$3,547,424	\$3,701,404	5.3%
Patrol-Police Service Technician	\$684,735	\$736,305	\$854,932	16.1%
Patrol-Traffic	\$5,960,512	\$5,741,263	\$5,767,435	2.8%
Investigations	\$17,117,321	\$16,247,056	\$17,667,829	8.5%
Public Safety Dispatch	\$7,011,906	\$0	\$0	-100%
PT & R-Training	\$1,552,490	\$1,658,127	\$1,783,973	11.4%
Non-Departmental	\$540,486	\$36,419,182	\$32,200,000	592.5%
Forensic Division	\$0	\$1,290,268	\$1,654,247	25.3%
<b>Total Police:</b>	<b>\$84,509,838</b>	<b>\$115,865,917</b>	<b>\$118,133,980</b>	<b>29.3%</b>
<b>Total Public Safety:</b>	<b>\$84,509,838</b>	<b>\$115,865,917</b>	<b>\$118,133,980</b>	<b>29.3%</b>
<b>Total Expenditures:</b>	<b>\$84,509,838</b>	<b>\$115,865,917</b>	<b>\$118,133,980</b>	<b>29.3%</b>

## Expenditures by Expense Type - Police

### Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expense Objects				
Salaries & Wages	\$47,669,990	\$43,362,127	\$46,656,829	-3%
Employee Benefits	\$28,088,266	\$26,800,282	\$28,977,911	-2.2%
Services & Supplies	\$8,473,074	\$10,244,669	\$10,976,640	24.7%
Capital Outlay	\$278,508	\$35,458,839	\$31,522,600	554%
<b>Total Expense Objects:</b>	<b>\$84,509,838</b>	<b>\$115,865,917</b>	<b>\$118,133,980</b>	<b>29.3%</b>

## Performance Measures

Measure	2021 Actual	2022 Target	2023 Target	Strategic Priority
Emergency in progress response time <5 minutes	66%	93%	93%	Provide Public Safety
Recovery of reported stolen vehicles	82%*	93%	93%	Provide Public Safety
Survey statistic - Overall satisfied with service provided by RPD	92%	83%	85%	Provide Public Safety
Firearms Recovered	459	450	450	Provide Public Safety
Reduction in Violent Crimes	5.1%+	50%	50%	Provide Public Safety

\* Does not reflect vehicles recovered in outside jurisdictions such as Sparks and Washoe County as was reflected in previous years. This is a result of the transition from UCR to NIBRs reporting.

# Public Works



**Kerrie Koski, P.E.**  
Director of Public Works & City Engineer

## Mission

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Plan, design, build, and operate sustainable and resilient public infrastructure that protects and improves quality of life, supports healthy natural resources, and complements diverse growth for the vibrant Reno community.

## Overview

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The Public Works Department is comprised of engineers, City surveyor, project coordinators, senior engineering technicians, asset data manager, property manager, and administrative staff to manage a variety of work programs and provide direct public services. The Department achieves results through employing a well-trained work force that is committed to serving the needs of the community. The department participates in and supports regional public service agencies, including the Washoe County Regional Transportation Commission, Truckee Meadows Regional Planning Agency, and legislative issues.

The Department implements a significant percentage of the City's annual capital improvement projects on behalf of all City departments. Major project areas include the Neighborhood Streets program, Parks improvements, Sanitary Sewer collection system replacement and Building projects. In addition, this division is responsible for Excavation & Encroachment Permitting, Quality Assurance Program and infrastructure data collection and mapping.

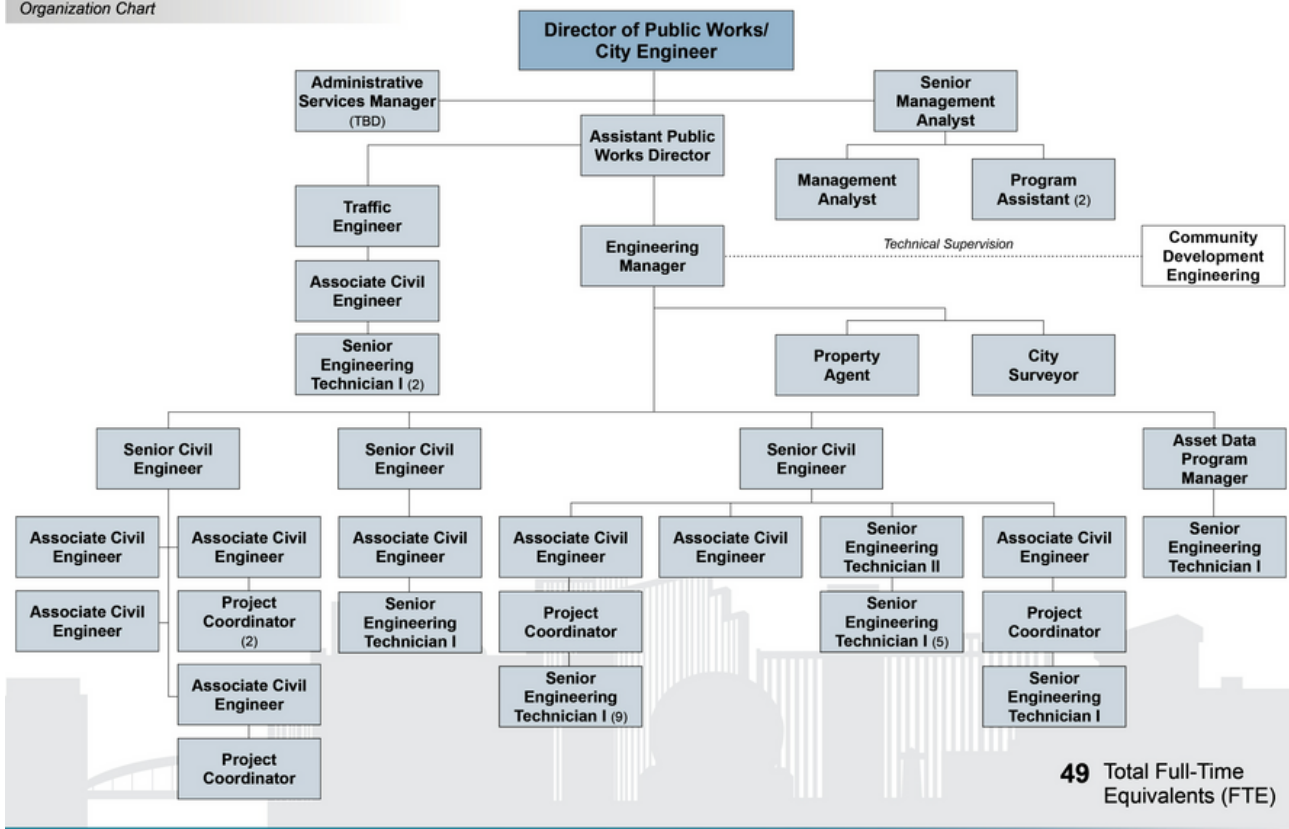
The Department also includes the City's Traffic Engineering functions and provides municipal traffic engineering primarily geared toward neighborhood safety and the general movement of goods/services throughout the community.

## Organizational Chart - 49 FTE's

Program	FTE's
Building Fund	4.00
Capital Projects	38.20
Program & Service Management	1.80
Property Management	1.00
Traffic Engineering & Operations	4.00
<b>Public Works Total FTE's</b>	<b>49.00</b>

### Public Works

Organization Chart



## Top Accomplishments for Last Year



1. Due to the novel coronavirus (COVID-19) pandemic, conducted operational risk assessments and implemented safety plans for employees and visitors to public facilities and assisted other departments as needed. Coordinated with DoIT to provide technology tools for improved productivity both in the field and for staff working from home.
2. School Zone Safety Audits resulting in over 250 traffic control changes were completed prior to the 2021-2022 school year.
3. Awarded a FEMA Predisaster Hazard Mitigation Grant for the seismic retrofit of City Hall through the State of Nevada Department of Emergency Management, resulting in a \$4M grant for construction of the recommended improvements. Construction is expected to begin in the summer of 2022.
4. Completed Capital Improvement Plan for funding needs to advance several needed public facilities to include the Public Safety Center, Moana Springs Community Aquatics and Fitness Center, City Hall Seismic Retrofit, and the design of a future Fire Department Headquarters building. This plan was used by Finance to develop a funding strategy which was approved by City Council.
5. Established Nevada's first Pedestrian Safety Zone on East Fourth Street, which provides double penalties for certain moving violations in an effort to decrease pedestrian fatalities.
6. Completed the 2050 Regional Transportation Plan update as a regional partner to ensure timely improvements for all modes of transportation.
7. Upgraded infrastructure mapping program.
8. Completed "public facing" sewer and drainage infrastructure map.
9. Provided over 90 plan reviews on Regional Road Projects and Nevada Department of Transportation Projects.
10. Transitioned inspection documentation process for the Excavation and Encroachment Permit program to a 100% digital format for increase in staff efficiencies.
11. Implemented a micromobility pilot project on Virginia Street from Liberty Street to 5th Street and 5th Street from Vine Street to Evans Avenue. Developed a public survey to obtain data that will provide insights into road safety, traffic intensity and equity for making informed decisions on the design of future projects.

## Major Initiatives and Strategies during the Budget Year



1. Construction of Phase 1 of the Public Safety Center to include structural, mechanical, electrical, and plumbing improvements. Transition to Phase 2 to include interior and site improvements for a fully operational facility by Fall 2024.
2. Begin the first phase of construction of the Moana Springs Community Aquatics and Fitness Center which includes the underground utilities and associated site work. Complete the design of the second phase which includes the vertical construction of the pools and the building.
3. Begin seismic upgrade of City Hall, installing dampers on floors 7 through 16, as well as upgrading select column connections throughout the building.
4. Update the City of Reno Americans with Disabilities Act (ADA) transition plan for City right-of-way including an inventory of the ADA accessible routes.
5. Coordinate with Vision Zero Task Force and local partners to improve pedestrian safety in the City of Reno and the region.
6. Transition the inspection documentation process for the Quality Assurance Program to a 100 % digital format to increase staff efficiencies.
7. Provide support to Development Services Department on Title 18 Zoning Code Amendment for code update priorities regarding all code updates and initiate the Public Works design standards updates.



## Core Services

### Program and Service Management

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Plan, administer, and coordinate the resources necessary to ensure cost-effective and efficient provision of Public Works Department services.

### Capital Projects

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Ensure the safety of the public and the most efficient use of public resources. Provide professional engineering services (planning, design, construction management, and inspection) for City capital projects including street reconstruction and traffic flow improvements.

### Traffic Engineering

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Promote safe and efficient movement of traffic and pedestrians on City streets by operating and maintaining the City's traffic signal system, school flashers, and the City's downtown and midtown street and parking lot lighting.

### Right-of-Way Management

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Regulate, permit, and inspect activities occurring within City right-of-way to maximize efficiency, ensure safety, and preserve integrity of City infrastructure. This includes coordinating overlapping projects, monitoring safe traffic controls, and ensuring restoration of the City's infrastructure is complete and built to Engineering Standards.

### Engineering Standards

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Maintain and update the City's Engineering design criteria and standards to provide safe grading and infrastructure construction. Ensure compliance with national standards and regulations and evolving construction materials and practices. Coordinate with other City Departments on development and application of such standards.

### Infrastructure Mapping Systems

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Develop and maintain records and mapping of the location and condition of City infrastructure, including sewer, storm drain, pavement, lighting, and traffic signal systems. Respond to public records requests and coordinate with other City Departments on infrastructure location and condition.

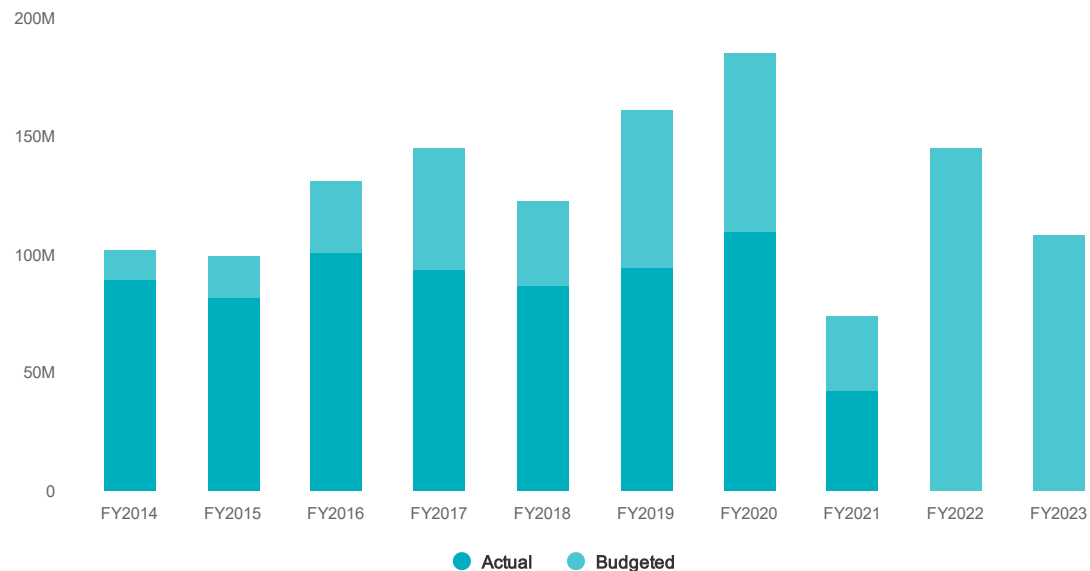
# Expenditures Summary - Public Works

\$108,343,937

-\$37,307,798

(-25.61% vs. prior year)

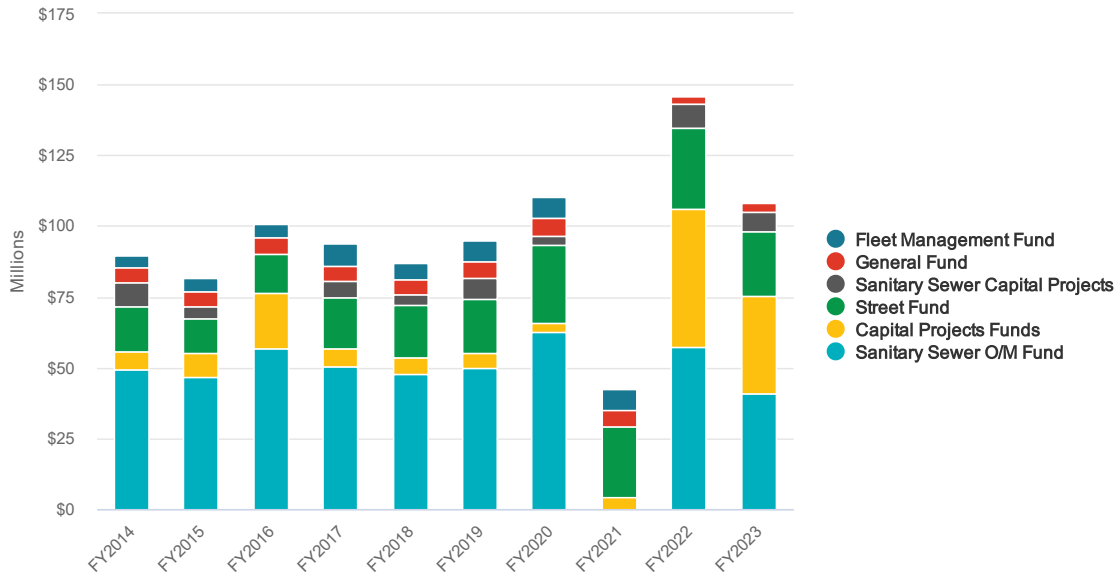
Public Works Proposed and Historical Budget vs. Actual



The Utility Services Department was established in FY21 and the Maintenance and Operations Department in FY22. Prior to that, these divisions were reflected in the Public Works Department.

# Expenditures by Fund - Public Works

## Budgeted and Historical Expenditures by Fund

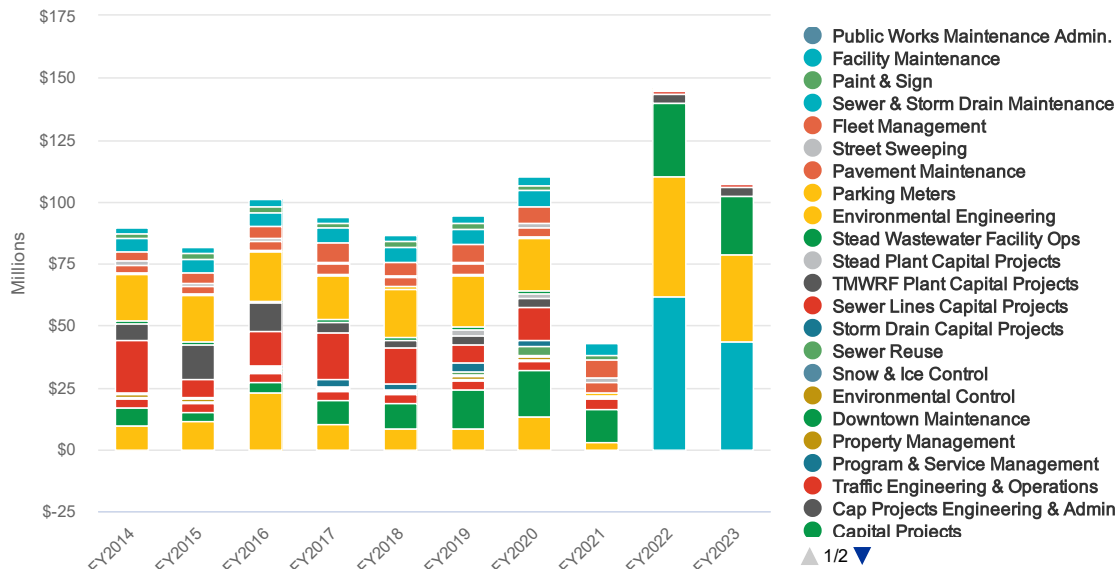


The Utility Services Department was established in FY21. Prior to 7/1/21 these expenses were reflected in the Public Works Department.

Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
General Fund	\$5,836,516	\$2,674,017	\$3,169,173	-51%
Street Fund	\$25,120,824	\$28,779,610	\$22,769,893	-30.6%
Capital Projects Funds				
Pw Capital Projects Fund	\$3,661,813	\$20,124,451	\$4,000,000	185.7%
Police Capital Project Fund	\$42,538	\$0	\$0	0%
Public Art Cp Maint Reserve	\$7,000	\$204,841	\$0	0%
Room Surcharge (Ab 376) Cap Prj	\$33,355	\$205,249	\$3,000,000	50%
Fire Capital Project Fund		\$0	\$2,000,000	N/A
Arra -Green Energy Grants Closed	\$0	\$25,761,494	\$25,759,998	N/A
Ballroom Capital Project Fund	\$0	\$50,000	\$50,000	0%
Retrac Enhance/Maintenance Fund	\$311,075			N/A
Green Energy Bonds Cap Prjt Fund	\$40,582	\$114,763	\$0	0%
<b>Total Capital Projects Funds:</b>	<b>\$4,096,362</b>	<b>\$46,460,798</b>	<b>\$34,809,998</b>	<b>909%</b>
Sanitary Sewer O/M Fund	\$68,460	\$57,486,164	\$40,616,873	N/A
Sanitary Sewer Capital Projects	\$18,361	\$8,109,009	\$6,978,000	N/A
Fleet Management Fund	\$7,380,984	\$0	\$0	-100%
<b>Total:</b>	<b>\$42,521,507</b>	<b>\$143,509,598</b>	<b>\$108,343,937</b>	<b>111.9%</b>

# Expenditures by Function - Public Works

## Budgeted and Historical Expenditures by Function

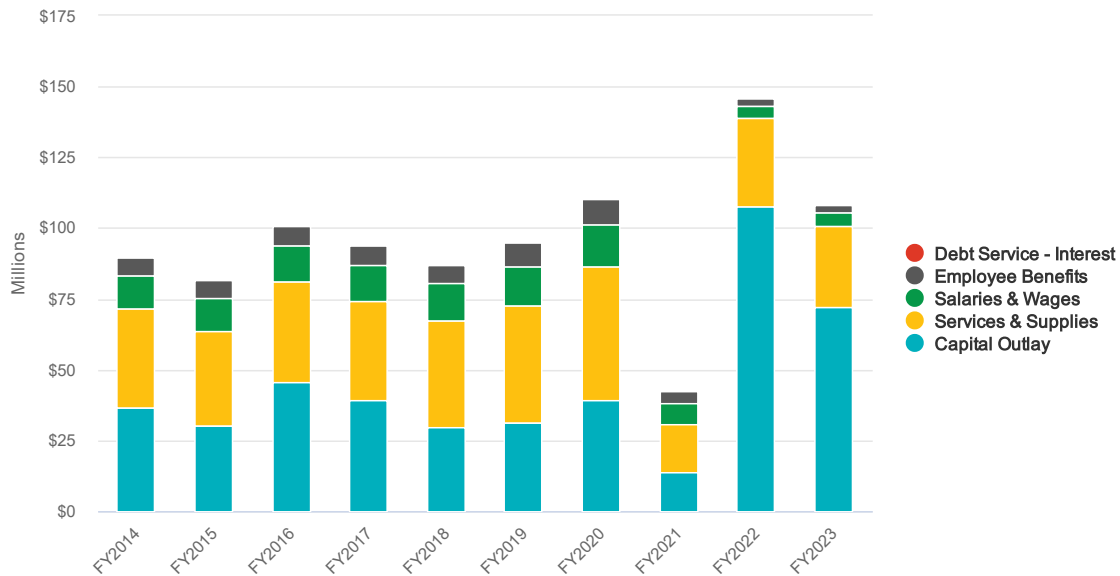


Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expenditures				
Public Works				
Program & Service Management	\$177,152	\$343,626	\$981,016	370.6%
Public Works Maintenance Admin.	\$189,912	\$0	\$0	-100%
Capital Projects	\$13,049,832	\$29,450,840	\$23,932,125	25.1%
Facility Maintenance	\$4,712,299	\$0	\$0	-100%
Paint & Sign	\$1,897,224	\$0	\$0	-100%
Sewer & Storm Drain Maintenance	-\$329,944	\$0	\$0	0%
Fleet Management	\$7,396,306	\$0	\$0	-100%
Street Sweeping	\$1,534,634	\$0	\$0	-100%
Pavement Maintenance	\$4,174,989	\$0	\$0	-100%
Traffic Engineering & Operations	\$4,320,828	\$1,300,756	\$1,127,860	-76.6%
Parking Meters	\$443,636	\$0	\$0	-100%
Environmental Engineering	\$727,817	\$0	\$0	0%
Stead Wastewater Facility Ops	-\$122,074	\$0	\$0	0%
Stead Plant Capital Projects	\$3,540	\$0	\$0	0%
Sewer Lines Capital Projects	\$11,861	\$0	\$0	0%
Snow & Ice Control	\$711,300	\$0	\$0	-100%
Environmental Control	-\$61,452	\$0	\$0	0%
Downtown Maintenance	\$539,242	\$0	\$0	-100%
Property Management	\$99	\$358,405	\$419,477	N/A
Non-Departmental	\$3,144,306	\$46,460,798	\$34,809,998	670.3%
Cap Projects Engineering & Admin	\$0	\$3,800,374	\$3,528,461	N/A

Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Capital Projects-Sewer Lines	\$0	\$61,794,799	\$43,545,000	N/A
<b>Total Public Works:</b>	<b>\$42,521,507</b>	<b>\$143,509,598</b>	<b>\$108,343,937</b>	<b>111.9%</b>
<b>Total Expenditures:</b>	<b>\$42,521,507</b>	<b>\$143,509,598</b>	<b>\$108,343,937</b>	<b>111.9%</b>

## Expenditures by Expense Type - Public Works

### Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expense Objects				
Salaries & Wages	\$7,257,059	\$4,355,220	\$5,178,277	-43.9%
Employee Benefits	\$4,263,939	\$2,289,030	\$2,639,673	-50.6%
Services & Supplies	\$17,340,030	\$31,524,052	\$28,156,987	137.1%
Capital Outlay	\$13,660,479	\$105,341,296	\$72,369,000	193.4%
<b>Total Expense Objects:</b>	<b>\$42,521,507</b>	<b>\$143,509,598</b>	<b>\$108,343,937</b>	<b>111.9%</b>

## Performance Measures

Measure	2021 Actual	2022 Target	2023 Target	Strategic Priority
Average weighted Pavement Condition Index of City roads: A. Neighborhood (Non RTP) B. Regional (RTP) and Industrial	A. 78 B. 80	A. 80 B. 85	A. 80 B. 80	Infrastructure, Climate Change and Environmental Sustainability
Complete CIP Projects within the schedule established during the development of each project plan	New in FY23	New in FY23	85%	Infrastructure, Climate Change and Environmental Sustainability
Respond to Citizen Service Requests within five business days	New in FY23	New in FY23	100%	Infrastructure, Climate Change and Environmental Sustainability

# Utility Services



Trina Magoon  
Director of Utility Services

## Mission

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To provide safe and efficient storm drainage, sanitary sewer, water reclamation facilities and environmental control services through cost-effective planning, designing, constructing, operating, and maintenance of public facilities.

## Overview

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The Utility Services Department is comprised of various technical, field, and administrative staff to manage a variety of work programs and provide direct public services. The Department achieves results through employing a well-trained work force that is committed to serving the needs of the community. The department participates in and supports the Reno City Council, and regional public service agencies including the Truckee River Flood Management Authority, Truckee Meadows Water Authority, Truckee Meadows Water Reclamation Facility, Local Government Oversight Committee, Northern Nevada Water Planning Commission, Western Regional Water Commission, Truckee Meadows Regional Storm Water Permit Coordinating Committee, Truckee Meadows Regional Planning Agency, emergency management response, and legislative issues.

The Utility Services Department includes Environmental Engineering and Capital Improvement Program (CIP) Planning, and Environmental Control divisions, and manages Treatment Plant Operations at the Reno Stead Water Reclamation Facility (RSWRF).

The **Environmental Engineering** division implements a significant portion of the City's annual capital improvement projects related to storm drain, flood control, water reclamation facilities at the RSWRF and the Truckee Meadows Water Reclamation Facility (TMWRF) and associated reuse systems. The division manages the City's sanitary sewer collection system, effluent reuse, storm drain, flood control, water quality, high hazard dams and bridge inspection programs. The division also coordinates with regional partners on various integrated resource programs including regional flood control, Truckee River water quality, the Truckee Meadows Municipal Separate Storm Sewer System (MS4) permit, effluent reuse, and water supply.

The **Environmental Control** division administers the City's industrial and commercial pretreatment and storm water programs in compliance with the National Pollutant Discharge Elimination Systems (NPDES) discharge constraints stemming from the 1972 Clean Water Act (CWA). These programs protect the city's waterbodies including the Truckee River and City's sewer treatment and collection systems by responding to environmental incidents and providing preventative measures that protect water quality, water reclamation facility personnel, and collection system and water reclamation facility infrastructure and reuse capabilities, prevent plant interference, and safely manage bio solids. One of Environmental Control's primary functions includes screening all commercial and industrial facilities for wastewater discharge to the sewer system, issuing permits with specific requirements, and performing inspections and sampling to ensure compliance with applicable regulations.

**Treatment Plant Operations** at the Reno Stead Water Reclamation Facility (RSWRF) includes daily operation and maintenance of the plant serving both Reno and Washoe County residents in the North Valleys. While planning and capital improvement projects are led by the City of Reno, the Truckee Meadows Water Reclamation Facility (TMWRF) is operated and maintained by the City of Sparks.

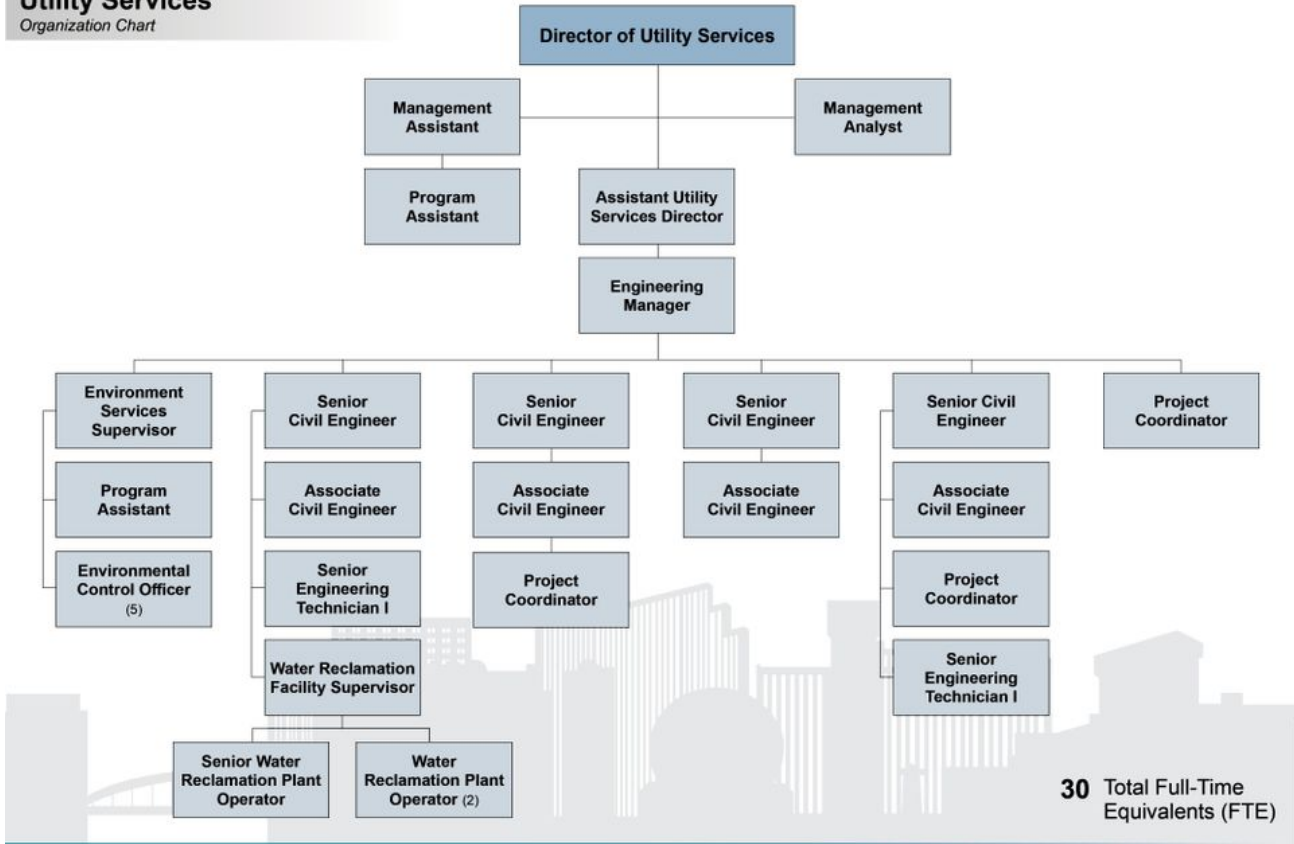


## Organizational Chart - 30 FTE's

Program	FTE's
Environmental Control	7.00
Environmental Engineering	19.00
Stead Wastewater Reclamation Facility	4.00
<b>Utility Services Total FTE's</b>	<b>30.00</b>

### Utility Services

Organization Chart



## Top Accomplishments for Last Year



1. Progressed construction from 20% to 75% completion of the \$55 Million RSWRF Expansion. This is a multi-year construction project to increase capacity of the water reclamation facility from 2MGD to 4MGD to serve anticipated development in the North Valleys. Project completion anticipated in the fall of 2022. Additional work has been completed to improve onsite SCADA and offsite flow controls. RSWRF Operators received the Safety and Health Achievement and Recognition (SHARP) award from the Department of Business and Industry.
2. With engineering consultants (AECOM) and regional partners, completed the Basis of Design Report for the One Water Nevada Advanced Purified Water Facility at American Flat and entered into an Interlocal Agreement with the Truckee Meadows Water Authority (TMWA) for design, construction and operations and maintenance cost responsibilities. This project will, in the short term, provide the effluent disposal solution for the RSWRF 4MGD expansion and to divert flow to Swan Lake. Longer term, this endeavor creates a renewable resource by way of aquifer storage for drought proof water resiliency. This project will process existing effluent to bring water quality up to A+ standard to include injection and extraction wells and water monitoring with oversight from the Nevada Division of Environmental Protection.
3. Construction is substantially complete on the Golden Valley lift station replacement project. Together with the force main replacement project, these capacity improvements replaced old and failing equipment at the end of their serviceable life with an ability to also serve new development. The new lift station has more than doubled the pumping capacity (from approximately 1000 gallons per minute to 2500 gallons per minute), and will reduce substantial maintenance efforts required to keep it operating. This lift station will reduce Inflow and Infiltration concerns into the sewer system.
4. Completed existing conditions sewer modeling of critical trunks and mains within the McCarran loop, with special consideration given to areas with a high likelihood for redevelopment. This modeling will help determine how infill development will impact existing sewer infrastructure.
5. Due to drought conditions experienced in 2020, the City entered into an Interlocal Agreement with the Truckee Meadows Water Authority to obtain supplemental water to continue operations at the American Flat Farm during the interim timeframe while preparing the Advanced Purified Water Facility (APWF) Project at American Flat. Completed construction of connections to TMWA water supply infrastructure, pumping and tank equipment.
6. Updated the TMWRF Facility Plan, which was prepared to understand the limitations of TMWRF's existing infrastructure. The Plan identified two alternatives to expand TMWRF's treatable capacity to its permitted capacity of 44 million gallons per day (MGD). The projects and processes that identified by the facility plan have been forecasted on the five and ten year Capital Improvement Plan based on the Truckee Meadows Regional Planning Agency's (TMRPA) predicted population projection data.
7. Implemented the Aerobic Granular Sludge Pilot Project as identified in the TMWRF Facility Plan. This project was identified in the facility plan as a potential candidate for a future treatment process to expand TMWRF's main wastewater treatment process. The Aerobic Granular Sludge process is a relatively new technology and it is important to test the system with TMWRF's specific treatment processes prior to full implementation. The new technology was successful in identifying the expected process capacity and limitations.
8. Completed the TMWRF Raw Sewage Pump Switchgear Project, which replaced the previous raw sewage pump switchgear that was installed in 1991. The raw sewage pump switchgear project's main item of work is to replace the electrical switch that energizes the pumps that convey the wastewater into the TMWRF treatment unit.
9. Completed the TMWRF Top Deck Recoating and Repair Project that coated reinforced concrete top decks that date back to 1965. The Top Deck Recoating and Repair project stripped the older coating system off the existing concrete surface, and then repaired the underlying deteriorated concrete in-place before recoating the newly repaired concrete. The coatings have a 20-year warranty and will protect the concrete from any further degradation.

10. Completed design of the Rosewood Wash Drainage Improvement Project and Council awarded the project for construction. Phase 1 of this project will increase the storm drain capacity to convey the 100-year event, thereby allowing a second phase of construction upstream of this reach to remove homes from the FEMA floodplain. This project received a \$499,500 grant from FEMA. The project will go to construction in March.
11. Participation in the Truckee Meadows Stormwater Quality Management Program's Stormwater Permit Coordinating Committee and development of NDEP required annual report on water quality performance and monitoring.
12. Performed extensive public outreach to stakeholders and the general public for the proposed Stormwater Utility. Performed public information campaign to increase the general public's knowledge on Stormwater and the benefits of the potential Utility.
13. Environmental Control division performs over 1700 inspections per year on Industrial User (IU) or Significant Industrial User (SIU) permitted properties and responded to over 230 stormwater, sewer overflow or other incidents.

## Major Initiatives and Strategies during the Budget Year



1. Substantial Completion of the RSWRF 4MGD Expansion and construction of RSWRF Effluent Pump Station.
2. Progress the One Water Nevada Advanced Purified Water Facility at American Flat project through 30% Design and selection of CMAR contractor for project implementation.
3. Implement TMWRF Capital Improvement Projects valued at \$14.7M including the Dewatering Building Evaluation and the TMWRF Effluent Reuse Pump Station and Fluidized Bed Reactor Expansion Projects.
4. Finalize the Sewer Connection Fee Study and implement the new fee structure.
5. Construct Rosewood Wash Drainage Improvement Project.
6. Continue Stormwater Utility Stakeholder and Public Outreach and implement the Business Impact Statement and fee adoption Process.
7. Complete the Phase 1 Storm Drain Master Plan and identify projects for the storm drain and flood control Capital Improvement Program.
8. Collaborate with the City of Sparks and Washoe County to update the Truckee Meadows Regional Drainage Manual.

## Core Services

### Environmental Engineering

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#### ***Environmental Engineering***

Provide strategic planning and implementation of regional wastewater capacity needs, water reclamation facilities, and flood control management. Implement nonstructural programs that complement regional water and water quality needs for a sustainable environment.

#### ***Environmental Control***

Provide industrial/commercial pretreatment and stormwater programs which protect the Truckee River and the City's sewer treatment and collection systems. Provide a variety of programs for response to environmental incidents.

#### ***Reno Stead Water Reclamation Facility***

Ensure the health, safety, and welfare of the Stead community by operating the water reclamation facility in compliance with environmental regulations and State permit.

### Capital Projects

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#### ***Engineering - Capital Projects***

Ensure safety of the public and the most efficient use of public resources. Provide infrastructure planning and programs to both assess and implement the capital and maintenance needs of the City's storm drain and sewer collection systems, flood control improvements and water reclamation facilities.

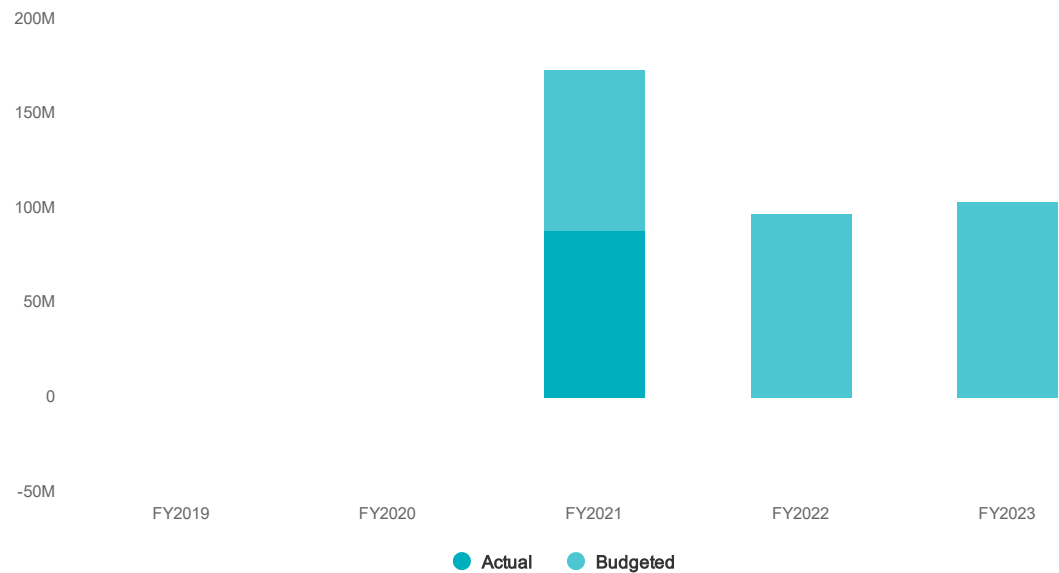
Expenditures Summary - Utility Services

\$102,784,391

\$6,337,057

(6.57% vs. prior year)

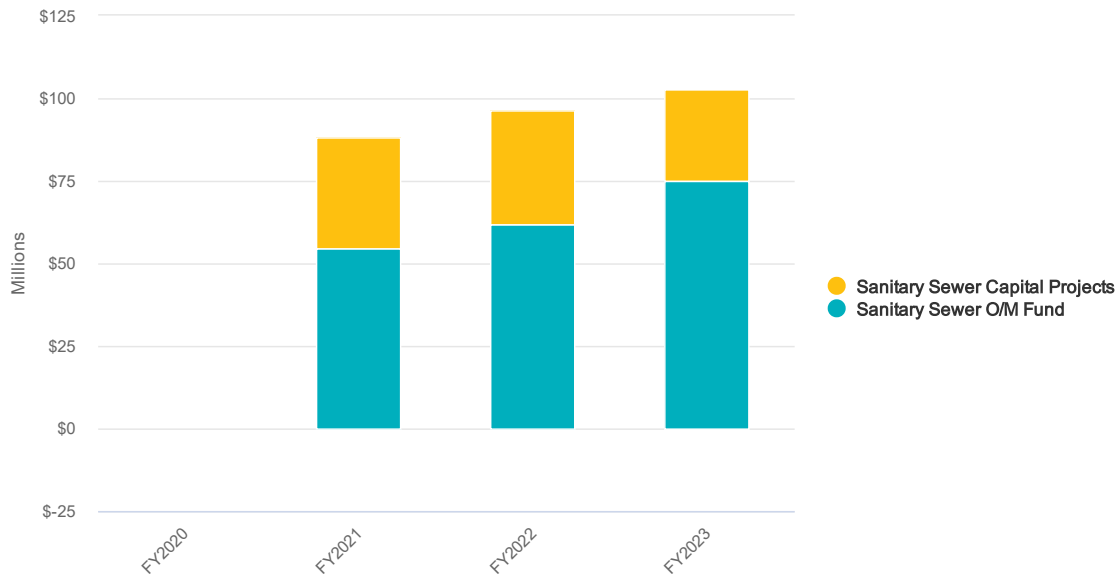
Utility Services Proposed and Historical Budget vs. Actual



The Utility Services Department was established in FY2021. Prior to FY2021 expenses were reflected in the Public Works Department.

## Expenditures by Fund - Utility Services

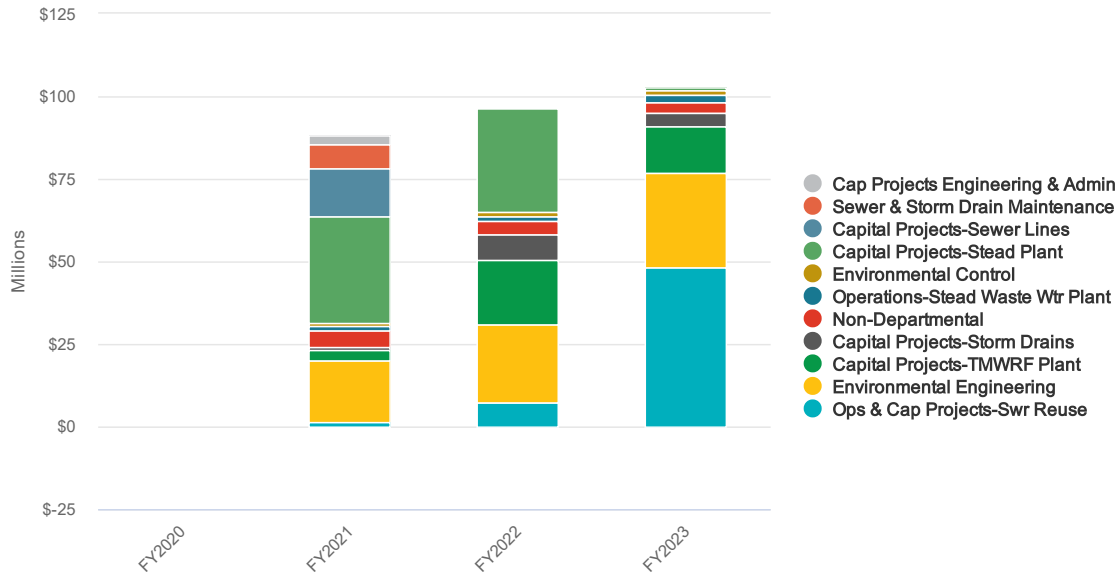
### Budgeted and Historical Expenditures by Fund



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Sanitary Sewer O/M Fund	\$54,455,470	\$60,984,192	\$74,844,391	-23.9%
Sanitary Sewer Capital Projects	\$33,767,210	\$34,434,897	\$27,940,000	182.8%
<b>Total:</b>	<b>\$88,222,680</b>	<b>\$95,419,089</b>	<b>\$102,784,391</b>	<b>-5%</b>

# Expenditures by Function - Utility Services

## Budgeted and Historical Expenditures by Function

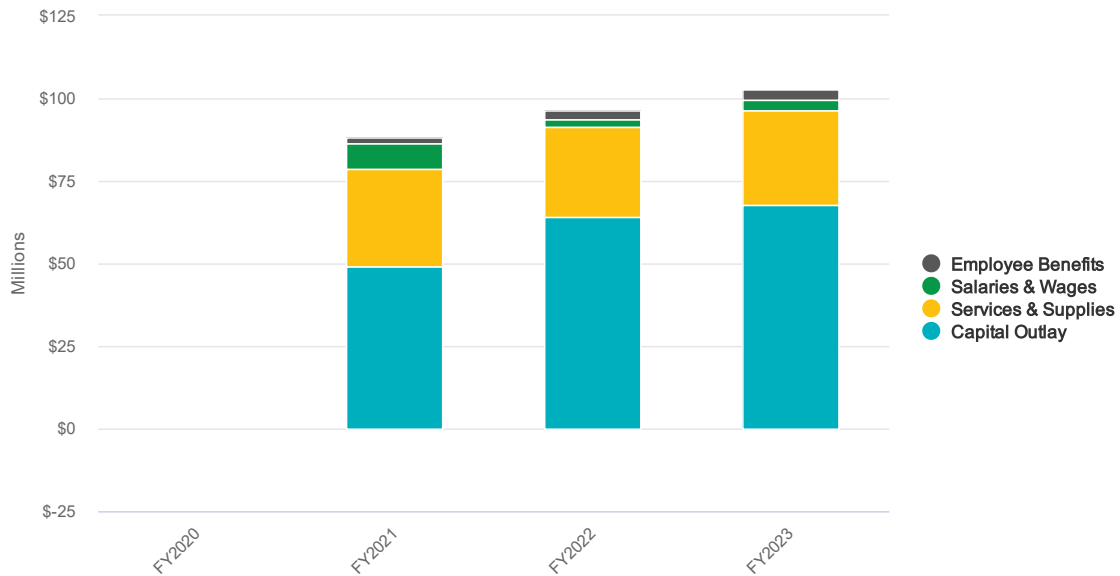


The Utility Services Department was established in FY2021. Prior to FY2021 expenses were reflected in the Public Works Department.

Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expenditures				
Utility Services				
Cap Projects Engineering & Admin	\$2,748,947	\$0	\$0	-100%
Sewer & Storm Drain Maintenance	\$7,438,996	\$0	\$0	-100%
Environmental Control	\$1,129,533	\$1,137,985	\$1,268,335	12%
Environmental Engineering	\$18,819,532	\$22,362,301	\$28,434,941	22.3%
Operations-Stead Waste Wtr Plant	\$1,337,889	\$1,592,391	\$2,178,587	48%
Capital Projects-Stead Plant	\$32,264,909	\$31,665,725	\$1,100,000	947.6%
Capital Projects-TMWRF Plant	\$3,091,173	\$19,803,406	\$14,409,000	1.2%
Capital Projects-Sewer Lines	\$14,262,091	\$0	\$0	-100%
Capital Projects-Storm Drains	\$837,678	\$7,660,250	\$3,800,000	-33.4%
Ops & Cap Projects-Swr Reuse	\$1,383,434	\$7,403,921	\$48,225,000	700.4%
Non-Departmental	\$4,908,496	\$3,793,110	\$3,368,528	-11.2%
<b>Total Utility Services:</b>	<b>\$88,222,680</b>	<b>\$95,419,089</b>	<b>\$102,784,391</b>	<b>-5%</b>
<b>Total Expenditures:</b>	<b>\$88,222,680</b>	<b>\$95,419,089</b>	<b>\$102,784,391</b>	<b>-5%</b>

## Expenditures by Expense Type - Utility Services

### Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Estimated	FY2023 Adopted	FY2022 Adopted vs. FY2023 Adopted (% Change)
Expense Objects				
Salaries & Wages	\$7,615,032	\$1,149,168	\$3,270,996	-55.5%
Employee Benefits	\$2,044,476	\$2,730,188	\$3,071,108	-43.7%
Services & Supplies	\$29,343,227	\$27,349,834	\$28,833,287	2.9%
Capital Outlay	\$49,219,945	\$64,189,899	\$67,609,000	0.3%
<b>Total Expense Objects:</b>	<b>\$88,222,680</b>	<b>\$95,419,089</b>	<b>\$102,784,391</b>	<b>-5%</b>



## Performance Measures

Measure	2021 Actual	2022 Target	2023 Target	Strategic Priority
Miles of Sewer Pipe Modeled	110	50	20	Infrastructure, Climate Change and Environmental Sustainability
Flow Monitoring Locations Mapped	221 (cumulative)	40	20	Infrastructure, Climate Change and Environmental Sustainability
Inflow and Infiltration (I&I) connections identified as become known	21 (cumulative)	100%	100%	Infrastructure, Climate Change and Environmental Sustainability
Development Review Memo's, Building Permits, and Prospective Developments Tracked and Evaluated as required for sewer, storm drain and flood control	840 (cumulative)	As required to support development	As required to support development	Economic and Community development
Environmental Control Incident Responses	N/A	100%	100%	Public Safety and Environmental Sustainability
IU and SIU Inspections completed	1700	1700	1700	Public Safety and Environmental Sustainability
Drainage and Flood Control Responses	N/A	100%	100%	Public Safety and Environmental Sustainability
Meet discharge standards on an annual basis at the RSWRF water quality treatment plant	N/A	100%	100%	Public Safety

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# CAPITAL IMPROVEMENTS

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# Capital Improvement Plan

## Introduction

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The Capital Improvement Plan (CIP) guides the construction and major maintenance of City facilities and infrastructure. It constitutes a critical component in the City's system of planning, monitoring, and managing municipal activities. This system links together in a single process the annual cycle of planning, budgeting, implementation, and quality assessment activities.

Overall direction is established by the City Council's vision and strategic plan; these together with the Council Priorities, guide the five and one-year business plans. The actual implementation of the City's plans is accomplished through the budget and the Capital Improvement Program. This process coordinates service delivery and assures that each City service and facility provided contributes to the City's long-term vision.

## Process

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The CIP process begins early each fiscal year when departments submit to the Committee their requests or revisions for capital projects. The requests are submitted on approved forms which include the description of the project, estimated cost, time frame, justification, and impact on operating budgets. The CIP is a ten-year plan where projects are identified in the outlying years and listed based on known conditions, estimated growth rates, the City's Master Plan and Strategic Facilities Plan, and the Truckee Meadows Regional Plan.

The CIP Committee uses an established set of criteria to evaluate CIP requests. The criteria includes legal constraints and requirements, health and safety, project life, impact on the City's operating budget, consistency with City Council and Management priorities, conformance with adopted plans, cost effectiveness, frequency of use, and population impacted. Projects are ranked in order of program and funding priority which is explained further in this section.

While progress in repair and maintenance of City infrastructure is being made, the CIP Committee continues to recommend, as it did last fiscal year, that the largest amount of available funds for FY23 be dedicated to reducing the backlog in maintenance items. Continued pressure has been put on the CIP Budget for FY23 due to the large number of projects deferred during the economic downturn. In addition, the approved projects for this fiscal year are consistent with the guidance contained in the Master Plan for Sewer Plants and Facilities and the Strategic Street Program.

The Capital Improvement Plan directs the Committee to give higher priority to capital projects which are designed to serve existing needs and to prevent the deterioration of existing levels of services over new capital projects. The CIP Committee's recommendations are based on this program, and as such, completion of the projects ultimately results in lower maintenance and operation costs for the City.

## Art in Public Places

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Art in Public Places (Chapter 22.02 of the Reno Municipal Code (RMC)) establishes CIP funding for works of art for the City's public art collection. Each year, the City's annual Capital Improvement Plan will include a 2% Art in Public Places recommendation on all eligible construction projects for works of art in accordance with City code. Under the provisions of Art in Public Places, an eligible construction project is defined as any capital project paid for wholly or in part by the City for the construction or renovation of any building, park, arterial, streetscape or road beautification, bridge or transit facility, trail or bikeway, parking facility, above-grade utility, or any portion thereof, to which the public has access or which is visible from a public right-of-way. Renovation is defined as any major redesign of a facility or system, or portion thereof, which is included in eligible construction projects, including expansion or upgrading the capacity of the facility or system, enlarging the facility or creating a new use for the facility. It does not include repairs, maintenance, or installation of replacement mechanical equipment or modification required solely for the purposes of compliance with state or federal law. Refer to Reno Municipal Code, Chapter 22.02, Art in Public Places, for complete policy information.

## Capital Improvement Plan Definitions and Policies

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The Capital Improvement Plan is a planning and budgeting tool which provides information about the City's infrastructure needs for a ten-year time frame. Each year, the list of projects is reviewed for need, cost and priority. New projects may be added and other projects deleted.

Generally, capital improvements are defined as physical assets, constructed or purchased, that have a useful life of ten years or longer and a cost of \$25,000 or more. The following are capital improvements included in the plan:

- a. New and expanded facilities for the community.
- b. Large scale rehabilitation or replacement of existing facilities.
- c. Equipment for any public facility or improvement when first constructed or acquired.
- d. The cost of engineering or architectural studies and services relative to the improvement.
- e. The acquisition of land for a community facility such as park, road, sewer line, etc.

In addition, the City includes Capital Maintenance needs in the CIP. Capital Maintenance projects are generally rehabilitative maintenance on City-owned facilities that are required to maintain facilities in good operating condition.

The increase in operating costs for locations and projects are shown only for the year in which a project is completed. Those operating costs are assumed to be absorbed into the operating budget for future years.

Finally, the City's budget process includes major purchases in the CIP. These include major equipment, vehicles, computer hardware, and computer software that, over the life of the project, cost \$250,000 or more.

## What are Capital Outlays?

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Capital Outlays, which are budgeted within the City's operating budget, include such things as furniture, equipment, vehicles, and motorized equipment needed to support the operation of the City's programs. Generally, a capital outlay item may be defined as an item valued in excess of \$10,000 with a life expectancy of less than 10 years.

## What are Capital Projects?

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There are two types of capital expenditures. The first deals with infrastructure projects and the second with operating programs. Capital Projects, which are addressed in the CIP and budgeted within the City's Adopted Budget, generally include major fixed assets or infrastructure with long term value, such as buildings, roads, bridges, and parks; major equipment purchases (vehicles), computer hardware, and computer software that, over the life of the project, cost \$250,000 or more; and capital maintenance projects. Any of these may involve some form of debt financing.

Capital project costs include all expenditures related to the planning, design, construction, and equipment necessary to bring a project on line.

## Why have a Capital Improvement Plan?

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The CIP provides information on the current and long-range infrastructure and equipment requirements of the City. It provides a mechanism for balancing needs and resources and for setting priorities and schedules for capital projects. It is based on needs identified through the planning process, requests and recommendations of City departments, and the concerns of citizens and elected officials.

The CIP includes the identification of revenue sources which will be utilized to fund capital improvements. Projects are included even if revenues are not available to fund them. These projects are prioritized and may be funded by current revenues or by debt financing, depending on the availability of funds, the nature of the project, and the policies of the Council.

The CIP strives for efficient use of capital improvement funds by identifying CIP projects and prioritizing them according to their relative importance and urgency of need. Identification assures needed projects are known, while prioritization ensures that those projects which are most urgently needed are funded first.

## Why a Separate Capital Improvement Plan?

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The Capital Improvement Plan outlines long range capital improvement expenditures. Funds budgeted through the CIP for a specific project during a specific year remain with that project until the project is completed, while the operating budget terminates at the end of the fiscal year.

Each year project costs will be reviewed and additional funds may be allocated to a project which, when combined with resources carried over from the prior year, result in the continuing project budget for the new year.

## How are Projects Prioritized?

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The City does not have sufficient funding to meet all of its capital needs each year. Projects are prioritized based on the effect of each project on the list and the City's ability to meet community goals. All projects are compared on the basis of a common set of selection criteria.

The cornerstone of this process is a worksheet which requires departments to explain anticipated funding sources, legal constraints/requirements, health and safety, project life, City Council and Management priorities, conformity with adopted plans and goals, impact on the City's operating budget, cost effectiveness, environmental impacts, population impacted, and frequency of use.

Projects are ranked in order of program and funding priority. A numerical score is assigned to each project. The projects are then ranked according to how each contributes to maintaining current service levels. A given project is then placed within one of several categories, suggesting a final priority position. The priority categories represent a relative degree of need for any particular project and are described below.

1. A project which is needed in order to comply with a court order, legislative mandate, or is critical to the health, safety, and general welfare of the public or which has a dedicated funding source that cannot be used for any other project, or which would provide for a public or operational improvement.
2. A project which is needed in order to comply with a court order, legislative mandate, or is critical to the health, safety, and general welfare of the public or which would provide for a public or operational improvement, but there are no available funds in the current year to fund the project. Any funds that become available will be used for these priorities.
3. A project which would provide for a public or operational improvement that City Staff anticipates funding in the third year of the Capital Improvement Plan.
4. A project which would provide for a public or operational improvement that City Staff anticipates funding in the fourth year of the Capital Improvement Plan.
5. A project which would provide for a public or operational improvement that City Staff anticipates funding in the fifth year of the Capital Improvement Plan.
6. A project which would provide for a public or operational improvement that City Staff anticipates funding in the sixth to tenth year of the Capital Improvement Plan.

The Capital Improvement Plan represents the mutual efforts of all City departments to meet the infrastructure needs of City residents, businesses, and visitors. These guidelines provide a basis for the conception and preparation of the City's Capital Improvement Plan.

## Sources and Use

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The Capital Improvement Plan indicates the fund responsible for funding the specific projects. However, CIP's generally include a variety of revenues that are used both for the direct funding of projects and as a source for debt service to retire bonds. This section will describe each of the major revenue sources and uses.

## Capital Projects Fund

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The City has established various Capital Projects Funds (described in detail below). These funds are generally used for park projects, various bond projects, street impact fee projects, special assessment district projects, and projects funded by the General Fund.

### ***General Fund***

In building the budget, the goal is to set aside 1% of prior year General Fund operating expenditures less capital outlay and debt service, to fund capital projects. In addition, some of the computer hardware, software, and vehicles included in the CIP will be funded through the General Fund.

### ***Street Fund***

The Street Fund receives property tax funds through an override approved by the voters. The amount is based on maintaining the same debt rate that existed in Fiscal Year 1992/93, continuing until FY2037/38. The City allocates to the Street Fund that portion which is not needed for the principal, interest, and service charges for the bonds which were outstanding at the time the electorate approved the tax override. The allocation of these resources to operations and capital projects is 29% for on-going operations and 71% for repair and rehabilitation per the Street Strategic Plan adopted by the City Council. These funds are restricted to neighborhood streets only.

### ***Room Tax Fund***

The City receives a 1% Room Tax. These funds are allocated 1/2 percent for tourist-related projects (City improvements or programs, the primary purpose of which is the improvement or betterment of the City as a final destination for visitors and tourism) and 1/2 percent for Parks & Recreation.

### ***Room Surcharge Fund***

Resources for this fund are provided by NRS 268.798, imposing a surcharge of \$2 per night for the rental of hotel rooms in the Reno downtown district in order to pay the cost of improving and maintaining publicly owned facilities for tourism and entertainment in the district.

### ***Community Development Block Grant (CDBG) Funds***

Community Development Funds have been used to fund various City capital projects that benefit citizens in low and moderate income areas. In the past, these funds have been used for street reconstruction, rehabilitation of Paradise Park, purchase of playground equipment, construction of the Neil Road Family Service Center, purchase and renovation of the Evelyn Mount North East Community Center, and Americans with Disabilities Act (ADA) improvements to various City facilities.

### ***General Capital Projects Fund***

Capital projects funded by the contribution from the General Fund are accounted for in this fund.

### ***Parks/Recreation Capital Projects Fund***

Resources for this fund are provided by residential construction taxes. The funds are used for the acquisition and improvement of parks, playgrounds, and recreation facilities within the City. These funds cannot be used for maintenance of parks.

### ***Bond Capital Projects Fund***

These are various funds set up to record expenditures of bond funds. The bonds are generally issued to address specific projects. For example, in previous years, Street Bonds were issued to complete street rehabilitation and Recreation Bonds were issued to purchase the Northeast Community Center, construct the Neil Road Community Center, and rehabilitate Paradise Park. The revenue bond payments are paid from CDBG funds.

### ***Special Ad Valorem Capital Projects Fund***

Resources for this fund are provided by a special ad valorem tax levied by the County. The funds are to be used to 1) purchase capital assets (i.e.: land, improvements, and major items of equipment); 2) repair of existing infrastructure (not maintenance); and 3) repay medium-term financing to fund projects which qualify under 1) or 2) above. In the past, some of these funds have been used to issue medium-term bonds.

### ***Special Assessment District Capital Projects Fund***

Resources for these funds are provided by the property owners that directly benefit from the improvement. These improvements include sidewalks, various sewer and street improvements, etc.

### ***Sanitary Sewer Fund***

Resources are provided by sewer use fees and connection charges. Sewer use fees are used to repair/maintain and operate a storm drain and wastewater collection system. The connection charges are used for the capital costs needed to construct improvements; for expansion, extension or betterment of the sanitary sewer system; for treatment and disposal facilities; and for reasonable appurtenances of the City for redemption of the interest on and the payment of the principal of any bonds issued by the City for the purposes above.

### **Potential Revenue Sources**

The City needs to develop additional revenue sources for the Capital Improvement Plan. Examples of revenue sources which could be used are identified below:

#### ***Bonds***

As a municipal government, the City may issue tax-exempt bonds to finance capital construction. A variety of revenue sources may be used to repay these bonds. Outlined below are the various methods:

1. General Obligation Bonds - Bonds that are repaid with ad valorem taxes. General Obligation Bonds require voter approval prior to issuance.
2. Revenue Bonds - Bonds that are financed by pledging a specific revenue stream. For example, user fees or special ad valorem property tax funds.
3. Special Assessment Bonds - Bonds that are financed by pledging the assessments paid by the property owners receiving the benefit of the improvement.

#### ***Other Resources***

One method of generating additional funds for capital improvements is to increase existing fees/charges or to add new fees/charges. The following are areas that could be investigated further:

1. Residential Construction Tax - These are fees charged to developers to help offset the cost of constructing and improving neighborhood parks. Due to the cost of new construction, it takes years to accumulate enough funds to build a new park or to improve existing parks. If approved by the legislature, this fee could be raised in order to generate additional funds. An alternative would be to substitute an impact fee for the Residential Construction Tax. This would require approval by the state legislature.
2. Public/Private Partnerships – the City could actively seek partnerships with businesses and citizens in order to fund particular projects. This could be used for some of the Parks & Recreation projects on the capital improvement plan.

## **Categories of Proposed Projects**

The CIP is organized by the type of improvement the project represents. This format enables the Council and staff to easily discuss projects on their relative merits. The project categories are assigned as follows:

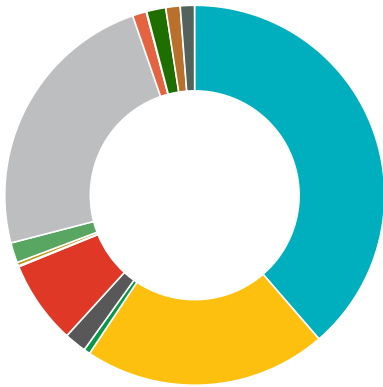
1. Annual Maintenance Program – this category includes the annual funding amounts for capital maintenance and annual construction projects. Items such as Parks Maintenance funding, Facilities Maintenance funding, and ADA funding are included in this category.
2. One-time Infrastructure Projects – this category lists those projects that are one-time infrastructure investments - either new facilities or upgrades and improvements to existing facilities. These improvements are a single investment, although the funding could be spread over a number of years depending on the type, size, and complexity of the project.
3. Wastewater/Stormwater Collection and Treatment, Drainage, and Park District Projects - this category includes all projects related to the sewer treatment plants, major repairs, upgrades or reconstruction of existing drainage systems, sewer separation projects, and treatment plant expansions. Also included in this group are the Park District projects which are funded through the Residential Construction Tax.

## Capital Improvements: One-year Plan

Total Capital Requested  
**\$203,100,000**

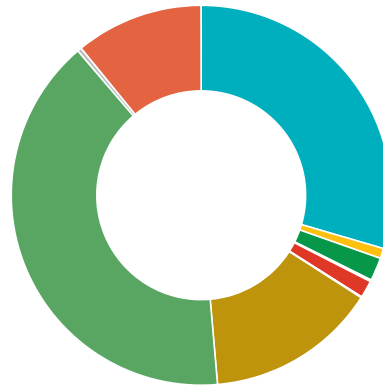
38 Capital Improvement Projects

Total Funding Requested by Department



Capital Projects (39%)	\$78,500,000.00
Capital Projects-Sewer Lines (21%)	\$42,045,000.00
Capital Projects-Stead Plant (1%)	\$1,100,000.00
Capital Projects-Storm Drains (2%)	\$3,800,000.00
Capital Projects-TMWRF Plant (7%)	\$14,409,000.00
Communications & Technology (0%)	\$172,500.00
DoIT Operations (0%)	\$600,000.00
General Government (2%)	\$3,500,000.00
Ops & Cap Projects-Swr Reuse (24%)	\$48,225,000.00
Parks and Recreation (1%)	\$2,407,500.00
Police (0%)	\$100,000.00
Public Works (2%)	\$3,270,000.00
Sewer & Storm Drain Maintenance (1%)	\$2,500,000.00
Traffic Engineering (1%)	\$2,471,000.00
<b>TOTAL</b>	<b>\$203,100,000.00</b>

Total Funding Requested by Source



Bond Proceeds (30%)	\$60,000,000.00
CDBG (1%)	\$1,730,000.00
General Fund (2%)	\$4,000,000.00
Park District 4 (0%)	\$300,000.00
Room Surcharge Cap Proj Fund (1%)	\$3,000,000.00
Room Tax Fund (0%)	\$165,000.00
Sanity Sewer (40001) (15%)	\$29,580,000.00
Sewer Fund (40000) (40%)	\$81,499,000.00
Special Ad Valorem Capital Tax Fund (0%)	\$700,000.00
Street Fund (11%)	\$22,126,000.00
<b>TOTAL</b>	<b>\$203,100,000.00</b>



## Capital Improvements: Summary of Approved Projects

GENERAL CAPITAL PROJECTS	FY23	FY24	FY25	FY26	FY27	FY28-32
General Capital Project Fund	\$ 4,000,000	\$ 344,500	\$ 492,500	\$ 507,500	\$ 212,500	\$ 212,500
Bond Proceeds	60,000,000	-	48,000,000	-	-	-
CDBG Funds	1,730,000	-	-	-	-	-
Special Ad Valorem Cap Tax	700,000	550,000	550,000	550,000	550,000	550,000
Room Tax Funds	165,000	165,000	165,000	165,000	165,000	165,000
Room Surcharge (AB 376)	3,000,000	-	-	-	-	-
<b>Total General Capital Projects</b>	<b>69,595,000</b>	<b>1,059,500</b>	<b>49,207,500</b>	<b>1,222,500</b>	<b>927,500</b>	<b>927,500</b>
<b>PARK DISTRICT PROJECTS</b>						
Park District 1	-	-	-	-	-	-
Park District 2	-	-	-	-	-	-
Park District 3	-	-	-	-	-	-
Park District 4	300,000	127,000	127,000	127,000	127,000	127,000
Park District 5	-	-	-	-	-	-
Private Funds - No City Funds	-	-	-	-	-	-
<b>Total Park District Projects</b>	<b>300,000</b>	<b>127,000</b>	<b>127,000</b>	<b>127,000</b>	<b>127,000</b>	<b>127,000</b>
<b>SEWER &amp; STORM DRAIN PROJECTS</b>						
Sewer Funds	111,079,000	118,538,053	62,303,272	35,350,052	33,150,552	57,291,052
<b>Total Sewer Projects</b>	<b>111,079,000</b>	<b>118,538,053</b>	<b>62,303,272</b>	<b>35,350,052</b>	<b>33,150,552</b>	<b>57,291,052</b>
<b>STREET PROJECTS</b>						
Street Funds	22,126,000	15,195,000	15,195,000	15,195,000	15,195,000	15,195,000
<b>Total Streets Projects</b>	<b>22,126,000</b>	<b>15,195,000</b>	<b>15,195,000</b>	<b>15,195,000</b>	<b>15,195,000</b>	<b>15,195,000</b>
<b>TOTAL REQUESTED</b>	<b>\$203,100,000</b>	<b>\$134,919,553</b>	<b>\$126,832,772</b>	<b>\$51,894,552</b>	<b>\$49,400,052</b>	<b>\$73,540,552</b>

## Capital Projects Requests

### Itemized Requests for 2023

<b>Moana Springs Community Aquatics &amp; Fitness Center</b>	<b>\$27,000,000</b>
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The facility will be a two-level building and includes; an indoor competition pool, multi-use pool, outdoor soaking pool, multi-purpose room for classes and meetings, locker rooms on the first floor, and a fitness center on the second floor.

<b>Neighborhood Street Program</b>	<b>\$18,500,000</b>
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Maintenance and rehabilitation of neighborhood streets and alleys through overlaying, reconstructing, or applying a surface treatment. This is a long-term program to maintain good pavements and to bring all deteriorated neighborhood streets up to...

<b>Public Safety Center</b>	<b>\$31,000,000</b>
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The project includes renovating the existing Reno Gazette-Journal building to house Reno Police Department Headquarters with workspaces for critical social service agencies and evidence storage. The improvements consist of remodeling two of the...

<b>Reno Fire Department Headquarters</b>	<b>\$2,000,000</b>
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The facility will be a 25,000 square foot three-story building with three to four operational bays for administrative staff and to house fire personnel.

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**Total: \$78,500,000**

## Communications & Technology Requests

### Itemized Requests for 2023

<b>Server and network replacement program</b>	<b>\$172,500</b>
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Server and network replacement program priorities Technology Device Location Unit Cost Qty/Project Extended Cost License or Ongoing Cost Priority Notes Server Public Safety Server...

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**Total: \$172,500**

## DoIT Operations Requests

### Itemized Requests for 2023

<b>Public Safety Radio Equipment</b>	<b>\$600,000</b>
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Purchase of new radio equipment for Public Safety Radios/Accessories/Equipment.

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**Total: \$600,000**

## General Government Requests

### Itemized Requests for 2023

<b>Art in Public Places</b>	<b>\$50,000</b>
Art for Public Spaces	
<b>Idlewild Park - Idlewild Park Field Lights</b>	<b>\$450,000</b>
Replace field light poles on Fields 1&2 (remove & replace 9 wood poles, replace fixtures on 7 steel poles).	
<b>NBS/Event Center Projects</b>	<b>\$3,000,000</b>
Projects for the National Bowling Stadium and Events Center are funded and prioritized by the \$2 surcharge committee.	
<b>Total: \$3,500,000</b>	

## Parks and Recreation Requests

### Itemized Requests for 2023

<b>Canyon Creek large playground</b>	<b>\$350,000</b>
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Replace the large playground and safety surfacing. The current playground is outdated and is not currently ADA accessible. Approximately 4,500 sq. ft.

<b>Canyon Creek small playground</b>	<b>\$250,000</b>
--------------------------------------	------------------

Replace the small playground and safety surfacing. The current playground is outdated and is not currently ADA accessible. Approximately 3,000 sq. ft.

<b>Caramella Ranch Estates - Caramella Ranch Estates PUD Parks</b>	<b>\$300,000</b>
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Construct a 5 acre neighborhood park in Caramella Ranch Estates according to the PUD handbook. RCT refund for land purchase begins in FY22/23.

<b>EMNECC Signage Upgrade</b>	<b>\$50,000</b>
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The signage throughout the Evelyn Mount NorthEast Community Center does not have an ADA compliant signage properly labeling rooms and restrooms. This facility serves the community in a multitude of facets, ranging from wheelchair rugby to meeting...

<b>Parks ADA Upgrades</b>	<b>\$62,500</b>
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An annual program to bring restrooms, playgrounds, and other park facilities up to 2010 ADAAG standards. This fund is to be used for small projects on existing facilities which do not need full replacement, or to augment Parks' \$400k...

<b>Sierra Vista Park ADA Parking</b>	<b>\$560,000</b>
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With the addition of new trails at Sierra Vista Park, the park is getting much more use, to include recreation users with adaptive needs. The existing parking lot is not ADA compliant as the use of the park has changed. ADA parking spaces are...

<b>Sierra Vista Park Restroom</b>	<b>\$420,000</b>
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Install an ADA compliant restroom building at Sierra Vista Park. The park currently has no permanent restroom. With addition of new trails, the park is getting much more use.

<b>Sterling Village playground</b>	<b>\$200,000</b>
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Replace the playground, swings, and safety surfacing. The current playground is outdated and is not currently ADA accessible. Approximately 2,700 sq. ft.

<b>Truckee River - Truckee River Pathway Surface Repairs</b>	<b>\$215,000</b>
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Repair various sections of river path.

	<b>Total: \$2,407,500</b>
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## Police Requests

### Itemized Requests for 2023

<b>Police Evidence Storage</b>	<b>\$100,000</b>
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Improvements to Police departments Evidence Storage

	<b>Total: \$100,000</b>
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## Public Works Requests

### Itemized Requests for 2023

<b>Bridge Program - Maintenance and Preservation</b>	<b>\$270,000</b>
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Sierra Street Bridge Sidewalk Repair Summit Ridge Expansion Joint Repair Evans Creek Culvert Arch Segment Repair Stantec Continuation of Bridge Repair Development B1326E(2nd ), B1327W(Kuenezli), B1863(Sutro/Kirman),...

<b>City Hall 2nd Floor Remodel</b>	<b>\$2,500,000</b>
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The 2nd floor of City Hall needs to be completely remodeled in order to accommodate the change in city services offered to the public. In addition, the new layout will include a security checkpoint for everyone entering the building. This will...

<b>Roof Replacement - 264 Keystone</b>	<b>\$500,000</b>
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The Garland Company, performed a roofing analysis at the Evidence Facility at 264 Keystone Avenue. The condition of the roof is in such a state that a complete removal and replacement is required. The roof as been patched and repaired numerous...

**Total: \$3,270,000**

## Sewer & Storm Drain Maintenance Requests

### Itemized Requests for 2023

<b>Satellite Facility for Sewer Maintenance in the North Valleys</b>	<b>\$2,500,000</b>
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A satellite facility is needed in the North Valley to service underserved areas as growth keeps expanding the territory.

**Total: \$2,500,000**

## Capital Projects-Sewer Lines Requests

### Itemized Requests for 2023

<b>Collection System - Annual Projects</b>	<b>\$5,338,000</b>
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This category includes three types of projects: Lining - The lining of large and small diameter sewer mains. Inflow and Infiltration - The removal of groundwater entering into the sewer system and cross-connected storm pipes...

<b>Collection System - Sewer Main Replacements &amp; Capacity Improvements</b>	<b>\$24,807,000</b>
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Areas of high priority for FY23 include, but are not limited to; Watt Street area Lakeside area Chevy Chase area Pembroke Drive area Stead Boulevard area Talus Street Rehabilitation area Keystone Diversion at Riverside...

<b>Lift Station Rehabilitation</b>	<b>\$11,900,000</b>
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Lift Stations with high priority for FY23 include, but are not limited to; Parr Blvd. - 1200 ft east of North Virginia Street Edison Way - Between Joule Street & Energy Way University - Moraine Way & Lodestar Lane Dermody - Capital...

**Total: \$42,045,000**

## Traffic Engineering Requests

### Itemized Requests for 2023

<b>Downtown Streetlighting</b>	<b>\$115,000</b>
Replacement of failing and/or damaged Sternberg street lighting standards in the downtown area.	
<b>Downtown Traffic Signal Pole Replacements</b>	<b>\$525,000</b>
Replacement of the ten (10) "modular" style traffic signals downtown.	
<b>School Flasher System Communication Upgrade</b>	<b>\$110,000</b>
Capital costs to retrofit the City's existing school flasher system from a radio based system to a cellular based system.	
<b>Signal &amp; Lighting Improvement Program</b>	<b>\$250,000</b>
Replacement/upgrade of existing traffic signal and street lighting systems throughout the City.	
<b>Traffic Calming &amp; Pedestrian Safety</b>	<b>\$120,000</b>
Installation of traffic calming devices, pedestrian flasher, and speed radar systems.	
<b>Traffic Signal Retroreflective Backplate Retrofit</b>	<b>\$1,351,000</b>
Add retroreflective backplates to the City's traffic signal heads, as a highway safety best practice. This work has been completed for State owned traffic signals within the corporate limits. This work includes relamping and repainting.	
<b>Total: \$2,471,000</b>	

## Capital Projects-Storm Drains Requests

### Itemized Requests for 2023

<b>Drainage Improvement- Dry Creek Channel Stabilization</b>	<b>\$3,000,000</b>
Channel Stabilization of Dry Creek - Loss of land and airport security fencing- City of Reno responsibility through easement / access agreement	
<b>Storm Drain Master Planning (Evaluation)</b>	<b>\$800,000</b>
Storm Drain Master Planning Effort Underway in phases Provides planning and sizing for a network of structures, channels and pipes.	
<b>Total: \$3,800,000</b>	

## Capital Projects-TMWRF Plant Requests

### Itemized Requests for 2023

<b>Truckee Meadows Water Reclamation Facility- Capital Improvement Program</b>	<b>\$14,409,000</b>
Truckee Meadows Water Reclamation Facility - Capital Improvement Program as approved by the Joint Coordinating Committee	
<b>Total: \$14,409,000</b>	

## Capital Projects-Stead Plant Requests

### Itemized Requests for 2023

<b>Reno Stead Water Reclamation Facility Capital Improvement Program</b>	<b>\$1,100,000</b>
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60ft x 80ft Metal Storage Bldg and Dedicated Control Room/Server Space at Administration Building (Design) 60ft x 80 ft Metal Storage Bldg. (Construction) Dedicated Control Room/Server Space at Administration Bldg....

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**Total: \$1,100,000**

## Ops & Cap Projects-Swr Reuse Requests

### Itemized Requests for 2023

<b>Advanced Purified Water Project at American Flat</b>	<b>\$33,000,000</b>
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The Advanced Purified Project is a proposed joint Reno/TMWA project in the North Valleys with the goal to produce 1 – 2 million gallons per day of advanced purified water (APW), at the American Flat site. A few of the anticipated key...

<b>Effluent/Reuse/ A+ Category Water</b>	<b>\$15,225,000</b>
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Highly Treated Effluent Reuse- Irrigation- Category A+ Retreatment Endeavors: Offsite Flow control valves and meters and telemetry at reuse sites. Includes Eng at 15% Mayor's park reuse upgrades pending Stantec Recommendations....

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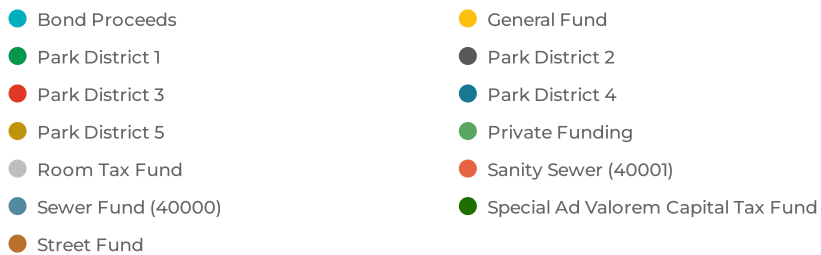
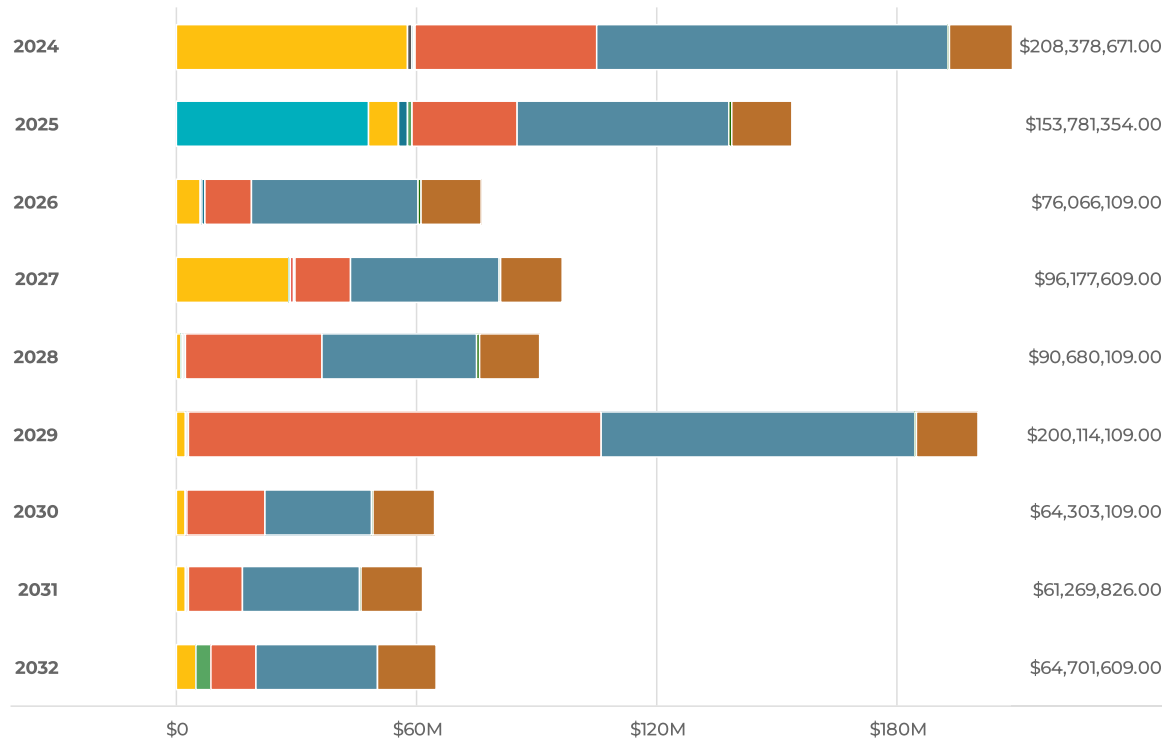
**Total: \$48,225,000**

## Capital Improvements: Deferred Projects

Total Capital Requested  
**\$1,015,472,505**

141 Capital Improvement Projects

### Total Funding Requested by Source





## Summary of Deferred Capital Projects by Fund

<b>GENERAL CAPITAL PROJECTS</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28-32</b>
General Capital Project Fund	\$ 57,517,500	\$ 55,412,500	\$ 5,920,500	\$28,161,500	\$ 12,840,717
CDBG Funds	-	-	-	-	-
Special Ad Valorem Cap Tax	550,000	550,000	550,000	550,000	2,250,000
Room Tax Funds	165,000	165,000	165,000	165,000	775,000
Room Surcharge (AB 376)	-	-	-	-	-
<b>Total General Capital Projects</b>	<b>58,232,500</b>	<b>56,127,500</b>	<b>6,635,500</b>	<b>28,876,500</b>	<b>15,865,717</b>
<b>PARK DISTRICT PROJECTS</b>					
Park District 1	-	-	-	160,000	640,000
Park District 2	1,103,758	175,000	-	-	90,000
Park District 3	150,000	-	465,000	925,000	-
Park District 4	577,000	2,027,000	577,000	227,000	975,000
Park District 5	100,000	-	-	-	-
Private Funds - No City Funds	25,000	1,117,000	-	-	3,500,000
<b>Total Park District Projects</b>	<b>1,955,758</b>	<b>3,319,000</b>	<b>1,042,000</b>	<b>1,312,000</b>	<b>5,205,000</b>
<b>SEWER &amp; STORM DRAIN PROJECTS</b>					
Sewer Funds	132,995,413	79,139,854	53,193,609	50,794,109	384,848,045
<b>Total Sewer Projects</b>	<b>132,995,413</b>	<b>79,139,854</b>	<b>53,193,609</b>	<b>50,794,109</b>	<b>384,848,045</b>
<b>STREET PROJECTS</b>					
Street Funds	15,195,000	15,195,000	15,195,000	15,195,000	75,150,000
<b>Total Streets</b>	<b>15,195,000</b>	<b>15,195,000</b>	<b>15,195,000</b>	<b>15,195,000</b>	<b>75,150,000</b>
<b>TOTAL DEFERRED PROJECTS</b>	<b>\$208,378,671</b>	<b>\$153,781,354</b>	<b>\$76,066,109</b>	<b>\$96,177,609</b>	<b>\$481,068,762</b>

## Deferred Capital Projects by Location

	FY24	FY25	FY26	FY27	FY28-32
<b>American Flat</b>					
Advanced Purified Water Project at American Flat	47,180,000				
<b>Caramella Ranch Estates</b>					
Caramella Ranch Estates - Caramella Ranch Estates PUD Parks	127,000	127,000	127,000	127,000	635,000
<b>City Hall</b>					
City Hall - 16th Floor Remodel	4,000,000				
City Hall - Floor Remodel & Asbestos Abatement (10,11,14,16)	2,000,000	2,000,000	2,000,000	2,000,000	
City Hall - Install Restrooms 1st floor - City Hall	260,000				
City Hall - Roofing Upgrade		100,000			
City Hall - Treatment of Building Envelope		300,000			
Security Enhancements - Enclosing The Bridge Coming Into City Hall	2,000,000				
City Hall Parking Garage	1,700,000	800,000	800,000	500,000	1,500,000
<b>Corp Yard</b>					
Corp Yard - Electrical Upgrade			100,000		
Corp Yard - Mechanical Upgrade			25,000		
<b>Dick Taylor</b>					
Dick Taylor - Add field lights at (split out from total field rebuild)			365,000		
Dick Taylor - Renovate/Enhance Athletic Fields				925,000	
<b>Double Diamond Park</b>					
Double Diamond Park - Double Diamond Park Phase II		1,900,000			
<b>Downtown</b>					
Downtown Streetlighting	115,000	115,000	115,000	115,000	575,000
Downtown Traffic Signal Pole Replacements	525,000	525,000	525,000	525,000	2,100,000
<b>Dry Creek @ Reno Tahoe Airport</b>					
Drainage Improvement Project- RTAA Dry Creek Channel Stabilization (Atkins)	3,500,000				
<b>EMNECC</b>					
Evelyn Mount - ADA Signs and Doors	50,000				
<b>Fire Department Headquarters</b>					
Reno Fire Department Headquarters		48,000,000			
<b>Fire Station 1</b>					
Fire Station 1 - Replace station 1	15,000,000				
<b>Fire Station 4</b>					
Fire Station 4 - Foundation Stabilization Updated	1,200,000				
<b>Fire Station 5</b>					
Fire Station 5 - Reconstruction	5,500,000				
<b>Fire Station 12</b>					
Station 12 Expansion	1,592,000				
<b>Fire Station 21</b>					
Fire Station 21 - Replace station 21	5,500,000				
<b>Greenhouse</b>					
Greenhouse - Greenhouse Site Improvements					150,000
<b>Horizon View Park</b>					
Horizon View Park - Multi-sex restroom			200,000		

	FY24	FY25	FY26	FY27	FY28-32
<b>Huffaker Park</b>					
Huffaker Park - Replace age 5-12 Playground					350,000
Huffaker Park - Replace aging restroom building				200,000	
<b>Idlewild Park</b>					
Idlewild Park - Pond Liner	500,000				
Idlewild Park - Reconstruct Idlewild Pond Rock Walls	500,000				
Idlewild Park - Replace Idlewild Train		515,000			
Idlewild Park - Replace restroom at Snowflake Shelter	200,000				
<b>Idlewild Park Maint. Shop</b>					
Idlewild Park Maint. Shop - Facility Repairs		40,000			
Idlewild Park Maint. Shop - Irrinet Central Control System Upgrades	80,000			40,000	
Idlewild Park Maintenance Shop - Remodel Admin Office					350,000
<b>Idlewild Park TMPF</b>					
Idlewild Park TMPF - Truckee Meadows Park Foundation office facility repairs		70,000			
<b>Idlewild Pool</b>					
Idlewild Pool - Electrical Upgrade		60,000			
Idlewild Pool - Interior Finishes and Fixture Upgrade		50,000			
Idlewild Pool - Mechanical Upgrade	40,000				
Idlewild Pool - Treatment of Building Envelope			80,000		
<b>Jack Tighe</b>					
Jack Tighe - Reconstruct Jack Tighe LL Fields					3,500,000
Jack Tighe Fields - Replace Irrigation System					350,000
<b>Keystone/ Van Ness</b>					
Keystone/ Van Ness - Construct Park/Trailhead					893,217
<b>Lake Park</b>					
Lake Park - Add picnic shelter and tables		175,000			
<b>Manzanita Park</b>					
Manzanita Park - Replace restroom					200,000
<b>Mary Gojack Park</b>					
Mary Gojack Park - Replace Irrigation System					308,000
<b>McKinley Arts and Culture Center</b>					
McKinley Arts and Culture Center - Stucco Repair and Exterior Paint	140,000				
<b>Melody Lane Park</b>					
Melody Lane Park - Install restroom	200,000				
Melody Lane Park - Upgrade Melody Lane Playground			400,000		
<b>Men's &amp; Family Drop In Shelters</b>					
Men's & Family Drop In Shelters - Interior Finishes and Fixture Upgrade		180,000			
Men's & Family Drop In Shelters - Roofing Replacement		60,000			
Men's & Family Drop In Shelters - Treatment of Building Envelope	25,000				
<b>MidTown</b>					
Midtown Streetlighting	120,000	60,000	60,000	60,000	300,000
<b>Miguel Ribera Park</b>					
Miguel Ribera Park - Reconstruct Parking Lot					350,000
<b>Mill &amp; McCarran</b>					
Mill Street Flat Field Project - New Sports Fields				24,000,000	

	FY24	FY25	FY26	FY27	FY28-32
<b>Mira Loma Maint. Building</b>					
Mira Loma Maint. Building - Mechanical Upgrade		10,000			
Mira Loma Maint. Building - Plumbing Upgrade	10,000				
Mira Loma Maint. Building - Treatment of Building Envelope	35,000				
<b>Mira Loma Park</b>					
Mira Loma Park - Upgrade sports courts at Mira Loma Park; add pickleball	600,000				
<b>Northwest Park</b>					
Northwest Park - Multi-Sport Courts					150,000
Northwest Park - Northwest Park Parking Lot Lighting	82,000				
Northwest Park - Replace Irrigation System	314,000				533,000
Northwest Park - Site Access Improvements					995,000
<b>Northwest Pool</b>					
Northwest Pool - Block Wall Repair					100,000
Northwest Pool - Electrical Upgrade			113,000		
Northwest Pool - Interior Finishes and Fixture Upgrade		90,000			
Northwest Pool - Mechanical Upgrade				30,000	
<b>Oxbow Nature Study Area</b>					
Oxbow Nature Study Area - Electrical Upgrade			10,000		
Oxbow Nature Study Area - Interior Finishes and Fixture Upgrade		10,000			
Oxbow Nature Study Area - Parking Lot & Trail Access	350,000				
Oxbow Nature Study Area - Treatment of Building Envelope		10,000			
<b>Paradise Park</b>					
City Facility Parking Lots - Paradise Park Section 4	250,000				
City Facility Parking Lots - Paradise Park Section 5	400,000				
<b>PD Main</b>					
PD Main - Asbestos Abatement	2,500,000				
PD Main - Electrical Upgrade		1,000,000			
PD Main - Replace Sewer/Galvanized Plumbing Pipes			1,500,000		
<b>Peavine Fields</b>					
Peavine Fields - Renovate Road & Parking Lot					350,000
<b>Pembroke Sports Complex</b>					
Pembroke Sports Complex	9,600,000				
<b>Pickett Park</b>					
Pickett Park - Walking path around Pickett Park			250,000		
<b>Pine MS</b>					
Pine MS - Multi-Sport Courts at Pine MS					150,000
<b>Plumas Park</b>					
Plumas Park - Replace Irrigation System					317,000
<b>Police Evidence Facility</b>					
Police Evidence Facility - Interior Finishes and Fixture Upgrade		150,000			
Police Evidence Facility - Mechanical Upgrade			65,000		
Police Evidence Facility - Plumbing Upgrade		10,000			
Police Evidence Facility - Roofing Upgrade		350,000			
Police Evidence Facility - Treatment of Building Envelope				6,000	24,000
Police Evidence Storage	50,000	50,000	50,000	50,000	250,000

	FY24	FY25	FY26	FY27	FY28-32
<b>Reno Stead Water Reclamation Facility</b>					
Reno Stead Water Reclamation Facility Capital Improvement Program	175,000				26,000,000
<b>Reno Tennis Center</b>					
Reno Tennis Center - Reconstruct Courts				438,000	750,000
Reno Tennis Center - Replace concession building/office					340,000
<b>Rosewood Lakes</b>					
Rosewood Lakes - Roofing Upgrade					20,000
Rosewood Lakes - Treatment of Building Envelope			30,000		
<b>Sage St Park</b>					
Sage St Park - Reconstruct Sage St Park		1,117,000			
<b>Sierra Vista Park</b>					
Sierra Vista Park - Restroom and Parking Lot Upgrades	700,000				
<b>Silver Star PUD</b>					
Silver Star PUD - Silver Star Ranch PUD Parks				160,000	640,000
<b>Sky Country Park</b>					
Sky Country Park - Park Expansion	903,758				
<b>Terrace Sports Complex</b>					
Terrace Sports Complex Soccer Field Artificial Turf & Field Lights					981,000
<b>Truckee Meadows Water Reclamation Facility</b>					
Truckee Meadows Water Reclamation Facility- Capital Improvement Program	14,127,000	11,456,000	12,415,000	10,215,500	95,747,000
<b>Truckee River</b>					
Truckee River - Expand Whitewater Park between Sierra & Lake Streets					1,647,000
Truckee River - Truckee River Pathway Surface Repairs	132,000	280,000	295,000		
<b>Various</b>					
Art in Public Places	50,000	50,000	50,000	50,000	200,000
Bridge Program - Maintenance and Preservation	300,000	300,000	300,000	300,000	1,200,000
Collection System - Annual Projects	7,000,000	7,000,000	7,000,000	7,000,000	35,000,000
Collection System - Sewer Main Replacements & Capacity Improvements	25,263,413	28,108,854	25,078,609	25,078,609	113,601,045
Effluent/Reuse/ A+ Category Water	30,550,000	25,000,000			100,000,000
Lift Station Rehabilitation	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000
Neighborhood Street Program	14,000,000	14,000,000	14,000,000	14,000,000	70,000,000
Parks ADA Upgrades	62,500	62,500	62,500	62,500	312,500
Public Safety Radio Equipment	500,000	500,000	500,000	500,000	2,000,000
Security Enhancements - Cameras and Badger Readers	1,000,000				
Server and network replacement program	150,000	150,000	150,000	150,000	750,000
Signal & Lighting Improvement Program	250,000	250,000	250,000	250,000	1,250,000
Storm Drain Master Plan-CIP priority recommendations	200,000	4,500,000	4,500,000	4,500,000	4,500,000
Storm Drain Master Planning (Evaluation)		800,000			
Traffic Calming & Pedestrian Safety	120,000	120,000	120,000	120,000	600,000
Truckee River Bank/Landscape Restoration	250,000		250,000		750,000
Various - Carpet Replacement - All City Buildings	160,000	80,000	80,000		
Water Quality- Erosion- Land and Creek Stabilization Projects	3,000,000	275,000	2,200,000	2,000,000	

	FY24	FY25	FY26	FY27	FY28-32
<b>Virginia Lake Park</b>					
Virginia Lake Park - Restore/rehab north area		400,000			
Virginia Lake Park - Restore/rehab west area				775,000	
Virginia Lake Park - Virginia Lake Park - Restore/rehab west shoreline and path	600,000				
Virginia Lake Park - Water Quality Phase 2	350,000				
<b>Wells Avenue</b>					
Wells Avenue Lighting Replacement	290,000				
<b>Whitaker Park</b>					
Whitaker Park - Replace Irrigation System		575,000			
<b>Wingfield Park</b>					
Wingfield Park - Renovate Wingfield Park amphitheater sound/lights, storage					350,000
<b>Total Deferred CIP</b>	<b>\$208,378,671</b>	<b>\$153,781,354</b>	<b>\$76,066,109</b>	<b>\$96,177,609</b>	<b>\$481,068,762</b>

## Capital Maintenance Plan

The Capital Maintenance Plan is a list of ongoing projects anticipated to be completed by the Parks & Recreation Department each year with capital maintenance funds. This funding is used for planned replacement of existing park features and amenities and not eligible for Residential Construction Tax. Staff reviews and updates this list annually as necessary, and projects may change in priority based on safety issues with various park features, opportunity to provide matching funds for specific grants, or other changes as needed to meet Council or City Manager requirements.



# Parks & Recreation 10-Year Capital Maintenance Plan

FY 2022/2023

Location	Type	Ward	RCT District	Amount
Annual	Annual Safety Surface Repairs	ALL	ALL	\$ 15,000
	Irrinet Controller Replacement	ALL	ALL	15,000
	Annual Sidewalk & Path Repairs	ALL	ALL	50,000
Canyon Creek	Replace small area playground equipment & surface	1	2	150,000
Dorothy McAlinden	Restroom Repairs	4	1	35,000
Idlewild	Replace restroom by shelter	1	5	100,000
Pickett	Color coat tennis/BB court	3	4	35,000
				<u>\$ 400,000</u>

FY 2023/2024

Location	Type	Ward	RCT District	Amount
Annual	Annual Safety Surface Replacement	ALL	ALL	\$ 15,000
	Annual Sidewalk & Path Repairs	ALL	ALL	60,000
	Irrinet Controller Replacement	ALL	ALL	15,000
Crystal Lake	Color coat tennis/BB courts	2	5	25,000
Fisherman 1 & 2	Replace lights with LED	3,5	3	35,000
Idlewild	Repair skate park surfaces	1	5	35,000
Lake	Install picnic shelter	5	2	60,000
Las Brisas	Resurface water spray pad	5	2	5,000
Miguel Ribera	Replace playground equip & surface	3	4	100,000
Mira Loma	Repair skate park surfaces	3	4	35,000
Silver Lake	Resurface water spray pad	4	1	15,000
				<u>\$ 400,000</u>

FY 2024/2025

Location	Type	Ward	RCT District	Amount
Annual	Annual Safety Surface Repairs	ALL	ALL	\$ 15,000
	Annual Sidewalk & Path Repairs	ALL	ALL	80,000
Manzanita	Color coat tennis/BB courts	2	5	25,000
Mira Loma	Reconfigure tennis/bb courts	3	4	160,000
Panther Valley	Replace skate park features w/ conc	4	1	100,000
Wheatland	Resurface water spray pad	2	5	20,000
				<u>\$ 400,000</u>

FY 2025/2026

Location	Type	Ward	RCT District	Amount
Annual	Annual Safety Surface Repairs	ALL	ALL	\$ 15,000
	Annual Sidewalk & Path Repairs	ALL	ALL	15,000
Wilkinson	Replace playground equip & surface	3	4	370,000
				<u>\$ 400,000</u>

FY 2026/2027

Location	Type	Ward	RCT District	Amount
Annual	Annual Safety Surface Repairs	ALL	ALL	\$ 15,000
	Annual Sidewalk & Path Repairs	ALL	ALL	30,000
Barbara Bennett	Color coat 2 tennis/BB courts	1	5	35,000
Pickett	Replace playground & safety surface	3	4	320,000
				<u>\$ 400,000</u>



Location	Type	Ward	RCT District	Amount
Annual	Annual Safety Surface Replacement	ALL	N/A	\$ 75,000
	Annual Sidewalk & Path Repairs	ALL	N/A	250,000
	Irrinet Controller Replacement	ALL	N/A	75,000
Crystal Lake	Replace horseshoe pits	2	5	15,000
	Replace fitness equip	2	5	15,000
Huffaker	Replace fitness equip	2	4	20,000
	Color coat tennis/BB courts	2	4	25,000
	Rehab Mtn Trail, Signs,Gazebo	2	4	125,000
Idlewild	Replace water play features and surface	1	5	40,000
Ivan Sack	Renovate irrigation system	1	5	40,000
Manzanita	Replace picnic shelter	2	5	100,000
Mary Gojack	Replace playground equip & surface	1	5	155,000
Northgate	Replace playground equip & surface (Ages 2-5)	1	2	135,000
Northwest	Convert 2 Courts to Multi-Sport	5	2	60,000
Pine M.S.	Convert 2 Courts to Multi-Sport	3	4	90,000
Raleigh Heights	Replace playground equip & surface	4	1	290,000
Reno Tennis Ctr	Color coat tennis courts	2	5	90,000
Riverside Drive	Repair & widen pathway - Washington to Booth, renovate irrigation system	1	2	125,000
Rotary Centennial	Overlay basketball court (1 crt)	3	3	25,000
Sage Street	Repair Concrete	3	3	40,000
Silver Lake	Resurface water spray pad	4	1	35,000
Sterling Village	Replace picnic shelter	4	3	50,000
Summit Ridge	Replace fitness equip	1	2	25,000
	Replace basketball courts (1)	1	2	35,000
Valleywood	Replace basketball courts (1.5)	5	2	45,000
Whitaker	Color coat tennis courts	5	2	20,000
				<u>\$ 2,000,000</u>

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# DEBT

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## Debt Administration

Nevada Revised Statute 350.0013 requires local governments file a written debt management policy with the Department of Taxation and the Washoe County Debt Management Commission annually. The policy is used to analyze the existing debt position of the City and assess the impact of future financing requirements on the City's ability to service additional debt. This analysis is not intended to review the City's total financial position or to make projections of future expenditures other than debt service.

Review and analysis of the City's debt position is required to provide a capital financing plan for infrastructure and other improvements. Both available resources and City needs drive the City's debt issuance program. Long-term projected financing is linked with economic, demographic, and financial resources expected to be available to repay the debt. City debt ratios are examined as well as the impact of future debt financing on those ratios. The use of debt ratios is only one tool of many in determining a course of action and is not used exclusively in making a decision.

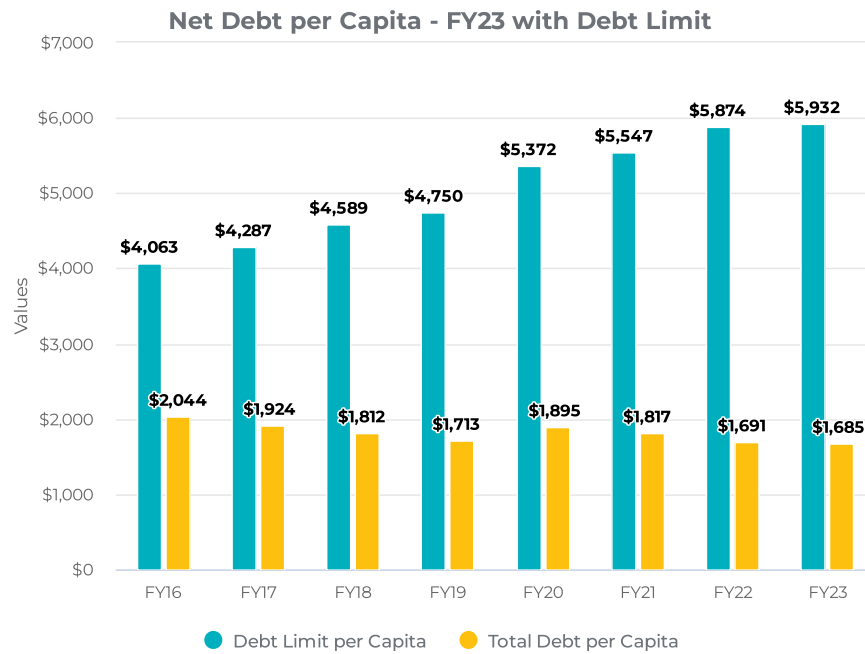
Decisions regarding the use of debt is based upon a number of factors including, but not limited to, the long term needs of the City and the amount of resources available to repay the debt. The debt policy is not expected to anticipate every future contingency in the City's capital program or future operational needs. Sufficient flexibility is required to enable City management to respond to unforeseen circumstances or new opportunities, when appropriate.

The City will maintain direct tax supported debt at a manageable level considering economic factors including population, assessed valuation, and other current and future tax-supported essential service needs. For bonds being repaid solely with property taxes, the City will strive for a debt service fund balance in an amount not less than the succeeding year's principal and interest requirements, or in compliance with reserve fund requirements as established in bond covenants, whichever is greater. The following chart and graph shows the relationship between net bonded debt and population and assessed value for the City.

Net bonded debt equals total general obligation debt, less debt paid from enterprise fund revenues, from special assessment against benefited properties, and from special revenue sources payable solely from revenues derived from other than general Ad Valorem taxes.

The City can sell its debt directly to a bank or it can issue bonds in the municipal bond market. The decision to issue bonds or to obtain bank financing is based upon which alternative will provide the City with the lower costs. The City Council decides on an issue-by-issue basis which method of sale would be most appropriate. The City encourages the use of competitive sales for all issues unless circumstances dictate otherwise. Negotiated sales are considered if the sale is a complex financing structure (certain revenue issues, a combination of taxable/ nontaxable issues, etc.) or based upon other factors which lead the Finance Department to conclude that a competitive sale would be less effective. If a negotiated sale is anticipated, then the Finance Department and City Bond Counsel establish a list of pre-qualified underwriters.

As of June 30, 2021, the City maintains an A1 rating from Moody's and AA- from Standard and Poor's for its general obligation bonds.



## Legal Debt Margin

The City Charter limits the aggregate principal amount of the City's general obligation debt to fifteen percent (15%) of the City's total reported assessed valuation. Based upon the assessed valuation of \$10.5 billion for the fiscal year ending June 30, 2022, the City is limited to general obligation indebtedness in the aggregate amount of \$1.57 billion. The City has \$88.4 million of general obligation debt and \$5.5 million medium term financing debt outstanding as of June 30, 2022.

Debt Margin Calculation	
Assessed Valuation*	\$10,453,332,120
Charter Limitation on Debt	15%
Debt Limit	\$1,567,999,819
Outstanding General Obligation Bonds	(\$88,357,276)
<b>Margin</b>	<b>\$1,479,642,542</b>

\*This excludes estimated net proceeds of minerals

# Summary of Outstanding Debt

## General Obligations Bonds supported by Ad Valorem Taxes

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The City has outstanding general obligation and refunding bonds for capital facilities, including street and storm drain improvements. These bonds are supported by Ad Valorem taxes and constitute direct and general obligations of the City. The full faith and credit of the City is pledged to the bonds for the payment of principal and interest, subject to Nevada Constitutional and statutory limitations on the aggregate amount of Ad Valorem taxes.

In any year in which the total property taxes (Ad Valorem) levied within the City by all overlapping entities (e.g. the State, Washoe County, and special districts) exceed such tax limitations (\$3.66 per \$100 of assessed value), the reduction to be made by those units must be in taxes levied for purposes other than the payment of their bonded indebtedness, including interest on such indebtedness.

## Special Assessment District Debt

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The City established Special Assessment Districts (SAD's) to finance various improvements such as streets, sidewalks, sewer lines, and other projects described in NRS 271.265. A special assessment is a charge imposed against certain properties to defray part or all the cost of a specific improvement deemed to primarily benefit those properties, separate and apart from the general benefit accruing to the public at large. Since the special assessment is not available until construction is in progress, the City issues either interim warrants, which are essentially a short-term construction loan, or self-finances. Interim warrants are usually structured as a bank line of credit. Funds from the interim warrants are advanced from time to time from banks as construction financing is needed. SAD debt outstanding at July 1, 2022, is \$5,441,600.

Interim warrants are payable from special assessments levied to pay, in part, the costs of improvements in assessment districts and/or from the proceeds of special assessment bonds. If these sources become insufficient to pay the interim warrants and the interest as such becomes due, the deficiency may be paid out of the Surplus and Deficiency Fund, and then further by the General Fund of the City. If there is a deficiency in the General Fund, it is mandatory for the City (in accordance with the provisions of NRS 271.495) to levy and collect Ad Valorem taxes upon all property in the City which is by law taxable for State, County, and municipal purposes, subject to the limitations of constitutional and statutory requirements. The City's intent is to retire any interim warrants and interest thereon with special assessments and/or assessment district bond proceeds and not levy a general Ad Valorem tax.

## ReTRAC Bonds supported by Sales Tax and Room Tax

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In December of 1998 and June of 2002, the City issued the bonds to finance a portion of the construction of a depressed railway (trench) through the downtown corridor. Additional funding for the project was provided through state and federal funding sources. Since the original issue, further enhancements to the trench have been made. The original bonds were refinanced in 2008 and again in 2018.

## Event Center Bonds supported by Room Tax

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In 2002 the Reno Sparks Convention and Visitors Center sold the Downtown Bowling Center to the City, while retaining responsibility for marketing and maintenance of the facility. The City also issued bonds to construct the Reno Events Center and Ballroom Facility. The bonds are limited obligations payable from Room Tax specifically designated for this purpose.

## Tax Allocation Bonds - Redevelopment Agency

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Nevada Revised Statutes provide a means for financing redevelopment projects based upon an allocation of certain Ad Valorem property taxes collected within a redevelopment project area. The taxable valuation of property within a redevelopment project area last equalized prior to the effective date of the ordinance which adopts the redevelopment plan, becomes the base valuation. Taxes collected upon any increase in taxable valuation over the base valuation are allocated to a redevelopment agency and may be pledged by a redevelopment agency to the repayment of indebtedness incurred in financing or refinancing a redevelopment project. Redevelopment agencies themselves have no authority to levy taxes and must look specifically to the allocation of taxes procedure as described above. In 1995, 1998, and 2007 the Agency refunded a portion of the original issues.

## New Debt Issued

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In August 2021, the City of Reno entered into a medium term obligation in an amount of up to \$1,200,000 with Axon Enterprises, Inc. regarding the financing and maintaining in-car video recording devices (dashboard cameras) and related peripheral equipment, network, and data storage for the Reno Police Department.

In September 2021, the City of Reno entered into a medium term obligation in the amount of \$875,000 with Artown for the purchase of the Lear Theater located at 501 Riverside Drive.

In July 2022, the City of Reno issued \$60 million in General Obligation (Limited Tax) Bonds. The bonds will be used to complete the remodel of the new Public Safety Center, construct the new Moana Pool, and design a Fire Headquarters. Semi-annual principal payments, including interest, will commence in the current fiscal year with a final maturity in 30 years.

The City of Reno anticipates issuing \$45 million in General Obligation (Limited Tax) Sewer Bonds additionally secured by pledge revenues, Series 2023. The bonds will be tied to a \$45 million Clean Water State Revolving Loan Fund contract for which the funds must be drawn within three years from the contract date. Once the sewer plant expansion being funded with the loan is completed, the outstanding amount drawn on the contract will represent the initial balance outstanding on the bonds. Semi-annual principal payments, including interest, will commence with a final maturity date within 20 years.

The table below summarizes the City's and Redevelopment Agency's outstanding debt.

## Current Outstanding Debt

### City of Reno

Bonds	Interest Rate	Maturity Date	Authorized & Issued	Outstanding 7/1/2022	FY2023 Requirements	
					Interest	Principal
GENERAL OBLIGATION REVENUE BONDS						
2013A Events Center	4.0-5.0	1-Jun-32	36,115,000	28,885,000	1,392,963	1,950,000
2013B Medium-term Various Purpose Bonds	2.0-5.0	1-Jun-23	32,995,000	100,000	5,000	100,000
2016 Sewer Revenue Refunding Bonds	1.61	1-Jul-25	41,245,638	13,133,057	189,078	5,595,843
2020 Sewer (Limited Tax) Bond**	1.42	1-Jun-40	55,000,000	51,709,227	260,555	1,228,974
2023 Sewer Bond			45,000,000	—	—	—
2022 Public Safety Center and Moana Pool Bond	2.00	1-Jun-42	60,000,000	—	1,158,333	2,400,000
Total — General Obligation Bonds			\$270,355,638	\$93,827,284	\$3,005,929	\$11,274,817
REVENUE BONDS						
2005C Capital Refunding Bonds	5.78	1-Jun-37	\$9,192,402	\$5,694,977	—	—
2006 Retrac Room Tax	5.91	1-Jun-36	8,720,000	5,885,000	347,804	280,000
2007 A Tax Exempt Sales Tax (Cabela's)*	4	29-Jun-27	16,525,000	11,925,000	294,800	1,175,000
2007 B Taxable Sales Tax (Cabela's)*	6.5	29-Jun-27	18,175,000	14,015,000	574,438	1,435,000
2018A Retrac 1st Senior Lien-Refunding	4.0-5.0	1-Jun-58	123,275,000	118,785,000	5,252,600	1,305,000
2018B Retrac 2nd Senior Refunding	4.0-5.0	1-Jun-58	32,680,000	31,470,000	1,359,769	355,000
2018C Subordinate Lien Retrac Refunding Bonds	6.15	1-Jul-58	58,659,820	53,740,980	—	—
2018D 2nd Sub Lien Retrac Refunding Bonds	6.75	1-Jul-58	16,115,490	16,115,490	—	—
2019A-1 Capital Imprvt Revenue Refund	3.75-5.0	1-Jun-46	79,920,000	79,920,000	3,288,163	—
2019A-2 Capital Imprvt Revenue Refund	3.75	1-Jun-24	5,245,000	2,295,000	86,063	1,115,000
Total-Revenue Bonds			\$368,507,712	\$339,846,447	\$11,203,637	\$5,665,000
*Both loans have matured interest and principal due for 6/29/18 through 6/29/22. Principal and interest payable in FY 2023 is based on the original amortization table.						
**Principal outstanding is based on draws received/requested to date. Interest payable is estimated based on principal drawn through 6/30/22.						
MEDIUM TERM FINANCING						
Axon Enterprise, Inc	—	1-Dec-25	\$1,200,000	\$960,000	—	\$240,000
2019 Medium-term Fire Apparatus Bonds	1.7	1-Jun-29	6,327,000	4,498,000	76,466	611,000
Artown	—	1-Dec-27	875,000	750,000	—	125,000
Total — Medium Term Financing			\$8,402,000	\$6,208,000	\$76,466	\$976,000
SPECIAL ASSESSMENT DEBT FUNDS						
1999 District No. 2, Series 2016	1.45-3.00	1-Jun-25	\$6,640,000	\$2,260,000	\$67,800	\$730,000
2001 District No. 2	2.75-5.00	1-Jun-23	2,470,000	30,000	1,350	30,000
2002 District No. 5	5.7-7.25	1-Dec-25	7,500,000	2,360,000	151,888	530,000
2008 District No. B	7.01	1-May-26	1,115,000	51,000	3,575	27,000
2010 District No. 2	4	1-Nov-41	939,800	740,600	29,131	24,660
Total — Special Assessment Debt Funds			\$18,664,800	\$5,441,600	\$253,744	\$1,341,660
OTHER						
Clean Energy Renewable Bonds (CREBs)	1	15-Dec-23	\$2,340,000	\$312,000	\$3,120	\$156,000
QECB	6.45	1-Jun-25	2,261,000	552,000	35,604	179,000
RZEDB	6.45	1-Jun-27	10,860,000	5,467,000	352,622	783,000
Total — Other			\$15,461,000	\$6,331,000	\$391,346	\$1,118,000
Total City of Reno Debt Service			\$681,391,150	\$451,654,331	\$14,931,121	\$20,375,477

## Redevelopment Agency

### Redevelopment Agency #1

Bonds	Interest Rate	Maturity Date	Authorized & Issued	Outstanding 7/1/2022	FY2023 Requirements	
					Interest	Principal
2007 Tax Allocation Bonds Series A	6.1	1-Jun-23	\$4,000,000	\$755,000	\$46,055	\$755,000
2007 Tax Allocation Bonds Series B	5	1-Jun-27	4,000,000	3,795,000	189,750	60,000
2007 Tax Allocation Bonds Series C	5.4	1-Jun-27	12,690,000	7,775,000	419,850	1,400,000
<b>Total Redevelopment Agency #1</b>			<b>\$20,690,000</b>	<b>\$12,325,000</b>	<b>\$655,655</b>	<b>\$2,215,000</b>

### Redevelopment Agency #2

Bonds	Interest Rate	Maturity Date	Authorized & Issued	Outstanding 7/1/2022	FY2023 Requirements	
					Interest	Principal
2017 Tax Increment Bonds (Cabela's)	2.46	29-Jun-35	\$655,000	\$540,000	\$13,063	\$36,000
<b>Total Redevelopment Agency #2</b>			<b>655,000</b>	<b>540,000</b>	<b>13,063</b>	<b>36,000</b>
<b>TOTAL REDEVELOPMENT AGENCY TAX ALLOCATION BONDS</b>			<b>\$21,345,000</b>	<b>\$12,865,000</b>	<b>\$668,718</b>	<b>\$2,251,000</b>



# Debt Amortization Schedule Principal/Interest by Year of Maturity

**For the Year Ending June 30, 2023**

## **Governmental Activities**

### General Obligation Bonds

	<u>Principal</u>	<u>Interest</u>
2023	2,661,000	1,474,429
2024	2,751,000	1,361,542
2025	2,951,000	1,244,485
2026	3,172,000	1,117,758
2027	3,393,000	980,344
2028-2032	18,555,000	2,696,997
Total General Obligation Bonds	<u>33,483,000</u>	<u>8,875,555</u>

### Tax Allocation Bonds

2023	1,496,000	622,663
2024	2,371,000	543,177
2025	2,498,000	419,649
2026	2,628,000	289,514
2027	2,765,000	152,527
2028-2032	212,000	31,808
2033-2035	140,000	6,076
Total Tax Allocation Bonds	<u>12,110,000</u>	<u>2,065,414</u>

### Revenue Bonds

2023	15,140,000	16,562,872
2024	6,080,000	10,918,562
2025	6,520,000	10,611,844
2026	6,995,000	10,266,540
2027	26,180,000	46,584,797
2028-2032	22,505,000	45,307,543
2033-2037	24,059,977	64,838,821
2038-2042	53,365,000	33,008,581
2043-2047	54,695,000	21,297,294
2048-2052	29,005,000	12,362,125
2053-2057	35,380,000	5,986,613
2058-2059	74,699,953	766,462,801
Total Revenue Bonds	<u>337,119,930</u>	<u>1,007,505,088</u>

### Special Assessment Bonds

2023	1,311,660	252,393
2024	1,369,670	187,900
2025	1,411,710	119,927
2026	682,810	49,730
2027	28,940	24,851
2028-2032	163,410	105,544
2033-2037	199,600	69,359
2038-2042	243,800	25,160
Total Special Assessment Bonds	<u>5,411,600</u>	<u>834,864</u>

Notes Payable		
2023	365,000	-
2024	365,000	-
2025	365,000	-
2026	365,000	-
2027	125,000	-
2028	125,000	-
Total Notes Payable	<u>1,710,000</u>	<u>-</u>

Installment Purchase Agreements		
2023	1,118,000	391,346
2024	1,191,000	327,737
2025	1,260,000	259,419
2026	1,335,000	178,149
2027	1,427,000	92,042
Total Installment Purchase Agreements	<u>6,331,000</u>	<u>1,248,692</u>

<b>Total Governmental Activities</b>	<u>396,195,530</u>	<u>1,020,530,961</u>
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#### **Business-Type Activities**

General Obligation/Pledged Revenue Bonds		
2023	6,865,307	879,143
2024	8,321,724	784,618
2025	4,099,562	668,598
2026	2,924,240	614,908
2027	2,677,302	575,001
2028-2032	13,969,789	2,291,726
2033-2037	14,993,941	1,267,573
2038-2040	9,518,968	237,941
Total General Obligation/Pledged Revenue Bonds	<u>63,370,832</u>	<u>7,319,509</u>

<b>Total Business-type Activities</b>	<u>63,370,832</u>	<u>7,319,509</u>
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# FINAL WORD

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## A Final Word of Acknowledgement

### A Final Word of Acknowledgment

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Thank you for reading through this budget document. The budget process begins in October of each year with the Capital Improvement Plan Committee developing the Capital Improvement Plan for the following fiscal year, followed by Finance staff meetings with all departments and meetings with the City Manager. The formal budget process concludes with budget workshops before the Mayor and City Council and a public hearing to formally adopt the budget in May, as required by state law.


The Finance Department would like to take this opportunity to recognize staff throughout the City that conduct analysis, project revenues and expenses, and monitor fund and departmental budgets. This assistance is invaluable. The process of budgeting is a year-round activity which involves close monitoring, problem solving and planning for the future. Customer service to the City organization and to the community continues to be an essential element of the budget process. Please take a moment to complete and submit your responses to the questions below via the link provided.

The City of Reno maintains a website to provide information and assistance to the community and other interested parties at [www.reno.gov](http://www.reno.gov). 

Our mailing address is: City of Reno  
Finance Department Attention: Finance Director  
P.O. Box 1900  
Reno, NV 89505-1900  
or you may contact us at (775) 334-2080

Vicki Van Buren  
Finance Director

## Budget Document Comments

Please follow this link to provide feedback on this document: [Budget Document Comments](#) 

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# APPENDIX

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## Glossary

**AB489:** Assembly Bill 489 — caps property tax bills of owner-occupied single-family residents and low income apartment owners at 3% per year. All other property owners have a cap using a 10-year rolling average or 8% whichever is less compared to twice the Consumer Price Index (CPI). The cap is established at the greater of the two.

**Abatement:** A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit. Granted only on application of the person seeking the abatement and only by the committing governmental unit.

**Accounting System:** The total structure of records and procedures that identify record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, account groups, and organizational components.

**Accrual Accounting:** A basis of accounting in which revenues are recorded when earned and expenses are recorded at the time they are incurred, instead of when cash is actually received or disbursed (see Fund).

**Accrued Interest:** The amount of interest that has accumulated on the debt since the date of the last interest payment, and on the sale of a bond, the amount accrued up to but not including the date of delivery (settlement date). (See Interest)

**Ad Valorem Tax (Property Tax):** A tax levied on the assessed valuation of real property (see Revenues). Nevada Revised Statutes (NRS) 361.453 sets a maximum tax rate of \$3.64 per \$100 of assessed valuation.

**Adopted Budget:** Revenues and appropriations adopted by the City Council in May for the following fiscal year

**Amortization:** The gradual repayment of an obligation over time and in accordance with a predetermined payment schedule.

**Appropriation:** A legal authorization from the community's legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

**Arbitrage:** As applied to municipal debt, the investment of tax-exempt bonds or note proceeds in higher yielding, taxable securities. Section 103 of the Internal Revenue Service (IRS) Code restricts this practice and requires (beyond certain limits) that earnings be rebated (paid) to the IRS.

**Assessed Valuation (AV):** A value established for real property for use as a basis for levying property taxes. The assessed value is thirty-five percent (35%) of taxable value. The Washoe County Assessor is responsible for all appraisal activity.

**Audit:** An examination of a community's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool in evaluating the fiscal performance of a community.

**Audit Report:** Prepared by an independent auditor, an audit report includes: (a) a statement of the scope of the audit; (b) explanatory comments as to application of auditing procedures; (c) findings and opinions. It is almost always accompanied by a management letter which contains supplementary comments and recommendations.

**Augmentation:** A procedure for increasing appropriations of a fund with the express intent of employing previously unbudgeted resources of the fund for carrying out the increased appropriations.

**Available Funds:** Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs.

**Balance Sheet:** A statement that discloses the assets, liabilities, reserves and equities of a fund or governmental unit at a specified date.

**Balanced Budget:** The State of Nevada requires that all governmental entities file a balance budget. This is accomplished by having revenues and use of fund balance or net assets that equal expenditures and ending fund balance or net assets.

**Bond:** A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year. (See Note)

**Bond and Interest Record:** (Bond Register) — The permanent and complete record maintained by a treasurer for each bond issue. It shows the amount of interest and principal coming due each date and all other pertinent information concerning the bond issue.

**Bonds Authorized and Unissued:** Balance of a bond authorization not yet sold. Upon completion or abandonment of a project, any remaining balance of authorized and unissued bonds may not be used for other purposes, but must be rescinded by the community's legislative body to be removed from community's books.

**Bond Issue:** Generally, the sale of a certain number of bonds at one time by a governmental unit.

**Bond Rating (Municipal):** A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard and Poors, use rating systems, which designate a letter or a combination of letters and numerals where AAA is the highest rating and C1 is a very low rating.

**Budget:** A plan for allocating resources to support particular services, purposes and functions over a specified period of time. (See Performance Budget, Program Budget)

**Budget Augmentation:** A legal procedure allowed by law for revisions that alter the total appropriations of a fund. An augmentation results in increased expenditures for the fund.

**Budget Document:** The official written statement prepared by the City staff reflecting the decisions made by the Council in their budget deliberations. The City submits that document to the State Department of Taxation to meet Nevada Revised Statute requirements. A separate document is prepared for distribution to staff, the public and submittal to Government Finance Officers Association (GFOA).

**Budget Revision:** A budget revision is a shift in appropriations between two or more line item accounts. A budget revision does not result in increased appropriations.

**Capital Assets:** All real and tangible property used in the operation of government, which is not easily converted into cash, and has an initial useful life extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Assets)

**Capital Budget:** An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method of financing each recommended expenditure, i.e., tax levy or rates, and identify those items that were not recommended. (See Capital Assets, Fixed Assets)

**Capital Equipment:** Equipment with a value in excess of \$10,000 and an expected life of more than one year.

**Capital Improvements:** Major construction, repair of or addition to buildings, parks, streets, bridges, and other City facilities.

**Capital Improvement Plan (CIP):** A plan for capital expenditures to provide for the acquisition, expansion, or rehabilitation of an element of the City's physical plant to be incurred over a fixed period of several future years.

**Capital Outlay:** Expenditures relating to the purchase of equipment, land, and other fixed assets.

**Capital Projects Funds:** These funds account for the financial resources to be used for the acquisition and/or construction of major capital facilities, other than those financed by proprietary funds. Each year, the City appropriates funds for the work to be completed that fiscal year; fund balances are designated for the completion of the projects over a period of years. Examples of



projects are fire stations, streets, sewer lines and storm drains. (see Fund)

**Cash:** Currency, coin, checks, postal and express money orders and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.

**Cash Management:** The process of monitoring the ebb and flow of money in an out of municipal accounts to ensure cash availability to pay bills and to facilitate decisions on the need for short- term borrowing and investment of idle cash.

**Certificate of Deposit (CD):** A bank deposit evidenced by a negotiable or non-negotiable instrument, which provides on its face that the amount of such deposit plus a specified interest payable to a bearer or to any specified person on a certain specified date, at the expiration of a certain specified time, or upon notice in writing.

**Classification of Real Property:** Assessors are required to classify all real property according to use into one of four classes: residential, open space, commercial, and industrial. Having classified its real properties, local officials are permitted to determine locally, within limitations established by statute and the Commissioner of Revenue, what percentage of the tax burden is to be borne by each class of real property and by personal property owners.

**Collective Bargaining:** The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all of its employees, who are represented by a recognized labor union regarding wages, hours and working conditions.

**Consumer Price Index (CPI):** The statistical measure of changes, if any, in the overall price level of consumer goods and services. The index is often called the "cost-of-living index."

**Cost-Benefit Analysis:** A decision-making tool that allows a comparison of options based on the level of benefit derived and the cost to achieve the benefit from different alternatives.

**Debt Burden:** The amount of debt carried by an issuer usually expressed as a measure of value (i.e., debt as a percentage of assessed value, debt per capita, etc.). Sometimes debt burden refers to debt service costs as a percentage of the total annual budget.

**Debt Service:** The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

**Debt Service Fund:** Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and other costs. Most general long-term debt is a general obligation debt, secured by the full faith and credit of the issuing government. It is also used to account for payment of other long-term debts, including notes, lease-purchase agreements, and installment purchase contracts.

**Department:** A major administrative division of the City which indicates overall management responsibility for an operation or a group of related operations within a functional area. A department usually has more than one program and may have more than one fund as a revenue source for the services it provides.

**Encumbrance:** A reservation of funds to cover obligations arising from purchase orders, contracts, or salary commitments that are chargeable to, but not yet paid from, a specific appropriation account.

**Enterprise Fund:** A fund established to account for activities that are financed and operated in a manner similar to private business enterprises, where costs of providing services to the public are recovered through user fees. Enterprise Funds are used to account for operations that are either financed or operated in a manner similar to private businesses, or when the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for public policy, management control, accountability or other purposes. Rate schedules for services provided are usually established to ensure that revenues are adequate to meet necessary expenditures. The Sanitary Sewer Fund is a major fund see details under fund.

**Equalized Valuations (EQVs):** The determination of the full and fair cash value of all property in the community that is subject to local taxation.

**Estimated Receipts:** A term that typically refers to anticipated local revenues often based on the previous year's receipts and represent funding sources necessary to support a community's annual budget. (See Local Receipts)

**Exemptions:** A discharge, established by statute, from the obligation to pay all or a portion of a property tax. The exemption is available to particular categories of property or persons upon the timely submission and approval of an application to the assessors. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include disabled veterans, blind individuals, surviving spouses, and seniors.

**Expenditure:** An outlay of money made by municipalities to provide the programs and services within their approved budget.

**Expenditure Category:** A basis for distinguishing types of expenditures. The major expenditure categories used by the City of Reno are: salaries and wages, employee benefits, services and supplies, capital outlay and debt service/other.

**Fiduciary Funds:** Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

**Fiscal Year (FY):** The beginning and ending period for recording financial transactions. The City's fiscal year begins July 1 and ends June 30 the following year.

**Fixed Assets:** Assets of a long-term character which are intended to be held or used, such as land, buildings, machinery, furniture and other equipment. All items with a useful life of more than one year and a cost in excess of \$10,000 are classified as fixed assets.

**Fixed Costs:** Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service costs or interest on loans.

**Float:** The difference between the bank balance for a local government's account and its book balance at the end of the day. The primary factor creating float is clearing time on checks and deposits. Delays in receiving deposit and withdrawal information also influence float.

**Full Cost Recovery:** The establishment of user fees which are equal to the direct and indirect cost of providing services.

**Full Faith and Credit:** A pledge of the general taxing powers for the payment of governmental obligations. Bonds carrying such pledges are usually referred to as general obligation or full faith and credit bonds.

**Function:** A group of related programs crossing organization (departmental) boundaries and aimed at accomplishing a broad goal or major service. The functions used in Reno's budget are those designated by the State of Nevada and are: General Government, Judicial, Public Safety, Public Works, Health and Sanitation, Culture and Recreation, Community Support, Utilities, and Debt Service.

**Fund:** An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

**Fund Accounting:** A fiscal and accounting entity for which the recording of financial transactions is made for the purpose of carrying on specific activities in accordance with the requirements placed upon the use of financial resources.

A fund is a fiscal and accounting entity with a self-balancing set of accounts. Governments use several types of funds, which are listed here in order of use. Financial summaries of these funds are contained elsewhere in this document.

Major vs. Non-Major Funds:

- 1) Major Funds — Are funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds. Also any other fund may be considered a major fund if the government's officials believe that fund is particularly important to financial statement users.

2) Non-Major Funds — Funds that do not meet the guidelines to be a major fund.

Governmental Funds:

3) General Fund — The General Fund is a Major Fund and accounts for most of the financial resources of the government, as it is the general operating fund for the City. General Fund revenues include property taxes, sales taxes (consolidated), licenses and permits, service charges and other types of revenue that are not designated by law for a special purpose. The General Fund accounts for most of the departmental expenditures including some costs of community services, development services, maintenance and engineering, public safety, criminal justice services, support services, and debt.

4) Special Revenue Funds — Special Revenue Funds are used to account for resources that are subject to certain legal spending restrictions. They are created when a resolution, statute or ordinance requires that specific resources are to be used to finance a particular activity. An example is the Street Fund, a Major Fund, which was established in 1979 to comply with Nevada laws requiring that money distributed by the State from the collection of motor vehicle fuel taxes be used only for expenditures on streets, alleyways and public highways of the City.

5) Debt Service Fund — Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt-principal, interest, and other costs. Most general long-term debt is “general obligation” debt, secured by the full faith and credit of the issuing government. It is also used to account for payment of other long-term debts, including notes, lease-purchase agreements, and installment purchase contracts. The Retrac Debt Fund is a Major Fund and accumulates resources to repay debt issued to build the railroad trench.

6) Capital Projects Funds — These funds account for the financial resources to be used for the acquisition and/or construction of major capital facilities, other than those financed by proprietary funds. Each year the City appropriates money for the work to be completed that fiscal year; fund balances are designated for the completion of the projects over a period of years. Examples of projects are fire stations, streets, sewer lines and storm drains.

Proprietary Funds:

7) Enterprise Funds — Enterprise Funds are used to account for operations that are either financed or operated in a manner similar to private businesses, or when the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for public policy, management control, accountability, or other purposes. Rate schedules for services provided are usually established to insure that revenues are adequate to meet necessary expenditures. The Sanitary Sewer Fund is a Major Fund and is used to account for the operations and maintenance of the sewer system including sewer bill issuance and collection, sewer line installation, repair and maintenance, and finally the operations, improvements, and repairs to two sewer plant facilities.

8) Internal Service Funds — Internal Service Funds are used to account for the financing of goods and services provided by one department to other departments of the City, or to other governments, on a reimbursement basis.

Trust and Agency Funds:

9) Trust and Agency Funds — These funds are custodial (used to account for assets held by a government in a trustee capacity), and do not involve measurement of results of operations. They are generally limited to instances where legally mandated, or where a formal legal trustee relationship exists. Principal and interest in these funds may be expended in the course of their designated operations.

**Fund Balance:** The excess of assets over liabilities. A negative fund balance is called a deficit. A positive ending fund balance from one fiscal year is used as a resource for the following fiscal year's activities. (The ending fund balance for one fiscal year is the same amount as the beginning fund balance for the following fiscal year).

**GASB 34:** A major pronouncement of the Governmental Accounting Standards Board that establishes new criteria on the form and content of governmental financial statements. GASB 34 requires a report on overall financial health, not just on individual funds. It requires more complete information on the cost of delivering value estimates on public infrastructure assets, such as

bridges, road, sewers, etc. It also requires the presentation of a narrative statement the government's financial performance, trends and prospects for the future.

**GASB 45:** This is another Governmental Accounting Standards Board major pronouncement that each public entity account for and report other post employment benefits in its accounting statements. Through actuarial analysis, municipalities must identify the true costs of the OPEB earned by employees over their estimated years of actual service.

**General Fund:** The General Fund is a Major Fund and accounts for most of the financial resources of the government, as it is the general operating fund for the City. General Fund revenues include property taxes, sales taxes (consolidated tax), licenses and permits, service charges and other types of revenue that are not designated by law for a special purpose. The General Fund accounts for most of the departmental expenditures including some costs of community services, development services, maintenance and engineering, public safety, criminal justice services, support services and debt. (see Fund)

**General Obligation Bonds:** Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority. Repayment of these bonds has first call on the resources of the City.

**Governing Body:** A board, committee, commission, or other executive or policymaking body of a municipality or school district.

**Indirect Cost:** Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.

**Infrastructure:** The physical facilities owned and maintained by the City. They include buildings, streets, traffic signals and equipment, bridges, culverts, sewer and storm drain pipes and equipment and parks.

**Interest Earnings:** Revenue earned on invested and idle funds. The City pools its cash and invests it in accordance with its adopted investment policy. Interest earnings are then allocated to the individual funds based upon their average cash balance.

**Interest Rate:** The interest payable, expressed as a percentage of the principal available for use during a specified period of time. It is always expressed in annual terms.

**Internal Service Funds:** Internal Service Funds are used to account for the financing of goods and services provided by one department to other departments of the City, or to other governments, on a reimbursement basis. (see Fund)

**Indirect Costs:** An expense charged by one department/division to another for services performed or for expenditures of a general nature which are charged to one main account and allocated to other departments/ divisions by a specified formula.

**Investments:** Securities and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in governmental operations.

**Line Item Budget:** A budget that separates spending into categories, or greater detail, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.

**Local Aid:** Revenue allocated by the state or counties to municipalities and school districts.

**Maturity Date:** The date that the principal of a bond becomes due and payable in full.

**Modified Accrual Accounting:** Under the modified accrual basis of accounting revenues are recognized when susceptible to accrual (when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. A one-year availability period is used for revenue recognition for special assessment revenues. Anticipated refunds of such taxes are recorded as liabilities and reduction in revenue when measurable and their validity seems certain. Expenditures are recorded when the related fund liability is incurred except for principal and interest on general long- term debt, which are recorded as fund liabilities when due.

**Municipal(s):** (As used in the bond trade) "Municipal" refers to any state or subordinate governmental unit. "Municipals" (i.e., municipal bonds) include not only the bonds of all political subdivisions, such as cities, towns, school districts, special districts, counties but also bonds of the state and agencies of the state.

**Nevada Administrative Code (NAC):** The codified, administrative regulations of the Executive Branch of the State of Nevada for all governmental entities to follow.

**Nevada Revised Statutes (NRS):** The codified laws of the State of Nevada for all governmental agencies to follow.

**Note:** A short-term loan, typically with a maturity date of a year or less.

**Objects of Expenditures:** A classification of expenditures that is used for coding any department disbursement, such as "personal services," "expenses," or "capital outlay."

**Official Statement:** A document prepared for potential investors that contains information about a prospective bond or note issue and the issuer. The official statement is typically published with the notice of sale. It is sometimes called an offering circular or prospectus.

**Operating Budget:** A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

**Overlapping Debt:** A community's proportionate share of the debt incurred by an overlapping government entity, such as a regional school district, regional transit authority, etc.

**Performance Budget:** A budget that stresses output both in terms of economy and efficiency.

**Principal:** The face amount of a bond, exclusive of accrued interest.

**Program:** An organized set of related work activities which are directed toward accomplishing a common goal. Each City department is responsible for a number of related service programs.

**Program Budget:** A budget that relates expenditures to the programs they fund. The emphasis of a program budget is on output.

**Property Tax Rate:** The amount of tax levied for each \$100 of assessed valuation. It is also called the Ad Valorem tax rate.

**Purchased Services:** The cost of services that are provided by a vendor.

**Refunding of Debt:** Transaction where one bond issue is redeemed and replaced by a new bond issue under conditions generally more favorable to the issuer.

**Reserve:** A portion of fund balance earmarked to indicate 1) that it is not available for expenditure, or 2) is legally segregated for a specific future use.

**Resources:** Assets that can be used to fund expenditures. Examples include property taxes, charges for services, beginning fund balance, or net assets.

**Revaluation:** The assessors of each community are responsible for developing a reasonable and realistic program to achieve the fair cash valuation of property in accordance with constitutional and statutory requirements. The nature and extent of that program will depend on the assessors' analysis and consideration of many factors, including, but not limited to, the status of the existing valuation system, the results of an in-depth sales ratio study, and the accuracy of existing property record information.

**Revenue:** Income received from various sources used to finance government services. For example, sales tax (consolidated) revenue. The State of Nevada classifies revenues into the following categories:

- 1) Taxes. This category is primarily the Ad Valorem tax, which is restricted by State law.

2) Licenses and Permits. A license issued by a local government which allows a business to conduct a business or activity for an extended period of time. A permit generally restricts the activity to a specific date and place. Business licenses and building permits constitute the major portion of this category of revenues, but it also includes liquor licenses, City gaming licenses, animal licenses, and franchise fees. Limitations on these revenues are State imposed.

3) Intergovernmental Revenues are those resources that are collected by another government and are disbursed to the City based upon statutory authority and a set formula. They include: grants, Consolidated Tax which includes: cigarette tax, liquor tax, Basic and Supplemental City-County Relief Tax (sales tax), motor vehicle privilege tax and real property transfer tax, and county gaming licenses. Most intergovernmental revenues are distributed by a formula based on revenues received in the previous year and growth in assessed valuation and population.

4) Charges for Service. The City charges businesses and residents for providing some specific service of direct benefit for that business or person.

5) Fines and Forfeits. These are fines and warrant revenues resulting from misdemeanor violations and traffic violations, etc. occurring within City limits and imposed by the municipal court. In addition, it includes penalties assessed for delinquent payment of business licenses and parking violation payments.

6) Miscellaneous. The largest resource in this category is interest income earned on invested cash during the year. It also includes various forms of reimbursement and restitution.

7) Other Financing Sources. This includes sale of fixed assets, transfers from other funds, and proceeds of long-term debt.

**Revenue Bond:** A bond payable from and secured solely by specific revenues and thereby not a full faith and credit obligation.

**Revolving Fund:** Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service.

**Risk Management:** The identification and control of risk and liabilities incurred by a local government to conserve resources used for accidental losses. Reno's risk management program is managed jointly by the City Attorney and Finance.

**Sale of Real Estate Fund:** A fund established to account for the proceeds of the sale of municipal real estate other than proceeds acquired through tax title foreclosure.

**SB509:** Senate Bill 509-Assembly Bill 489- caps property tax bills of owner-occupied single-family residents and low income apartment owners at 3% per year. All other property owners have a cap using a 10-year rolling average or 8% whichever is less compared to twice the CPI. The cap is established at the greater of the two.

**Special Assessment Districts (SADs):** Areas within the City where improvements have been made for the benefit of and paid for by the property owners within the district over a ten-year period. SADs are budgeted and accounted for in both capital project funds (during the construction phase) and debt service funds (during the debt repayment phase) according to standards set forth by the Governmental Accounting Standards Board. Special Revenue Funds

**Special Revenue Funds:** are used to account for resources that are subject to certain legal spending restrictions. They are created when a resolution, statute or ordinance requires that specific resources are to be used to finance a particular activity. An example is the Street Fund, which was established in 1979 to comply with Nevada laws requiring that money distributed by the State from the collection of motor vehicle fuel taxes be used only for expenditures on streets, alleyways, and public highways of the City. (see Fund)

**Stabilization Fund:** A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose.

**Star Bonds:** Sales Tax Revenue Bonds are an economic development tool designed to use new sales tax revenues generated by new development to help pay the costs of the development.

**Surplus Revenue:** The amount by which cash, accounts receivable, and other assets exceed liabilities and reserves.

**Tax Rate:** The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.

**Tax Title Foreclosure:** The procedure initiated by a municipality to obtain legal title to real property already in tax title and on which property taxes are overdue.

**Trust & Agency Funds:** These funds are custodial (used to account for assets held by a government in a trustee capacity), and do not involve measurement of results of operations. They are generally limited to instances where legally mandated, or where a formal legal trustee relationship exists. Principal and interest in these funds may be expended in the course of their designated operations. (see Fund)

**Uncollected Funds:** Recently deposited checks included in an account's balance but drawn on other banks and not yet credited by the Federal Reserve Bank or local clearinghouse to the bank cashing the checks. (These funds may not be loaned or used as part of the bank's reserves and they are not available for disbursement.)

**Undesignated Fund Balance:** Monies in the various government funds as of the end of the fiscal year that are neither encumbered nor reserved, and are therefore available for expenditure once certified as part of free cash.

**Unreserved Fund Balance (Surplus Revenue Account):** The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a "stockholders' equity" account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected. (See Free Cash)

**User Fees:** Fees charged to users of a particular service provided by the City

**Valuation (100 Percent):** The legal requirement that a community's assessed value on property must reflect its market, or full and fair cash value.

**Ward:** There are five wards in the City of Reno; wards are political boundaries to determine Council areas of representation.



## List of Acronyms

**AAP:** Adopt a Park  
**ADA:** Americans with Disabilities Act  
**ADP:** Automatic Data Processing  
**AFR:** Additional Funding Request  
**AIMS:** Automated Issuance Management System  
**ALS:** Advanced Life Support  
**AOC:** Administrative Office of the Courts  
**ARM:** Alternative Reporting Methods  
**BBS:** Better Business Service  
**BEFAC:** Building Enterprise Fund Advisory Committee  
**BI:** Business Intelligence  
**BLI:** Biggest Little Intranet  
**CAC:** Community Assistance Center  
**CAD:** Computer-Aided Design  
**CALEA:** Communications Assistance for Law Enforcement Act  
**CAO:** City Attorney's Office  
**CD:** Community Development  
**CDBG:** Community Development Block Grant  
**CIP:** Capital Improvement Project  
**CLGF:** Committee on Local Government Finance  
**CMP:** Capital Maintenance Plan  
**COPPS:** Community Oriented Policing and Problem-Solving  
**COR:** City of Reno  
**CS:** Civil Service  
**CSAST:** Community Safety and Services Team  
**CSC:** Civil Service Commission  
**CTAX:** Consolidated Tax  
**DIR:** Division of Industrial Relations  
**DUI:** Driving under the Influence  
**DV:** Domestic Violence  
**EDAWN:** Economic Development Authority of Western Nevada  
**EDR:** Electronic Data Review  
**EEO:** Equal Employment Opportunity  
**EIP:** Emergency in Progress  
**EMNECC:** Evelyn Mount North East Community Center  
**EMS:** Emergency Medical Service  
**EPA:** Environmental Protection Agency  
**EPCR:** Electronic Patient Care Reporting  
**FTE:** Full Time Equivalent  
**FY:** Fiscal Year  
**GIS:** Geographic Information System  
**HAND:** Housing and Neighborhood Development  
**H.E.L.P.:** Homeless Evaluation Liaison Program  
**HOME:** Home Investment Partnership  
**HR:** Human Resources  
**HUD:** U.S. Department of Housing and Urban Development  
**IAFF:** International Association of Firefighters  
**ISO:** Insurance Services Office  
**IT:** Information Technology  
**LAN:** Local Area Network  
**MDA:** Muscular Dystrophy Association  
**MRU:** Medical Rescue Unit  
**NABs:** Neighborhood Advisory Board  
**NAC:** Nevada Administrative Code



**NCJIS:** Nevada Criminal Justice Information System  
**NDEP:** Nevada Department of Environmental Protection  
**NPDES:** National Pollutant Discharge Elimination System  
**NRS:** Nevada Revised Statutes  
**OCCE:** Office of Communication and Community Engagement  
**OPEB:** Other Post Employment Benefits  
**OS:** Open Space  
**PCI:** Average Weighted Pavement Condition  
**PCRs:** Program Change Request  
**PERS:** Public Employee Retirement System  
**PIMA:** Park Improvement and Maintenance Agreements  
**POST:** Police Officer Standard Training  
**PRC:** Position Review Committee  
**PSAs:** Public Service Announcements  
**PSAP:** Public Safety Answers Program  
**PSFI:** Public Services, Facilities, and Infrastructure Plan  
**PTR:** Police Tactical Response  
**PUDs:** Planned Unit Developments  
**PY:** Previous Year  
**QECB:** Qualified Energy Conservation Bonds  
**RACC:** Reno Arts and Culture Commission  
**RANT:** Risk and Needs Triage  
**RCI:** Reno Citizens Institute  
**REMSA:** Regional Emergency Medical Services Authority  
**REM:** Rapid Extraction Module  
**REP:** Reno Enrichment Program  
**RFD:** Reno Fire Department  
**RFP:** Request for Proposal  
**RMC:** Reno Municipal Code  
**RPD:** Reno Police Department  
**RSCVA:** Reno Sparks Convention and Visitor Authority  
**RTC:** Regional Transportation Commission  
**RTP:** Regional Transportation Plan  
**RYSA:** Reno Youth Sports Association  
**SAD:** Special Assessment District  
**SCBA:** Self Contained Breathing Apparatus  
**SF:** Square Feet  
**SNCA:** Sierra Nevada Community Aquatics  
**SWAT:** Special Weapons and Tactics Team  
**SWP:** Construction Site Discharge Program  
**SWPPP:** Storm Water Pollution Prevention Plan  
**TCAR:** Tactical Crime Analysis Report  
**TM:** Truckee Meadows  
**TMRPA:** Truckee Meadows Regional Planning Authority  
**TMWA:** Truckee Meadows Water Authority  
**TMWRF:** Truckee Meadows Water Reclamation Facility  
**UCR:** Uniform Crime Reporting  
**UNR:** University of Nevada Reno  
**USAR:** Urban Search and Rescue  
**WAN:** Wide Area Network  
**WCSD:** Washoe County School District  
**WNDD:** Western Nevada Development District  
**YTD:** Year to Date