



Annual Report

FISCAL YEAR 2016 - 2017



www.cityofsparks.us or www.SparksItsHappeningHere.com

09/25/17

Message from Steve Driscoll, City Manager



As we close another year, I am pleased to report our city continues to slowly recover from the Great Recession. Many of the effects of the Recession can now be seen through the rear-view mirror with adjustments made, lessons learned, and the beginning signs of new growth. It is truly an enjoyable time to be in Sparks!

Since the Tesla announcement and ground breaking in 2014, the Truckee Meadows has gained international attention and we benefit as their zip code says "Sparks." The Truckee Meadows is seeing unprecedented growth and we are experiencing new housing and commercial activity throughout the city from Victorian Square to the northern reaches of Spanish Springs.

Sparks is ready for new growth. The Council approved the updated Comprehensive Plan in October; new housing permits were over 500 units; and nearly 20 new multi-family developments are coming on-line. New retail and commercial business licenses are on the increase over last year. We are hoping the current trend continues for a long while.

Our pre- and post-Recession growth has put a strain on our city infrastructure. Some improvements are nearing completion with the Pyramid-McCarran intersection (the busiest in the valley) scheduled this fall; the street improvements to Prater and Glendale to be finished no later than Spring 2018; and the opening of Veteran's Parkway coming by Summer 2018. The improved roadways will help relieve some of the most congested commuting routes for Sparks' citizens.

Probably the most exciting change in Sparks is the transformation of Victorian Square with the construction of Square One, Fountain House, and The Bridge, bringing over 500 new units and over 1,000 residents and energy to our downtown. The Galaxy Theater remodel is still on track with a slight delay in building materials causing the opening of a new 13 screen luxury theater complex to be pushed back until just before the Summer blockbusters. Restaurants and other shopping will be right on the heels of the completion of the numerous housing projects. A livable, walkable downtown district is just around the corner!

Our city, and specifically the city staff, was challenged this last year with numerous floods. It felt like the city's Emergency Operation Center was open "forever." The flooding we experienced this year was unprecedented. Our team have every reason to be very proud of the flood mitigation put in place along the Truckee River, the North Truckee Drain, and numerous areas in our industrial area. While there was some damage to property from flood waters, the damage witnessed this year was controlled and truly minimal considering the number of days the Truckee Gauge was over 13 feet. Please let me say again how proud I am of all our employees and efforts in planning, building, mitigating, and reacting to the floods of 2017. The community thanks you, as well.

Change was evident all over Sparks this last year:

- ◆ The Fire Department added paramedic level emergency medical services at Fire Stations 4 and 5 with the remainder of the stations coming on-line over the next few years
- ◆ Sparks Police Department continues to be the leader in the regional law enforcement efforts in the valley
- ◆ The Community Services team is running at a very fast pace to maintain our fragile infrastructure. Planning and engineering teams are fanatically working with our building community to stay ahead of the new growth
- ◆ GERP and the city's other recreational facilities are being used by our community at or above capacity. Scheduling and maintenance continues to be a great balancing act
- ◆ The city support staff in Finance and the Manager's Office are focused on serving our various internal and external customers managing our very limited resources while meeting the goals and objectives of the Council.

In closing, I want to thank the Council, city staff, and the community in allowing me to steer Sparks as it continues to be *The City of Choice for Residents, Businesses and Visitors*.

Message from Mayor Geno Martini



This past year was definitely an eventful one for the City of Sparks, our residents and our businesses. Sparks is growing again!

In November 2016, two new city council members were elected. Donald Abbott fills the Ward 1 seat vacated by Julia Ratti, now a member of the Nevada State Senate. Kristopher Dahir fills the Ward 5 seat, vacated by Ron Schmitt, who served on the council for 16 years. I welcome both new members and look forward to continuing to serve with the entire council.

After a long drought, much needed rain and snow made its way into northern Nevada. But, too much of a good thing meant major flooding throughout the region, putting our city to the test. I'm proud to say that because we continually prepare for these types of emergencies, we passed this test with flying colors. Our emergency management team and city staff coordinated with regional partners, residents and businesses to protect flood-prone areas. City crews worked round-the-clock keeping roads passable, storm drains cleared and sandbag stations stocked. It was a demanding time, but Sparks employees rose to the occasion. Our teams were prepared and losses were kept to a minimum. The way the City of Sparks handled this emergency made me very proud and I thank each and every one of you!

With recreational marijuana sales becoming legal in the state of Nevada, this meant the Sparks City Council had to make important and difficult decisions about how to implement this new law in the City of Sparks. Complicating matters was that marijuana is still illegal to use by federal statute, yet now legal to use at the state level. Our staff united across several departments, worked with our City Manager and presented the plan to sell recreational marijuana in Sparks. The program is still in its infancy and will undoubtedly undergo more changes and scrutiny, but we are prepared for the task ahead.

The great news is that Sparks is growing! We are grateful and ready for this growth. Of course, this means requests for our city services are also growing and although these increased services necessitate additional staff requirements, unfortunately, with Sparks' revenues restricted by property tax caps, it has been difficult to draw the dollars to grow staff. Although revenue trials persist, our city remains able to play the hand we've been dealt. Recently the City Council heard budget recommendations and with Staff's input, made the tough decisions to sustain us through this growth period. City workers often find themselves wearing multiple hats to get the job done. Sparks employees inspire our gratitude. I am very proud of their work and the results we get to see every day.

The face of Victorian Square is changing, and it's a good thing. This smart growth opportunity was recognized and made possible by the collaboration of the Sparks Redevelopment Agency.

Thank you to every city employee, the City Council, and management team for making Sparks *"The City of Choice for Residents, Businesses and Visitors."*

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Sparks' Mayor & City Council



*Donald Abbott, Ward 1; Ed Lawson, Ward 2;
Ron Smith, Ward 3; Mayor Geno R. Martini;
Charlene Bybee, Ward 4; Kristopher Dahir,
Ward 5*

The Mayor serves as the executive branch of the government. The Mayor is separately elected-at-large in the city and serves as the chairman of the City Council and as a voting member of the Redevelopment Agency. The Mayor presides over the meetings of the City Council. The Mayor, also, has a veto which may be overturned by a 4/5 vote of the Council.

The Mayor acts as the head of government of the city, performs any necessary emergency duties to

protect the general health, welfare and safety of the city, and any other duties prescribed by law.

The City Council has five elected members who serve as the legislative branch of the city and act as the Redevelopment Agency. All legislative powers of the city as outlined in the municipal charter, Nevada Revised Statutes and State Constitution are vested in the Council. These include such major responsibilities as:

- Enacting, amending, and repealing laws, ordinances, and policies affecting the operations and services of city government, which include the health, safety and general welfare of the residents and visitors to the city
- Administration of city government through the City Manager
- Providing public leadership for positive promotion of the community and the governments and services it provides
- Identification of community needs and desires
- Representation of diverse public interests
- Adoption of the annual budget and oversight of the financial affairs of the city.

The Mayor and Council members also represent the city by serving on various Boards and Commissions of a regional nature, and make representative appointments for such boards.

Sparks' Elected City Attorney

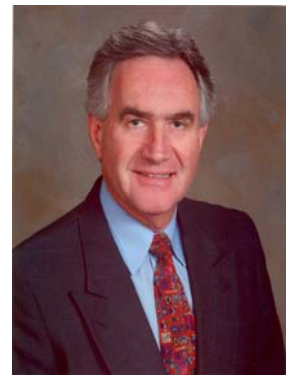


City Attorney, Chet Adams

Sparks' Elected Municipal Court Judges



Judge Barbara McCarthy



Judge Jim Spoo

Sparks' Vision and Mission

VISION

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

MISSION

By establishing financial stability and an effective work environment during uncertain times, the City of Sparks will provide a safe environment, economic development, special events, cost-effective sustainable services, and opportunities for citizen involvement.

Sparks' Strategic Goals

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

- 1) **Public Safety** Cultivate community and visitors quality of life experiences by enhancing the city's public safety response, prevention, and support services.
- 2) **Infrastructure and Technology:** Manage city assets by providing proper preventative maintenance methodologies while utilizing replacement technologies assuring quality infrastructure for our community.
- 3) **Economic Development:** Enhance regional recognition of Sparks through the improvement of public venues and commercial development ensuring our ability to provide full municipal services to our citizens and visitors.
- 4) **Citizen Engagement/Empowerment:** Increase the number of participants and points-of-view guiding Council in the development of policies satisfying community wants and needs.

Sparks' Senior Staff

Front Row: Cyndi Boggan, Executive Administrative Assistant; Julie Duewel, Community Relations Manager; John Martini, Community Services Director; Tracy Domingues, Parks & Recreation Director; Shirle Eiting, Senior City Attorney; Steve Driscoll City Manager.

Back Row: Kathy Clewett, Legislative Liaison; Brian Allen, Police Chief; Neil Krutz, Assistant City Manager; Chris Maples, Fire Chief; Teresa Gardner, City Clerk.

Not pictured: Jeff Cronk, Finance Director



Sparks' Core Values

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

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

City Commissions & Committees

The **Civil Service Commission** is a volunteer commission of five, appointed by the City Council for three year terms. This commission adopts regulations to govern the selection and appointment of all city employees.

The **Charter Committee** presents recommendations to the Legislature on behalf of the city concerning all necessary amendments to the City Charter. The Charter Committee has direct access to the Legislature and is not required to seek approval from the City Council. However, the Charter Committee has directed its recommendations be presented to the City Council for review.

Members are appointed as follows: one member is appointed by the Mayor, one by each member of the City Council, and one by each member of the Senate and Assembly delegation representing the residents of Sparks.

The **Planning Commission** is comprised of seven volunteer members, appointed by the City Council for the following purposes: review and submit a recommendation of approval or disapproval by the City Council for tentative subdivision maps; rezoning cases; annexations; master plan amendments; Title 20 zoning ordinance changes; regional plans that concern Sparks; regional

transportation issues and review and approve or deny variance and certain special use permit applications. Members serve a four year term.

The **Redevelopment Agency** aids and cooperates in the planning, construction, and operation of projects located within the city's designated redevelopment areas.

The **Parks and Recreation Commission** reviews the tentative budget of the Parks and Recreation Department; recommends improvements to parks and playgrounds to the City Council; and aid by recommendations in the implementation of a beneficial parks and recreation program.

The **Sparks Citizens Advisory Committee (SCAC)** provides essential citizen input to the City Council, and engages in and promotes volunteerism in the City of Sparks. The SCAC performs in a positive and collaborative manner to gather information and provide constructive feedback and suggestions to the Mayor and the City Council of Sparks on city programs, initiatives and any matter referred to the SCAC by the City Council.

While the SCAC receives updates from city departments and divisions periodically, the SCAC acts in an advisory capacity to the City Council, and shall not advise or otherwise engage in matters involving land use, zoning matters, political races or matters not deemed appropriate by the City Council.



City of Sparks Planning Commission

Management Services Department

The Management Services Department includes the following divisions: City Manager's Office, City Clerk, and Community Relations.

City Managers Office

The City Manager's Office is run by the Executive Assistant to the Mayor, Council and Manager. Cyndi Boggan is responsible for a smoothly run office; providing support between the office and all city departments; calendar management; assisting citizens that call or come in; Tourism and Marketing Committee secretary; Emergency Management Team Member / EOC Library maintenance; and general secretarial duties. Ms. Boggan is also an active American Red Cross, Disaster Action Team Member.

Kathy Clewett, the Legislative Liaison who reports directly to the City Manager, manages the government affairs program, as well as is the coordinator for long term strategic planning for the city. Part of the process is the creation and implementation of the Strategic Plan. Also included in the process are SWOT analysis and Environmental Scans for the departments.

Senior staff workshops and city council workshops are planned, implemented and managed in the office. Special projects, annual reports and grant management are also handled by Kathy.

Legislative Wrap-Up

The 79th legislative session ended on a rather quiet note. While there were a few hiccups near the end of the session, the State budget was passed, new laws governing marijuana were completed on time and sine die occurred at midnight on June 5th.

As compared to previous sessions, The City of Sparks did not encounter many unfunded mandates. Due to the use of the Governors veto pen, changes to collective bargaining were not made. There was no appetite from the Governor to undue what had been passed in the 78th session.

The City's Charter bill was signed by the Governor. The changes to the Charter, which are contemplated every even year by volunteers appointed by elected officials from Sparks, were: Ward only voting at both the primary and general elections; requiring that our Municipal Court Judges are attorneys (our current Municipal Court Judges are attorneys so this change will not impact them); and finally, if one candidate receives a majority of the vote in the primary, they are declared the winner.

City Clerks Division

The Sparks City Charter defines the duties of the City Clerk's office, including attendance at all regular, special and emergency meetings of the City Council, and executive sessions; maintenance of an accurate journal of all regular, special and emergency meetings of the City Council, including a record of all ordinances and resolutions adopted by it.

According to Sec. 3.040, the City Clerk shall "Keep the corporate seal and all public records" and "Supervise the central filing system for all departments of the City". The Clerk's office does this by establishing, administering and maintaining a records management program for the city including storage, retention, retrieval, and disposition of records and coordinating replies to public records requests.

In January 2017, a dedicated Records Coordinator position was added and Julie Torres joined the City Clerk team in March. A Resolution adopting a City of Sparks Records Management Program (which includes the state's Nevada Local Government Records Management Program Manual and Local Government Records Retention Schedules) is scheduled for adoption in August 2017 and a new electronic records management system, OnBase by Highland, will be on-line by the end of calendar year 2017. With these changes, Ms. Torres will conduct employee training to ensure compliance with the city records management program. In addition, records staff continues to work diligently to digitize paper records to electronic originals and minimize paper storage. This project reduces storage space and makes records more readily available.

During FY16-17, the Clerk's office responded to 339 customer requests for records (an 8% increase from FY15-16). The Clerk's office works closely with the Building and Customer Service Divisions to provide electronic imaging of records. The Clerk's office also processes the city's daily mail and is the "go to" for assistance with the copiers and other mail room equipment.

The City Clerk's office continues to look for process improvements and is considering a pilot program to collect data on the feasibility of providing access to all city and other entity agendas via a customer service kiosk rather than paper agendas posted on a wall. In

Management Services Department

The Management Services Department includes the following divisions: City Manager's Office, City Clerk, and Community Relations.

City Clerk, continued

addition, with help from Information Technology (Rich Brown), enhancements continue to be made to the agenda and voting systems.

Volunteers continue to give back to the community by helping us with electronic imaging of building permits and business licenses, document verification prior to destruction and electronic file indexing. This fiscal year, two volunteers, Donna Cameron and Loretta Hadlock, provided 519 hours of assistance which provided an estimated savings of \$9,212.

The Clerk's office goal is FACS (fun, accuracy and customer service) and we strive to achieve that every day in every way.



Left to Right: Cassie Dobbins, Temp Records Assistant; Julie Torres, Records Coordinator; Carrie Brooks, Records Technician; Teresa Gardner, City Clerk; and Donna DiCarlo, Assistant City Clerk.



Community Relations

Community Relations is all about making the City of Sparks look good through excellent communication, relationships and visibility. So, what has Community Relations been up to? Well, fasten your seatbelt—like everyone else, we've been busy!

Emergency Management/Flooding Events

The Community Relations Department continually prepares for emergencies through our Emergency Management Team meetings, emergency exercises and our Crisis Communication Council meetings that help to refine communications procedures across multiple platforms in order to facilitate information sharing throughout our region. This preparation certainly helped in January and February when our region was hit with severe storms that caused widespread flooding.

During the heavy rains and flooding events, Community Relations teamed up with the Sparks EMS team, Police and Fire, Washoe County and Reno emergency offices, the Red Cross and other community agencies to ensure prompt and accurate updates to keep the 400,000-plus residents of the region safe.

This is where the rubber met the road for the City's Community Relations Department! From sandbag and evacuation center locations, to road closures and warning residents away from the rapidly rising Truckee River, getting information out quickly was paramount.

The high alert status remained for several weeks and throughout the wet ordeal, Community Relations coordinated with Sparks Police and Fire to issue regular press releases, conduct media interviews and post emergency alerts on social media and our public website about the perpetually changing situation. The joint efforts paid off as many thanked the City of Sparks for quickly providing important flood-related information.

Power of Social Media

Through mainstream media, social media, videos and our new website, we are reaching more people than ever. Our Facebook page now has almost 20,000 "likes," a 38 percent increase from the previous year. Other social media platforms include Instagram, Twitter, Flickr, YouTube and our brand new SnapChat account. Utilizing the hashtags #itshappeninghere and #sparksroud, our goal is to engage our audience, giving people information when and where they are looking for it. During the flooding events (#nvfflood17), our social media engagement spiked. A series of posts about sandbag locations, vital road closure and other flood related infor-

Management Services Department, Continued

mation reached 78,000 people, and the City of Sparks drone footage that gave an aerial view of the significant flooding, reached a whopping 115,624 people. We also receive an average of 45,000 views by live-streaming our City Council meetings on Facebook.

From Hot August Nights and the Rib Cookoff, to sporting and special events, Artown, "Last Fridays" and 39 N. Marketplace in Victorian Square, social media is also instrumental in getting the word out. And, of course, we continue to communicate the importation information through press releases that often spark interest from local television news stations.

Sparks Centennial Television

Community Relations continues to ensure broadcast coordination and programming for our Sparks Centennial Television. Programing includes broadcast of city council meetings and other issues of interest to constituents. After each regular city council meeting, we publish a written review called "City Council Highlights," which is immediately published on our website.

New City of Sparks Website

And speaking of our website, we went live with our new streamlined website in December 2016. The fresh new look well-utilizes our city's brand, has a rotating homepage banner to highlight important information, and is particularly easy to navigate. The large search bar also ensures our users can find just what they're looking for. Community Relations makes it a priority to keep the website content current.

Spotlight on Sparks

Of course, we continue to produce our Spotlight on Sparks segments to inform Nevadan's of the great things happening here in Sparks. This year we featured interviews with City Council members and Nevada's Lt. Governor and stories on the concrete canoe races at the Sparks Marina, economic development, our Building and Safety Division, homeland security, TMWRF, road projects, the Mayor's State of the City address, the State's transportation board and many others.

The Spectacular Sprint in Sparks is finalist in Savvy Awards

September 2016, ushered in with the annual Best in the West Rib Cook-Off, was also the time for the "Spectacular Sprint" in Sparks, a first-ever opportunity to showcase Sparks in a friendly day-long competition held throughout the city. The "Spectacular Sprint" competition was produced into a full-blown video that was featured on our YouTube channel, Sparks Centennial Television, and on our local NBC affiliate's "Posh Life" program. An abbreviated five-minute version posted to our Facebook page, received thousands of views. The "Spectacular Sprint" was not only a hit to

viewers but is now a semifinalist in the 3CMA Savvy Awards. 3CMA, or the City-County Communications and Marketing Association, recognizes outstanding local government achievements in communications, public-sector marketing and citizen-government relationships. The "Spectacular Sprint" video production was one of more than 700 entries submitted in the *Special Events-One Time Event Category*. Will it be selected as the overall winner at 3CMA's annual meeting in September? We'll keep you posted!

New Community Relations Manger

Julie Duewel has been hired as our new Community Relations Manager and has some fun new ideas to keep employees and the public informed! From special events, construction updates, road conditions and new developments to videos, social media and programing, stay tuned for another great year, with a slightly different voice!

Inside the SWAT mobile



Administrative Services Department

The Administrative Services Department includes the following divisions: Contracts and Risk, Customer Service, Emergency Management, Human Resources and Labor Relations

Contracts and Purchasing

This summary describes how and where the City spends the funds entrusted to it by the Citizens of Sparks.

While the issue of showing some manner of preference toward "local" or Nevada-based vendors is one left to the State Legislature to address, the City of Sparks continues to purchase the bulk of materials and services (wherever practical) from vendors that would be considered "local."

The data compiled here reflects purchasing transactions via Purchase Order or Credit Card. In the fiscal year that ended June 30, 2017, the City spent \$53,458,499 million through the use of 1,670 Purchase Orders and 9,554 credit card transactions.

Of the roughly \$53.4 Million, \$44.6 Million of purchases (84%) was transacted with businesses in Nevada.

Of the \$44.6 Million spent in Nevada, \$38.8 Million (73%) occurred in Northern Nevada.

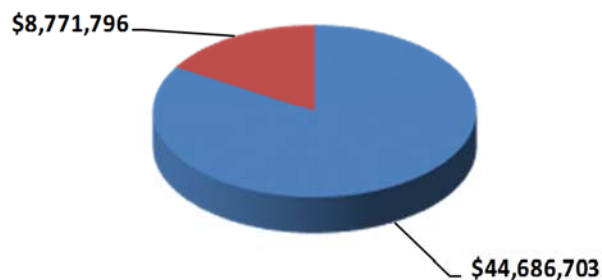
\$25.9 Million was purchased from vendors holding a Sparks address. This represents 48% of the total spend and 58% of the Nevada amount. Additionally, this amount is **more than double** the amount reported in the 2016 Fiscal Year.

The balance of transactions that left the State (16%) can be directly tied to multiple issues, but in most cases are instances where products were competitively bid; were unavailable from local sources; were sourced locally but business is transacted with an out-of-state office; or were procured from a "sole source" located outside of the region. These included:

- Chemicals or specialized equipment at the Truckee Meadows Water Reclamation Facility
- Specialized Vehicles, Equipment or Software.

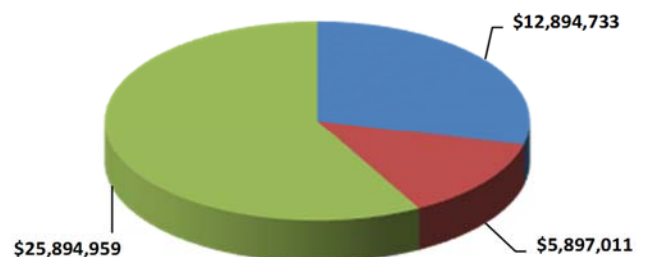
Dan Marran, CPPO, C.P.M., Contracts and Risk Manager

**FY 16-17 City of Sparks
Total Spend
\$53,458,499**



■ Total Spent in NV ■ Total Spent Other Than Nevada

**FY 16-17 City of Sparks
Nevada Spend
Total \$44,686,703**



■ Total Spent in Northern NV other than Sparks
■ Total Spent in Southern NV
■ Total Spent in City of Sparks

Administrative Services Department, Continued

Customer Service

Customer Service

The Customer Service Counter is the first point of contact for customers when entering City Hall or when calling the City directly. The department is a combined effort of the Customer Service Division and the Building Division, allowing customers to satisfy multiple needs at the same time, in the same place. Truly a One Stop Shop, the department offers a large array of services including, sewer payments, business licensing, building permits, temporary use permits, passports, general information and customer care to those seeking assistance.

All of those services have definitely kept staff busy. In FY 17, the Customer Service Department issued 3,556 building permits, maintained the billing, processing, collections and payments of 32,000 sewer accounts, created or transferred 3,100 new sewer accounts, issued more than 1100 new business licenses and processed renewals for over 7,000 existing businesses.

If you have heard the rumors, they are true, and it shows The City of Sparks provides the friendliest, most efficient passport services in town. The team processed 3030 passport applications in FY 17. This was an increase of 420 passports or roughly 16 percent, from the previous year.

In October of 2016, the Customer Service Division completed the long awaited Regional License and Permit Platform project, Accela. As with any new software, we have experienced a few hiccups along the way, but we are working diligently to work those out. Overall the platform is an excellent addition and has given customers the ability to apply for new business licenses, renew existing business licenses and apply for permits online. We are listening to customer feedback and making improvements on a daily basis to suite the customer's needs. The online application, referred to as "One" also allows a customer to manage their services with Reno, and Washoe County as well as the City of Sparks. We look forward to integrating other departments as they move to the system, creating a universal location for all permit and license related items.

During fiscal year 17, the Customer Service Department has seen a substantial change in personnel. We had to say goodbye to Julee Olander as she accepted a permanent position elsewhere and to Jessica Easler, who has moved with her husband to Ohio. We wish them both the best of luck in their future endeavors. We also had the opportunity to say hello to April Stokes, Sean Peasnall and Stevie Smith. We are very happy to have them and would like to welcome them to the team!

The Customer Service Team includes Business License Specialist, Lisa Hunderman, Customer Service Specialists, Patricia Cruz, Michelle Harper, Sean Peasnall, Roxana Portillo, and April Stokes, our amazing Volunteer, Louanne Ginocchio, Senior Permit Technician, Teresa Parkhurst, and Permit Technicians, Amanda Puente and Stevie Smith.

The team is led by Building Official, Mark Meranda and prior to her departure, Customer Service Manager, Jessica Easler.



Administrative Services Department, Continued

Human Resources and Labor Relations

Human Resources

Mindy Falk, HR Manager

Jen McCall, Senior Human Resources Analyst –Benefits, Recruitment, Employee Relations & Training

Jill Valdez, Human Resources Analyst II – Work Comp, Class & Comp, Recruitment, Employee Relations

Desire Barker, Human Resources/Risk Technician II – Payroll, Tuition Reimbursement, FMLA

Nancy Rose, Human Resources/Risk Technician II – Benefits, Recruitment, Risk

Classification & Compensation

Human Resources embarked on a systematic review of the job descriptions, classification of positions and pay rates in fiscal year 2017. Partnering with the Hay Group, HR collected data, held informational employee meetings and department interviews. Employees were asked to complete surveys evaluating their own jobs. 75% of active employees completed a survey and 100% of all jobs were represented. Through a dedicated citywide effort, HR evaluated and reviewed 188 job classifications and 340 employee surveys. A new job description was written for each classification.

The Hay project, which consists of four primary phases, is nearly complete. The HR Team is currently in the process of receiving and formalizing the results for presentation to City Council, collective bargaining groups and all employees.

Wellness

The City's Wellness Program continues to offer fitness and nutrition counseling to full time, benefited employees, retirees, spouses and dependents. Prevention continues as the key message.

An employee wellness luncheon was held in June with nearly 130 employees attending, with vendors in attendance to discuss a variety of health solutions and preventative care. Vendors also provided a series of lunch and learns at City Hall. Two (2) weight loss boot camps were held, with 16 employees participating. Two (2) onsite labs and physicals were made available followed by individual fitness nutrition plans. Due to the popularity of the onsite lab and physical, HR will hold three (3) in the new fiscal year.

HR will continue to provide expert speakers to educate individuals about the importance of knowing and understanding health related risk factors.

Employee and Retiree Benefits

The Human Resources staff stays informed of changes in benefit laws and plan updates that affect members on our group health plan. We will continue to ensure federal compliance and provide up-to-date information to employees, retirees and their families.

Human Resources remains actively involved in contract negotiations through a coalition of government entities and businesses that strive to provide a health plan with the best pricing and service available. In FY17, Human Resources administered a new pharmacy contract with WellDyne Rx. The goal is to realize greater savings in prescription drugs expenses that has continually increased over the years.

In May, HR completed work on the City's external website to include all benefits related phone numbers, plan information, rates and forms. Now employees, retirees and dependents can access information from any location, even while on vacation.

Human Resources facilitates and administers voluntary benefits such as flexible spending accounts, deferred compensation plans, life insurance and long-term care insurance.

Learning & Development

HR manages the learning and development fund which provides training dollars for succession planning across non-public safety departments. 56 employees took training courses in fiscal year 2017, to learn skills required for

Administrative Services Department, Continued

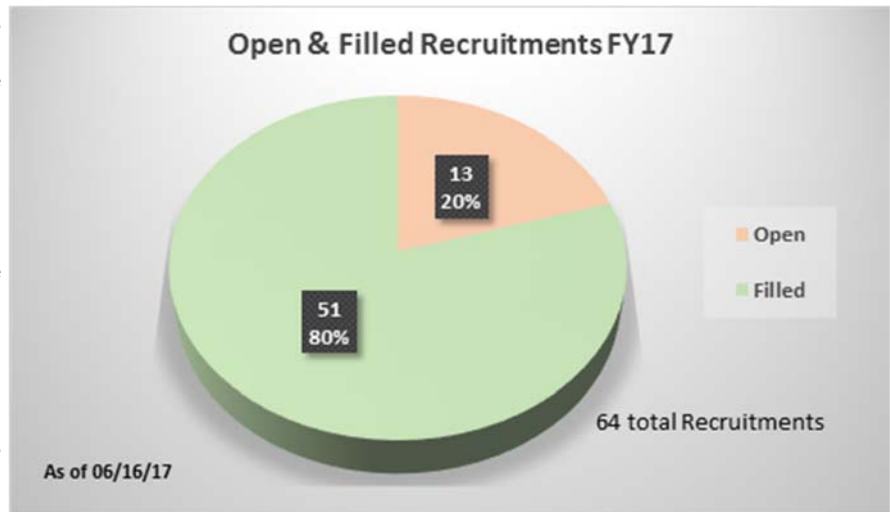
Human Resources, continued

advancement in their career goals.

Emergenetics continues as the City's go to training for bringing brilliant minds together to accomplish tasks, build teams and communicated more effectively. 67 new employees received Emergenetics training in FY17 – with another class planned for Fall 2018.

Recruiting

Human Resources continues to manage the recruitment process by tracking applicants, designing and conducting Civil Service exams; scheduling and participating in the interview process and selection of candidates; administering pre-employment physicals, drug screens and background checks and providing new hire orientation to new employees.



2,192 online applications were received this last fiscal year for 71 requisitions; filling 64 full-time positions throughout the City of Sparks. The average number of calendar days to fill a position was 62 (excludes continuous recruitments). The following graph reflects the activity surrounding these recruitments.

*Police Officers and Emergency Communication Dispatchers were in high demand so these positions required continuous recruitments and frequent establishment and maintenance of an eligibility list. In FY18, the position of Firefighter/Paramedic will be a continuous recruitment as well.

Worker's Compensation

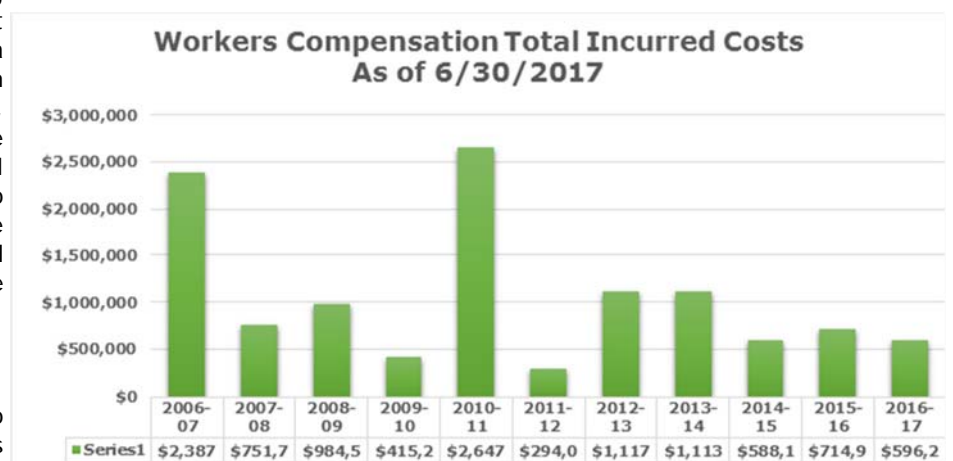
Human Resources administers the worker's compensation program- including the heart lung program and annual physicals - by coordinating information between our third-party administrator and our managed care organizations. The worker's compensation system saw a drop in the number of claims throughout the City this fiscal year. Below is the information about incurred costs and injury by department.

Timekeeping

Novatime (electronic timekeeping system) continues to be rolled out in phases throughout the City as a collaborative effort with departments. This past year, TMWRF was added to Novatime. The City will keep transitioning all employees from paper timecards to an electronic reporting system. We have already seen increased efficiency and accuracy of the payroll system.

Wait, there's more...

Human Resources looks forward to helping employees and citizens while supporting the City's



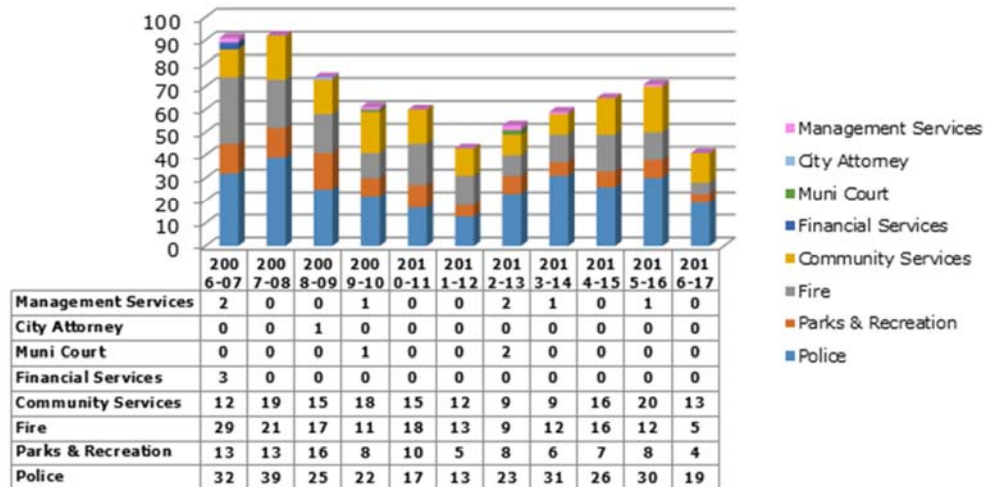
Administrative Services Department, Continued

Human Resources, continued

initiatives. The Human Resources team will continue to focus on the needs of the organization and its people by performing essential key functions including but not limited to:

- ◆ Negotiating and renewing contracts for services such as stop/loss insurance, life insurance, excess insurance, property & general liability insurance; and, healthcare vendor contracts
- ◆ Continuing to play a key role in the labor negotiation process
- ◆ Managing the Civil Service process, implementing the Civil Services Rules and Regulations and providing Human Resource Liaison support other the Civil Service Commission
- ◆ Providing consultative services to management and employees on the interpretation and management of employee contracts and resolutions and the City's Administrative Rules
- ◆ Managing the employee grievance process including providing coaching and mentoring throughout the disciplinary process
- ◆ Providing leadership training
- ◆ Supporting succession planning within the organization
- ◆ Chairing the Group Healthcare Committee
- ◆ Acting as the primary liaison in benefit plans including deferred compensation plans, PERS, FSA, EAP, Tuition Reimbursement, FMLA, unemployment, and other agencies as required
- ◆ Administering the NDOT Drug Program/CDL Medical Certification
- ◆ Administering the sick leave donation program
- ◆ Directing job description changes, department restructuring and reorganizations
- ◆ Providing essential information dissemination, both to management and employees
- ◆ Processing claims against the city and bringing claims before the Risk Committee on a regular basis for review.

**Workers Compensation Injures by Department
FY2007 - FY 2017**

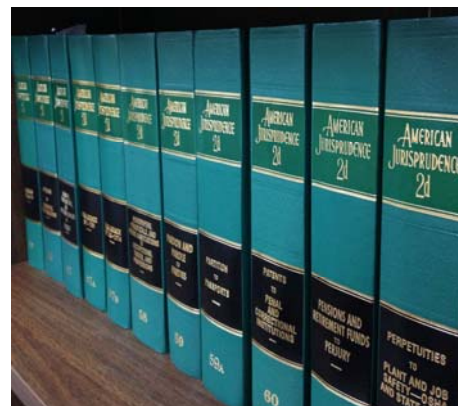


City Attorney

The City Attorney's office includes the following divisions: Victim Advocate, Civil and Criminal.

The City Attorney is an elected official charged with the responsibility of representing the City of Sparks as its attorney to:

- ◆ Represent the city in litigation filed by and against the city
- ◆ Provide professional legal advice and assistance to the city and its departments in all aspects of its governmental affairs
- ◆ Represent the city and people of Sparks in prosecuting complaints and citations alleging misdemeanor crimes committed by adults within the City of Sparks which are investigated and charged by the Sparks Police Department or other city officials, and which are tried before the Sparks Municipal Court System.



The citizens of the City of Sparks are the customers of the City Attorney's Office by and through the ordinances, legislative actions, property development, contracts and criminal prosecutions of those who violate the city's ordinances and state laws within the city's jurisdiction.

The City Attorney's Office cannot legally provide legal representation to individual citizens; however, by promoting and enforcing the laws of Nevada and the ordinances of the city, the citizens are protected as a whole.

The clients of the City Attorney's Office include the Mayor, City Council, City Manager and all city departments.

Victim Advocate

2016-2017 Primary Performance Measures

- ◆ Maintained victim contact relevant to prosecution cases as requested by attorneys
- ◆ Assisted victims in obtaining help from non-judicial resources
- ◆ Assisted Domestic Assault Response Team (DART) officers with victim contact as requested.

2016-2017 Key Accomplishments

- ◆ Assisted approximately 924 victims of domestic violence to ensure meaningful court representation
- ◆ Provided bilingual and interpretive assistance to victims and to city departments.

Civil Division

2016-2017 Primary Performance Measures

- ◆ From July 2016 through June 2017, there were five civil lawsuits filed against the city;

three did not pray for monetary relief; two civil lawsuits sought damages in the amount of \$650,000 and the City paid out nothing on those claims

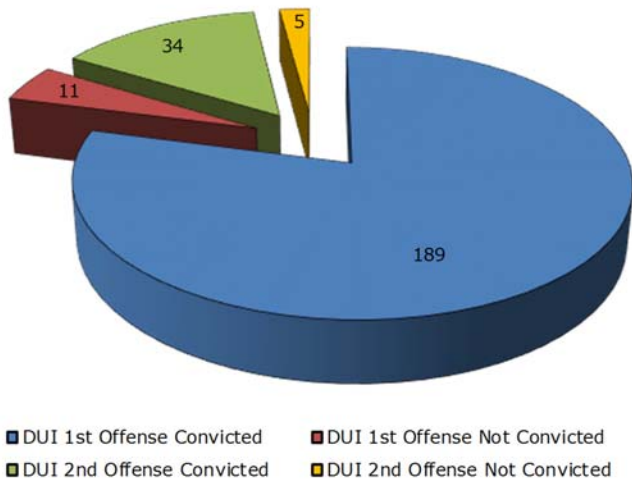
- ◆ From July 2016 through June 2017, the City Attorney's Office filed five forfeiture cases in an attempt to collect monies for the Sparks Police Department and the City Attorney's Office. We were able to collect approximately \$7,284.00 from these efforts.

2016-2017 Key Accomplishments

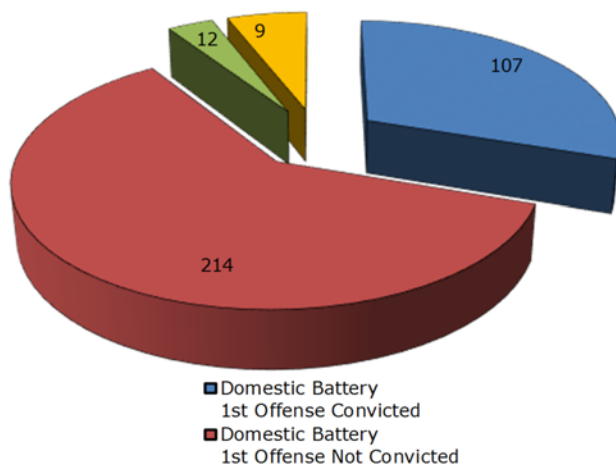
- ◆ Protected the city treasury by successfully defending state and federal lawsuits and thereby paying minimal amounts in adverse court judgment
- ◆ Maintained and worked within budget guidelines
- ◆ Continually provided the City Council, City boards and commissions with advice to reduce liability for the City.

City Attorney, Continued

2017 DUI Prosecutions



2017 Domestic Battery Prosecutions



Criminal Division

2016-2017 Primary Performance Measures:

- ◆ DUI Prosecutions for FY2016 were: First Offense= 189 convicted/11 not convicted; Second Offense= 34 convicted/5 not convicted
- ◆ Domestic Battery Prosecutions for FY2016 were: First Offense = 107 convicted/214 not convicted; Second Offense = 12 convicted/21 not convicted.

2016-2017 Key Accomplishments:

- ◆ Appeared and represented the City of Sparks at all regular trials and in-custody arraignments in the Sparks Municipal Court
- ◆ Reviewed and processed arrest warrants in cooperation with officers from the Sparks Police Department's DART Unit
- ◆ Maintained and worked within budget guidelines through innovative programs such as hiring outside counsel to conduct specific tasks without providing city benefits
- ◆ Conviction rates for DUI prosecutions were 93% and conviction rates for Domestic Battery prosecutions were 34%.

Municipal Court

The Sparks Municipal Court adjudicates misdemeanor criminal cases issued by the Sparks Police Department or the Sparks City Attorney's office.

Department 1
Judge Barbara S. McCarthy
Administrative Judge

Department 2
Judge Jim Spoo

Court Administrator
Heidi Shaw



Community Services Department

The Community Services Department includes the following divisions: Engineering, Planning, Maintenance, Geographic Technology, and the Truckee Meadows Water Reclamation Facility (TMWRF).

Engineering Division - Building & Safety

The focus this year has been on new multifamily construction. The Fountainhouse project that began last year recently finished the last of ten 22-unit buildings. The Galleria Station-Casoleil townhomes near Costco is wrapping up their construction and on the opposite side of Costco, Tanamera has completed the clubhouse and nears completion on the first of twenty-one 10-unit apartment buildings in the Vineyards. The Sterling Ridge Townhomes at Wildcreek is in the process of constructing 12 buildings ranging from four to ten units each. Nearby on Oddie Blvd., Sunseri is busy with the Alpine Haven 40-unit apartment complex. The Marina Waterfront Villas project was placed on a temporary hold last year by the developer but they have since resumed construction. Pacific West Builders were recently issued permits for the Marina Gateway Apartments to build fourteen 20-unit apartment buildings.

Remember those older style small shops that have apartments above? You'll see a couple of those type buildings in front of the downtown theater and parking garage completed soon. The new Bridges buildings going up in front of the garage will be apartments on the upper levels with retail space and parking below. This multifamily building trend doesn't appear to be slowing for the coming year either. We currently have plans under review for a new apartment complex in Pioneer Meadows and expect to receive plans for apartment buildings on Vista between the two Hubble intersections this fall.

Bridges North

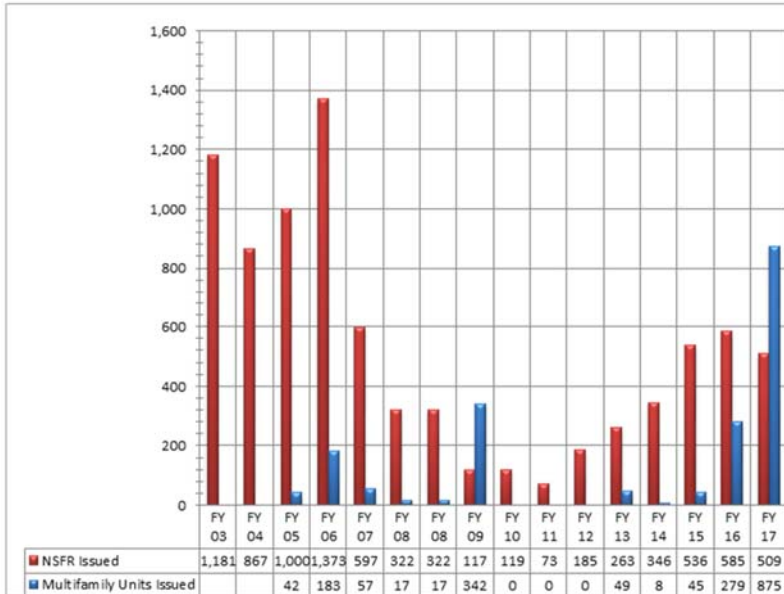


Single family residence construction has remained steady over the past three years. Homes are still selling as fast as they're built. Ryder Homes has almost completed the Ventana subdivision in Miramonte. Desert Wind Homes is nearing completion of their Kiley Ranch track on the east side of Sparks Blvd. and has begun construction in Briar Ranch on the west side of Sparks Blvd. The Riata subdivision in Pioneer Meadows was sold by Evolution Homes to DR Horton. Lennar Homes is nearing the finish line in the Horizon Place subdivision in the Foothills and their Frontera subdivision in Pioneer Meadows. They are continuing to build in Trento and Vicenza in D'Andrea and have mapped new subdivisions in the D'Andrea area. Croston Springs by KDH and the Kiley Ranch Cottages by DF Altmann are both nearing completion. Silverado Homes has almost finished the Silver Sage subdivision in the Foothills and has begun construction in Sky Ridge. DR Horton has started selling homes in Wildcreek Ranch next to the townhomes they've been building at Sterling Ridge while Seeno homes is going strong in Wingfield Cove, Heartwood Estates.

Commercial construction has also remained steady. The Residence Inn Hotel (104 rooms) and the Hampton Inn & Suites (102 rooms) are both currently under construction at the Sparks Legends. The sewer treatment facility has many on-going projects to keep the facility running as smoothly as possible. The Nugget casino has finalized several projects including a complete remodel of all the rooms in the West Tower, the main casino floor remodel and the Convention center remodel. They are currently doing a pool area remodel and converting the Gilley's restaurant to Game-On. Medical marijuana facilities were active in establishing new sites and expanding existing ones.

Community Services Department, Continued

Engineering Division - Building & Safety, Continued



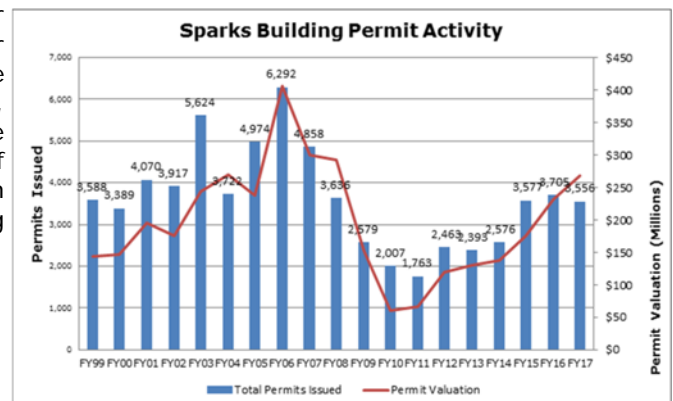
Single Family and Multifamily Permit Activity History

Hampton Inn Hotel

We are happy to announce the recent addition of Stevie Smith to our permitting staff. Stevie comes to us from the school district and brings with her a wonderful freshness and enthusiasm. We were, however, unable to fill the Senior Plans Examiner position that was vacated last year and have relied heavily on outside agencies to meet the demand. 90% of plan reviews are completed within two weeks. We thank both Charles Abbott and Associates and West Coast Code Consultants for stepping into the breach and seeing us through.



We went "live" with the new Accela permitting software on Halloween and joked that it was an appropriate day because it was terrifying! But we had fun with it and dressed the whole office as NASA workers for the big launch. The transfer from Permits Plus went well and we were pleased to provide unbroken service to our customers. There were problems with the public website functionality but because it was something we had never offered before, it was more a case of "you don't miss what you never had". Those issues have been resolved and many contractors apply for and receive their permits through the online system now without ever having to come in to the office. As with any new software installation, there were growing pains but looking back, we have no regrets. We are still fine tuning the software and expect we will continue to expand the functionality of the system for years to come. We have only touched on the electronic plan review capabilities and are looking forward to getting that up and running next.



Community Services Department, Continued

Engineering Division - Capital Projects

The Capital Projects Division is focused on the rehabilitation and repair of the City's existing facilities, parks and pathways, while working closely with the Utility, Traffic, Parks, and Maintenance Division's to maintain the City's infrastructure. We maintain a cohesive partnership with all City departments and strive to keep open communication with these departments, to ensure projects are prioritized properly and taxpayer funding is used in the most efficient and cost-effective manner. This ensures we perform projects that keep up with the maintenance, energy efficiency, and improvement needs of current City facilities and infrastructure.

Park and Recreation Enhancements:

The Pah Rah Park Restroom project was completed in April of 2017 and is a significant improvement over the existing facility that was aging, lacked ADA compliance, and was for seasonal use only. With the completion of the All Abilities Playground in October 2012, there has been a substantial increase in community use of the Park and a great need for ADA restroom facilities. The new restroom includes a men's, women's, and a separate family restroom along with a storage area and a drinking fountain that includes an integral bottle fill station. This project was another great example of the team effort between the parks division and capital projects division.

The Small Wonders Preschool is an important program that benefits young children throughout the community. Over the past year additional fencing was installed to expand the preschool playground, which was a great benefit that provided a larger grass area for the children to play along with mature trees and ample shade. The project was completed in December of 2016.

City Facility Rehabilitation/Refurbishment Projects:

The Police Department Access Project greatly improves access to the southern part of the building. The concrete had deteriorated beyond repair and was becoming a safety hazard. CFA performed survey and design work to provide an improved concrete plaza and wider access ramps to meet current ADA design standards. A break in the hand railing at the middle landing of the plaza ramp allows access to the Police Department vegetable garden...stop by for fresh tomatoes! Embedded grip strips on the nose of each stair step provides added traction when ice and snow are present. In total, 1600 square feet of concrete was placed and 130 linear feet of hand railing was installed.

Over the last several years, the restrooms in the Finance/IT wing deteriorated rapidly and needed repair. A 2017 CIP project was identified to give the ailing restrooms new life. Truckee Meadows Construction demolished the existing restrooms and the wall containing both restroom doors was extended into the hallway to provide proper ADA access. New automatic toilet flushers and faucet operators were installed to provide greater efficiency and new tile flooring gives the restrooms aesthetic appeal and firm structural footing compared to the previous floor. In addition to new restrooms, a water bottle filling and drinking fountain station was installed in the hallway. The station provides chilled, filtered water to both split-level drinking fountains and a touch free bottling filling unit. A digital counter, records how many plastic bottles are saved by using the bottle filler.

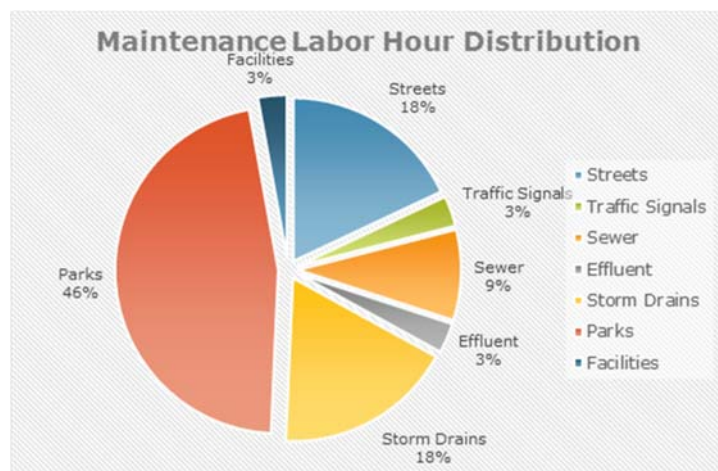
Rollup doors, operators, and roller tracks were replaced at Fire Stations #2 and #3 by Thompson Garage Doors. The constant wear and tear and continual maintenance on the existing operators and roller tracks presented a potential concern for damage to the equipment and fire personnel safety.

The City Hall basement received new carpet in April 2016. The previous carpet was well past its useful life and had worn to the point that concrete subflooring was visible in multiple areas of the basement. The flooring was replaced with two-foot square carpet tiles which were installed by Contract Flooring. The tile carpet allows maintenance staff to replace individual tiles when they become worn or stained, which is a significant advantage compared to the previous broadloom carpet. Additionally, the carpeted stair treads within the City Hall southern stairwell were replaced with Johnsonite rubber stair treads. The rubber stair treads improve safety compared to the old carpet treads, by eliminating trip hazards, provide greater traction, and provide visual indicators at the top and bottom step of each stairway.

Community Services Department, Continued

Maintenance Division

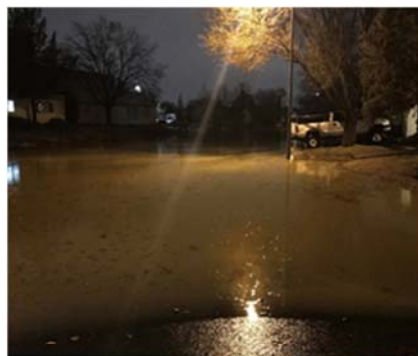
The 2017 fiscal year saw a continuation of last years' focus towards preventative maintenance in the Public Works Maintenance Division. In light of our forward momentum, we hit some large road blocks. At times, standard maintenance was replaced with other projects. Several snow storms hit the upper elevations and spilled over into our valley forcing the deployment of snow and ice crews. These same storms overfilled the Truckee River and North Truckee Drain prompting several flood responses. The last major factor was the construction boom that the City is experiencing. The crews are constantly supporting public and private projects throughout the City.



8,175	Acres mowed
5,479,602	Square feet of roadway crack sealed
13,406	Graffiti tags removed from public property
2,180,960	Linear feet of roadway striping repainted
90,425	Trash cans emptied in City parks (8,451 man hours)
4,394,730	Square feet City property treated for weeds
56,740 l	pounds of pothole material

The City faced three separate flooding incidents: the first event threatened citywide, when the Truckee River and North Truckee Drain (NTD) filled due to rain and snow melt backing up drains throughout the City. Sand bag stations were set up and we went to 24 hour operations. The second event was a NTD event caused by isolated showers in the north of Sparks which pushed the drain to its limit. We experienced water back-charging through manholes throughout the City

and due to the NTD being full, the storm catch basins throughout the City could not remove water from local areas. The third event was a River event. We set up sand bag stations and went to 24 hour operation in preparation for river flooding. On the Sparks end, the river stayed within its banks, but caused the drains to back-up in the industrial areas and forced road closures.



The PW crew continued the Camp Clean Up efforts along the river this fiscal year. With support from the Police Department, we successfully cleaned up many camps and hauled



away hundreds of yards of trash and debris. We spent in excess of 1,120 hours working to make our river path a safer place for our citizens to enjoy.

Maintenance Division Accomplishments

Traffic Signals

- ◆ We responded to 342 emergency calls for service
- ◆ Performed preventative ground maintenance on all signals.

Facilities

- ◆ Covered 13,402 graffiti tags.

Streets

- ◆ 56,740 lbs. of material used to repair potholes
- ◆ 68,130 sf., 1,714 tons of H.M.A. for patch program. hand)
- ◆ 38,341 lineal feet of saw cutting

Community Services Department, Continued

Maintenance Division, Continued

- ◆ Snow and ice control, 753 tons of salt sand material applied, 10,111 lane miles patrolled
- ◆ Wide crack sealing, 747 tons H.M.A., applied to 793,434 sf. of roadway
- ◆ Crack sealing, 89,310 lbs. material applied to 5,479,602 sf. of roadway
- ◆ 3,726 yards of waste hauled to landfill
- ◆ 139,851 gallons of brine applied to 1,404 miles of roadway in advance of snow events.

Fleet

- ◆ Total repairs = 2,991
- ◆ Total PM's = 733
- ◆ Completed FY 17 vehicle replacement program completed with the exception of the 730 Sweeper which is being converted into a crash attenuator.

Sewers

- | | |
|----------------------------|------------|
| ◆ Sewer cleaning | 972,226 FT |
| ◆ Assessments | 464,287 FT |
| ◆ Cleaning for assessments | 408,997 FT |
| ◆ Sewer calls | 79 |
| ◆ Locates | 532 |

Effluent

- | | |
|------------------------------------|-----|
| ◆ Lids and vaults painted | 749 |
| ◆ Exercised valves | 345 |
| ◆ Inspected effluent storage tank | |
| ◆ Meters read monthly | 135 |
| ◆ Performed cross connection tests | 66 |

Traffic P/S

- | | |
|-------------------------------|-----------------------|
| ◆ Long Line Street striping – | 2,180,960 linear feet |
| ◆ Painted crosswalks | 164,683 sf |
| ◆ Painted Legends | 20,608 sf |

Signs

- ◆ Completed JE 10, rehab area
- ◆ Began SW01, Wingfield rehab

Drains

- | | |
|---|----------------|
| ◆ Cleaned catch basins | 6,648 |
| ◆ Cleaned pipe | 86,638 sf |
| ◆ Pumped out of Sand and oil separators | 41,925 gallons |

Parks

- | | | |
|--------------------------|-------------------|---------------|
| ◆ Mowing | 5,672 hrs. | 8,175 acres |
| ◆ Area treated for weeds | 4,394,730 sq feet | |
| ◆ Trash pick-up checked | 8,451 hrs. | 90,425 cans |
| ◆ Restroom cleaning | 3,378 hrs. | 6,245 cleaned |
| ◆ Weed and leaf removal | 9,524 hrs. | |
| ◆ Special events | 2,949 hrs. | |
| ◆ Sheriffs work crew | 6,660 hrs. | |
| ◆ Community Service | 10,669 hrs. | |



Trash hauled out from along the river during camp clean ups.



Community Services Department, Continued

Planning Division

The Planning division's responsibilities include development review, long range (advance) planning, code enforcement, housing rehabilitation, grants administration (primarily the City's Community Development Block Grant), redevelopment and economic development. Planning division staff also participate in numerous regional and inter-jurisdictional committees and initiatives, including coordination with the Truckee Meadows Regional Planning Agency, Regional Transportation Commission, Airport Noise Advisory Panel, Reno Area Alliance for the Homeless and Truckee Meadows Healthy Communities.

The Planning's division's development review work includes the processing of land use entitlements such zoning changes, master plan amendments, conditional use permits, major deviations, and subdivision and other maps. It also includes reviewing site plans, building elevations, sign and building permits and business license applications for conformance with the zoning code.

Amongst the entitlements planning staff handled during FY 16/17 were administrative reviews for Medical Marijuana Establishments (MMEs), including a new dispensary, expansion of an existing dispensary and a cultivation and production facility. At the end of FY 16/17, there were 3 dispensaries, 5 cultivation facilities, 5 production/processing businesses and 2 testing laboratories operating in Sparks. In addition, 4 more cultivation businesses were either in plan check or under construction.

While the majority of the MMEs in Sparks were approved in 2014 and 2015, the first half of calendar year 2017 represented the last opportunity for MMEs that had received prior provisional approvals from the State of Nevada to establish their business if they intended to engage, over the 18 month period from July 2017 to December 2018, in "at retail" (i.e., non-medical or recreational) marijuana cultivation, production, testing and sales. To provide Sparks MMEs this opportunity, planning division staff, in conjunction with the City Attorney's office, prepared and obtained City Council approval of changes to Titles 5 (business licensing) and 20 (planning and zoning) necessary for the City to approve "at retail" marijuana businesses.

Selected highlights from this past year include the following:

Comprehensive Plan Update

The Comprehensive Plan was certified by the City Council on October 24, 2016. The plan is based on input gathered from the largest outreach effort ever conducted by the City. People who live, work in or visit Sparks were asked about the current state of Sparks and their concerns and hopes for city's future, particularly regarding growth. The Comprehensive Plan is a "big picture" policy document, organized into seven topics collectively referred as the Policy Framework. Each topic contains a narrative plus goals and policies intended to guide City decision-making. The Comprehensive Plan also includes maps identifying the City's trail network, classifying streets and designating the land use of property within Sparks.

The City Council directed the City Manager to implement the Comprehensive Plan. Since its adoption by the City Council, City staff has worked through the goals and policies to prioritize them and establish an implementation schedule. The prioritization process includes designating each goal and policy on a three-tier scale of high, medium or low priority. A high priority places the goal or policy as one to implement within the next year or so. Medium priority is three to five years. Low priority is beyond the five-year timeframe.

Redevelopment

Victorian Square is undergoing a dramatic transformation. Late in FY 16/17 Silverwing Development completed construction of the 220 unit Fountainhouse at Victorian Square multi-family project on property it acquired from the Redevelopment Agency. This developer is currently under construction on 16 more residences and approximately 8,000 square feet of restaurant and retail space on two parcels, also acquired from the Redevelopment Agency, located directly in front of the Victorian Square movie theater. In FY 16/17 the Redevelopment Agency sold two more parcels along the east end of Avenue of the Oaks on which Silverwing is constructing The Bridges project. It includes 194 apartments, approximately 19,600 square feet of commercial space, a portion of which will be used to provide private amenities to project residents, and structured parking for the project's tenants. Silverwing anticipates completing construction of this ambitious project by mid-2018.

The Victorian Square movie theater closed in September of 2016 after Cinemark, the company previously leasing it ceased operating and vacated the premises after removing all the fixtures, furnishings, and equipment. In late 2016 Syufy Enterprises, which owns the cinema property, requested that the City provide Lodging Tax proceeds to fill a financial gap in the cost of renovating

Community Services Department, Continued

Planning Division, Continued

that property as a state-of-the-art movie theater. Syufy then negotiated a lease with Galaxy Theatres, which operates the Galaxy Imax Luxury+ Theatre in the Legends shopping center, to renovate, re-open and operate the cinema property at an estimated cost of over \$7.6 million. In February of 2017, the City Council approved an incentive agreement with Syufy Enterprises to provide \$1.5 million of financial assistance for renovation of the theater property. Renovations must be completed and the theater fully operational before Syufy can receive the lodging tax funds.

In the Marina district of Redevelopment Area 2, development of the Legends project continued during FY 2016/17 with the start of construction on two limited service hotels adjacent to the Sparks Marina: a 104 room Residence Inn Hotel and a 102 room Hampton Inn & Suites. Other Legends development includes several multi-tenant buildings in the area around Target and in the southeast corner of the center along Sparks Boulevard. The Marina district also saw the start of construction on 280 unit apartment community on a 9.8 acre parcel along the west side of Marina Gateway Drive and the long awaited resumption of construction on the Marina Villas Waterfront project, which will wrap 210 residences around the existing parking structure on the east shore of the lake.

In the Oddie Boulevard district of Redevelopment Area 2, Renown Health began construction during FY 16/17 on the former Lowe's Home Improvement store on Oddie Boulevard. Renown acquired the 192,000 square foot building on 10 acres to house several "back office" uses that may eventually locate over 600 employees at this location. Approximately three blocks east of this site on Oddie Boulevard, the Northern Nevada Community Housing Resource Board (NNCHRB) acquired a long vacant 2.2 acre parcel. The NNCHRB is constructing the Alpine Haven Apartments, a 40-unit rent- and income-restricted affordable housing community that is receiving funding from the Washoe County Home Consortium on this site.

This past fiscal year the Planning division processed 81 land use entitlements, a 12 percent decline from the previous fiscal year, as reflected in the following table:

Entitlement / Action	FY 2016/17	FY 2015/16	FY 2014/15	FY 2013/14	FY 2012/13	FY 2011/12	FY 2010/11	FY 2009/10
Annexations	3	1	0	1	0	0	3	0
Administrative reviews*	28	30	15	6	2	13	0	3
Tentative map	5	3	2	3	2	1	2	3
Final map	12	9	3	4	1	3	4	2
Boundary line adjustment	6	6	3	1	3	4	1	4
Parcel maps	10	12	4	8	7	2	3	3
Planned development reviews	2	8	7	3	3	4	1	2
Conditional use permits*	6	9	7	8	13	16	7	3
Site plan reviews**	0	4	19	7	11	14	13	12
Master plan amendment	2	2	2	3	0	6	0	4
Rezoning	5	5	4					
Major deviations	2	3	2					
Totals	81	92	68	44	42	63	34	36

Submittals for period from July 1, 2016 to June 30, 2017; some applications are still pending.

*Prior to the 2015 zoning code update, the conditional use permit was called a "special use permit."

**With adoption of the (August) 2015 zoning code, the site plan review was dropped in favor of the administrative review.

Community Services Department, Continued

Planning Division , Continued

Community Development Block Grant Infrastructure Investment

Sparks invests the majority of its Community Development Block Grant (CDBG) funds to upgrade aging infrastructure in Sparks' older, low- and moderate-income neighborhoods. In FY 2015/16, the City obtained approval from the U.S. Department of Housing and Urban Development for a new five year Consolidated Plan. The plan includes proposed pedestrian and related improvements (new sidewalks, curb and gutter installation and ADA accessibility improvements) in the area bordered by Rock Boulevard on the west, G Street to the north, 15th Street to the east and F Street on the south. In 2016-17, the first phase of the project, on 16th Street between F and G Streets and on G Street between Rock Boulevard and 15th Street, was constructed for a cost of approximately \$423,281.

Code Enforcement

During FY 16/17, the Planning division's code enforcement team worked on 1,143 cases – an average of 381 cases per code enforcement officer – and closed 1,098 cases. These figures are similar to those for the preceding year when code enforcement staff worked on 1,124 cases and closed 1,103 cases, though it should be noted that not all cases are opened and closed the same fiscal year. The number of activities – violation notices, inspections, citations, etc. – associated with code enforcement's case load totaled 7,158 in FY 2017, a 6.6 percent increase over the 6,712 activities code enforcement undertook in FY 15/16.

The complexity of code enforcement work has increased as the team, with support from the City Attorney's office, has begun employing provisions of Chapter 2 of the Sparks Municipal Code that provide code enforcement officers the authority to issue civil citations and fines. This new tool, adopted by the City Council in 2015, has enhanced code enforcement's ability to obtain compliance when property owners fail to correct violations.



Before/After CDBG rehabilitation



New carpeting at City Hall

Community Services Department, Continued

Truckee Meadows Water Reclamation Facility (TMWRF)

TMWRF divisions: Administration, Operations, Maintenance, Laboratory, and Environmental Control.



The Truckee Meadows Water Reclamation Facility (TMWRF) has been treating wastewater for the Truckee Meadows since 1966. It is a regional facility, jointly owned by Sparks and Reno. It treats wastewater for the majority of the Truckee Meadows, including all of Sparks and Spanish Springs.

This past year saw process improvements and repairs through an aggressive capital improvement program, some new staff, some retirements and two floods. TMWRF is currently treating approximately 31 million gallons per day of domestic and industrial wastewater. The majority of this water is returned to the Truckee River after treatment however, approximately 6 MGD is diverted for use as irrigation water on parks, golf courses and other similar uses.

The TMWRF discharge permit is very strict with respect to nutrient loading to the Truckee River in an effort to protect habitat for endangered species as well as water quality in Pyramid Lake. Despite these low limits, the plant discharge remained in compliance with 2016 nutrient loading levels improving over the already excellent 2015 performance.

TMWRF has 56 full time staff to carry out the mission with an operational budget of approximately \$24.7 million for FY 17.

Administration Division

The TMWRF Administration Division provides support for the other treatment plant divisions. The Administration Division is comprised of the plant manager, safety officer, process engineer, civil engineer, three computer systems analysts, two budget and finance analysts and one warehouse technician.

The primary role of the Administration Division is to provide general direction to the other divisions and to ensure adequate resources are available to those divisions to carry out their mission. Safety of plant personnel remains the highest priority, followed closely by the need to remain in compliance with all aspects of the discharge permit. The third priority for the plant, which falls largely to the admin division, is meeting the first two priorities in the most fiscally prudent manner possible.

Operations Division

The Operations Division is responsible for the day to day operation of the plant, treating over 10 billion gallons of municipal wastewater every year, subject to 22 different discharge limits with some of the most stringent nutrient limitations in the United States. With the exception of one exceedance caused by the January flood, there were no discharge permit violations in FY17. TMWRF Operator Casey Mentzer was selected for the statewide award of Waste Water Rookie Operator of the Year for 2016.

Apart from the primary responsibility of treating the wastewater, the most important task for the operations division is the transfer of knowledge to the newer staff. The Operations Division has the most senior staff of all TMWRF divisions with approximately 200 years of TMWRF operator experience slated to be lost to retirement in the next 4 years. The division continues to refine and improve training and reference materials with the GoPlant Electronic Operator Round Program. This program will allow Operators to input equipment conditions and readings directly to the server, be able to download manuals and operating procedures and be notified when equipment readings are out of range. All from a tablet they will carry in the field. The program will also supply Management with data needed to refine future staffing requirements.

The operations staff also performs preventative maintenance tasks, completing over 5000 preventative maintenance work orders and more than 1500 hours of in plant maintenance on process systems.

Finally, the operations division provides continual support to the Capital Improvement Program, giving input on design of improvements as well as manipulating the treatment process to allow for construction and

Community Services Department, Continued

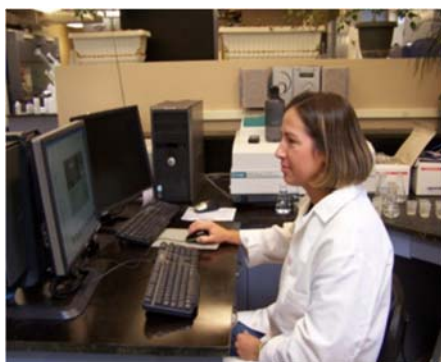
Truckee Meadows Water Reclamation Facility (TMWRF), Continued

performing commissioning and start-up testing of new equipment.

Maintenance Division

The TMWRF Maintenance Division is responsible for the maintenance and repair of the equipment to meet the NDEP discharge permit requirements. The Maintenance Division continues to succeed in supporting the Operations Division with zero permit violations as a result of equipment failure. The Maintenance Division is divided into two departments, the Electrical department comprised of a Crew Supervisor and three electricians and the Mechanical department which has a Crew Supervisor and seven mechanics. The Maintenance Division was authorized to expand each department by two additional full time employees in the coming fiscal year. The additional staff is expected to start by late September and will be used to reduce the number of outstanding preventative maintenance and work order tasks that are currently outstanding.

The Maintenance division continues to work on implementing and populating the new Asset Management program. The program requires verifying among other things, that each of the 3000+ major pieces of equipment is properly tagged and labeled, reviewed for condition assessment and rated for the degree of impact to the process should it fail. Once this program is implemented it will assist in prioritizing the replacement or rehabilitation of the equipment needed to keep the plant operating in the most efficient manner possible. The program will also assist in deciding when replacement is more economical than repair as well as identifying equipment nearing the end of its useful life.



Laboratory Division

The laboratory is staffed with a Manager, Quality Assurance Officer and (5) Chemists. The staff

possesses either Bachelors' or Masters Degrees and remains current with a Wastewater Quality Analyst certificate (grade III or IV) through the Nevada Water Environment Association. The laboratory is State of Nevada certified.

The TMWRF Lab performs over 4000 analyses per month in support of plant operations. Many of these are reported to state and federal agencies in compliance reports. The balance of the data is used internally to make process changes to ensure the plant remains in compliance. In addition to treatment plant samples, lab staff analyze samples from the Sparks Marina Lake Park, the effluent reuse system, the Truckee River, the Reno-Stead Water Reclamation Facility and industrial dischargers in the City of Sparks.

Laboratory certification requires an initial demonstration of capability (IDC) for each method to be completed that includes checking precision, accuracy, recovery and blank results. Also, completion of bi-annual testing of each certified parameter (and method) with an unknown sample. The results of the unknown samples are evaluated by an outside vendor for accuracy which must be within the statistical acceptance limits. The results are then reported to Nevada Department Environmental Protection (NDEP). Additionally, an on-site assessment of the lab, methods and analysts is performed by NDEP.

Laboratory instrumentation includes: Inductively Coupled Plasma-Mass Spec for metal analyses, Gas Chromatographs for analyzing digester gases, automated analyzers for nitrogen analyses and spectrophotometers for phosphorus analyses.

Environmental Control Section

The Environmental Control Section is responsible for enforcing the city's wastewater discharge ordinance to ensure waste coming to TMWRF is compatible with the treatment process. To meet this requirement, the Environmental Control Section (ECS) is staffed with an ECS Supervisor, two ECS Officer IIs and one EC Officer I. In addition to enforcing the discharge ordinance, staff perform a wide variety of related duties. Staff guide the local community in the proper handling, treatment and disposal of wastes that may be incompatible with the sanitary sewer and storm drain. This is accomplished in the industrial community with education, on-site inspections,

Community Services Department, Continued

Truckee Meadows Water Reclamation Facility (TMWRF), Continued

wastewater monitoring and issuance of permits which contain specific requirements for the sanitary sewer and storm drains. In addition to a robust industrial program, ECS also performs construction site inspections to confirm compliance with local, state and federal regulations. Supplemental Forms, Notices of Violation and misdemeanor citations are issued for non-compliance of regulations. ECS also maintains a 24 hour spill hot line, 775-691-9227. Staff and equipment are available at all times to respond to any incident that may threaten the sanitary sewer or storm drain systems.

Summary of Activities	FY 16-17	FY 15-16	FY 14-15	FY 13-14	FY 12-13	FY 11-12
Scheduled Industrial Inspections	926	951	983	1012	1012	997
Construction Site Inspections	117	115	109	754	836	667
Sparks Business Licenses Reviewed	1139	1219	1136	1159	1158	988
Sparks Plan sets reviewed	125	84	81	60	85	71
Compliance Samples Collected	43	96	108	115	115	129
Notice of Violations issued	50	37	53	54	59	68
Illicit Discharge Incidents	109	122	132	102	93	100



New restrooms at
Pah Rah Park

Community Services Department, Continued

Engineering Division - Traffic Engineering

Pavement Management Program

The City of Sparks Pavement Management Program strives to find the most effective and efficient construction methods to maintain our local roadways. The Pavement Quality team has developed a plan that identifies pavements requiring preventative and corrective maintenance as well as rehabilitation for our local roadways. The FY 2017 Rehabilitation program repaired over 668,000 square feet of pavement, over 10,800 lineal feet of curb & gutter, and over 5,200 lineal feet of sidewalk within our community residential streets. Our street rehabilitation program revitalized deteriorating curb gutter, sidewalk and driveways as well as the roadway section. Projects are determined through the use of our Pavement Condition Index program. In Fiscal Year 2017, the preventive and corrective maintenance program slurry sealed over 1.86 million square feet of pavement. This preventive maintenance program which includes crack sealing and deep patching will increase the life of these pavements and help keep our future maintenance costs down.



Traffic Calming Program Successes

The City of Sparks has an adopted Guidelines for Traffic Calming program that was developed as a means for residents to voice their concerns about their immediate community. Through a neighborhood petition process, residents are joining together to voice their concerns about perceived traffic issues. We have had a number of citizens come together, work through the process, and see traffic calming installed in their neighborhoods. Such installations have included updating signing, striping, and solar powered radar signs. Residents are commenting about noticing reduced speeds and safer traffic behavior.



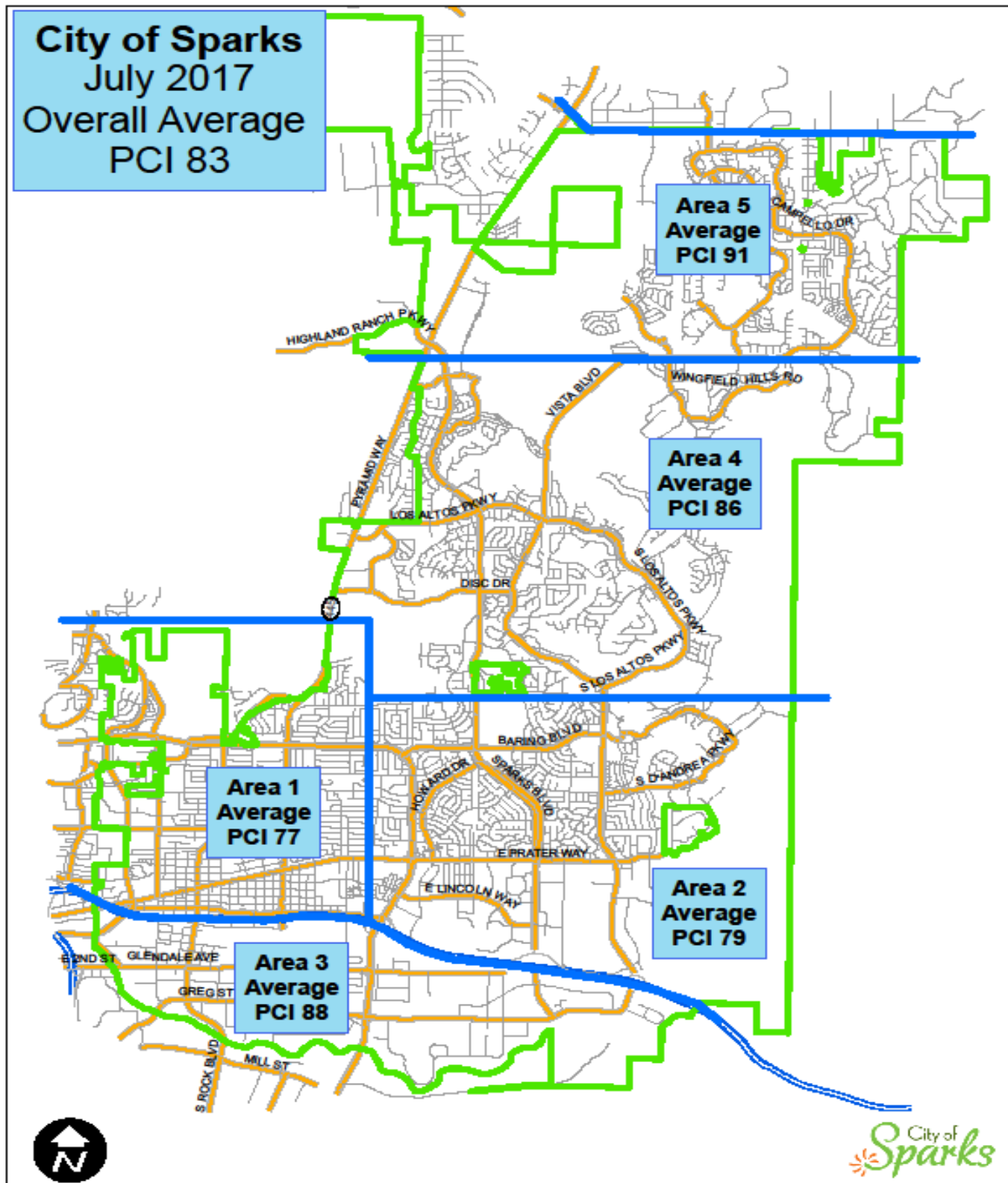
Contractor Community Outreach

Our contractors often go above and beyond in helping to make our community a better place. Sierra Nevada Construction did this once again as, working with the City of Sparks staff, they reached out to a local preschool located at the heart of a recent street rehabilitation project. SNC's project team sponsored a "Construction Day" themed visit and BBQ for the children. SNC brought down some equipment they were using on the project and let the kids take turns climbing up into the seats and honking the horns. SNC provided a feast of hotdogs, mac and cheese, juices, sweet treats along with hard hats for everyone. Just another examples of the City of Sparks' contractors going above and beyond to help our local neighborhoods celebrate, rather than dread construction.



Community Services Department, Continued

Engineering Division - Traffic Engineering Continued



Community Services Department, Continued

Engineering Division - Utility Engineering

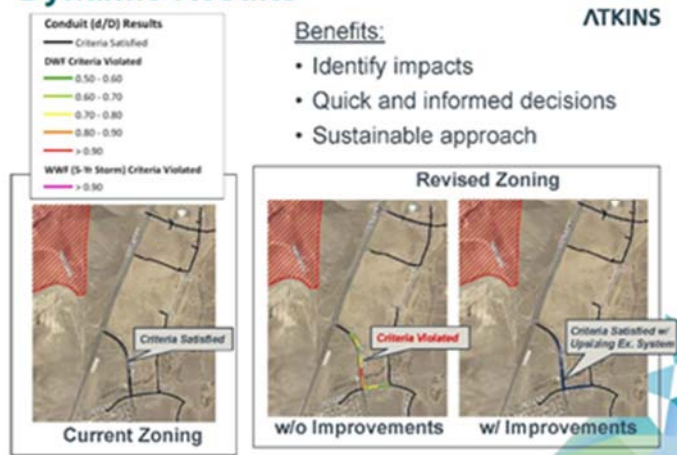
North Truckee Drain Phase 3

The final phase of the North Truckee Drain project was awarded to Q&D Construction in December. Coming in at \$14.1 million (\$3.9 million under estimate!), this project is projected to be completed in the 3rd quarter of FY18. Completion of this project illustrates the leadership and commitment the City of Sparks has shown in proactively pursuing relief for our citizens and businesses from Truckee River flooding impacts.

2016 Sewer Model Update

Utility Engineering and Planning staff, working with our consultant Atkins, completed the City of Sparks Sewer Model Update in 2016. Utilizing the latest in dynamic flow modeling software integrated with the City's expansive parcel and infrastructure database, this model updates analyzed system capacity both today and at buildout. By virtue of its easy to update nature, the 2016 Sewer Model Update has already proven itself as a valuable planning tool.

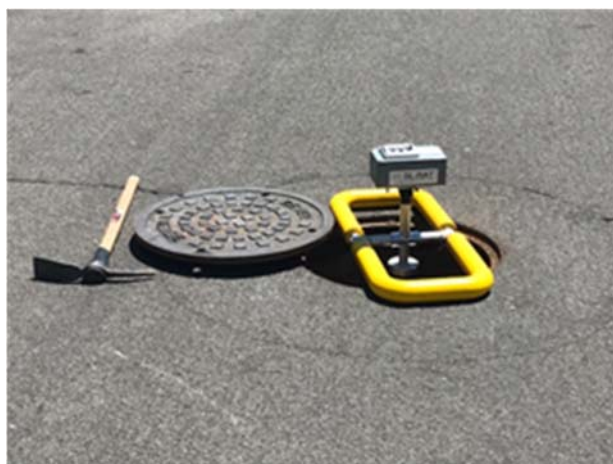
Dynamic Results



Sewer Line Rapid Assessment Tool

The City's Utility Engineering Division added a Sewer Line Rapid Assessment Tool to our asset management program this past year. By analyzing the distortion of acoustic signals sent down a sewer main in a matter of minutes, this tool delivers a score indicating the relative capacity of that pipe. While this tool doesn't indicate what is causing the reduction in capacity, it does help in the prioritization of our more in-depth maintenance and inspection programs.

As you can see on the attached map, the percentage of lines in a moderate or poor condition in this area are relatively low. These would be the lines our crews would focus on first in this area.



Community Services Department, Continued

Engineering Division - Utility Engineering Continued



Financial Services

The Financial Services Department includes the following divisions: Accounting, Budgeting, IT

City Financials

The Fiscal Year 2018 Annual Budget for the City and Redevelopment Agency was adopted on May 22, 2017, and submitted to the State of Nevada Department of Taxation on June 1, 2017, in accordance with Nevada Revised Statutes (NRS) 354.598. The new budget for the City and Redevelopment Agency includes expenditures totaling \$194M across all Fund types. A copy of the City of Sparks Final Budget can be viewed on the City of Sparks official website www.cityofsparks.us under City Services – Departments – Financial Services.

Besides the budget, other financial information can be found on the City's website for the City's for the City's two Redevelopment Areas as well as the Truckee Meadows Reclamation Facility (TMWRF), which is jointly owned with the City of Reno.

The annual budget authorizes and provides the basis for control of financial operations during the fiscal year. The budget process is based upon the City of Sparks Strategic Plan. From the Strategic Plan, the City Council, City Manager, and Department Heads develop a list of priorities which are considered in the allocation of financial resources.

The General Fund is the largest Fund and the general operating Fund for the City. It accounts for all resources which are not required to be accounted for in other Funds. The General Fund supports functions such as police services, fire services, mayor, city council, community services, management services, financial services, city attorney and the municipal court.

The Financial Services Department also prepares a Comprehensive Annual Financial Report (CAFR) (in accordance with NRS 354.624) which reports on the City's financial activities and position in accordance to generally accepted accounting standards and the results of an annual audit that is completed by an independent auditing firm. The CAFR must be completed by the end of November based upon the fiscal year which ended the previous June 30. The CAFR can also be viewed on the City of Sparks website www.cityofsparks.us

under City Services – Departments – Financial Services.

The City of Sparks has been awarded a Certificate of Achievement for Excellence in Financial Reporting for its CAFR by the Government Finance Officers Association of the U.S. and Canada (GFOA) for 36 consecutive years. This award is considered the highest achievement in financial reporting for a government agency.

A few of the accomplishments within the Financial Services Department this past year include:

IT Operations:

- ◆ Implemented a new portal for employees to access and retrieve payroll information
- ◆ Continued implementation of Accela software designed to streamline and standardize permit and fee payments
- ◆ Enhanced the City's ability to manage cyber security threats by maintaining software called Arctic Wolf Firebreak.

Accounting/Budget:

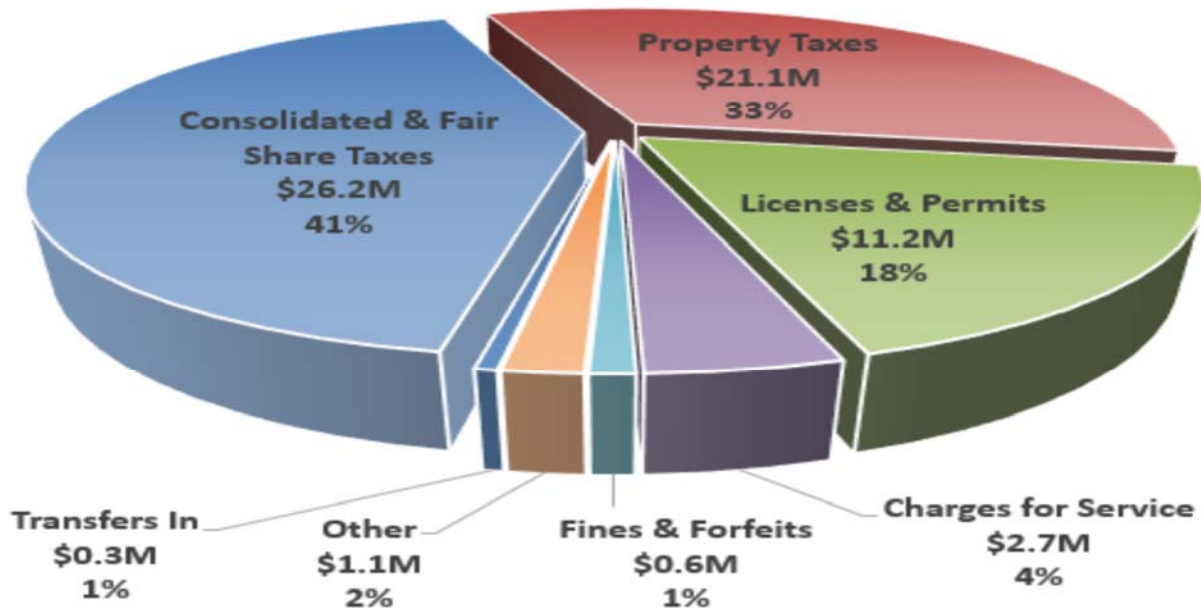
- ◆ Achievement for Excellence in Financial Reporting for its CAFR by the Government Finance Officers Association of the U.S. and Canada (GFOA) for 36 consecutive years
- ◆ Integrated retiree insurance billing into the City's ERP, greatly increasing efficiency and the accuracy of billing process
- ◆ Processed three refunding deals to lower debt service costs for sewer utility debt and the Redevelopment Agency
- ◆ Successfully implemented new Government Accounting Standard Board (GASB) accounting standards.

Finance Department—continued

Estimated Actual General Fund Revenues Fiscal Year 2017-18

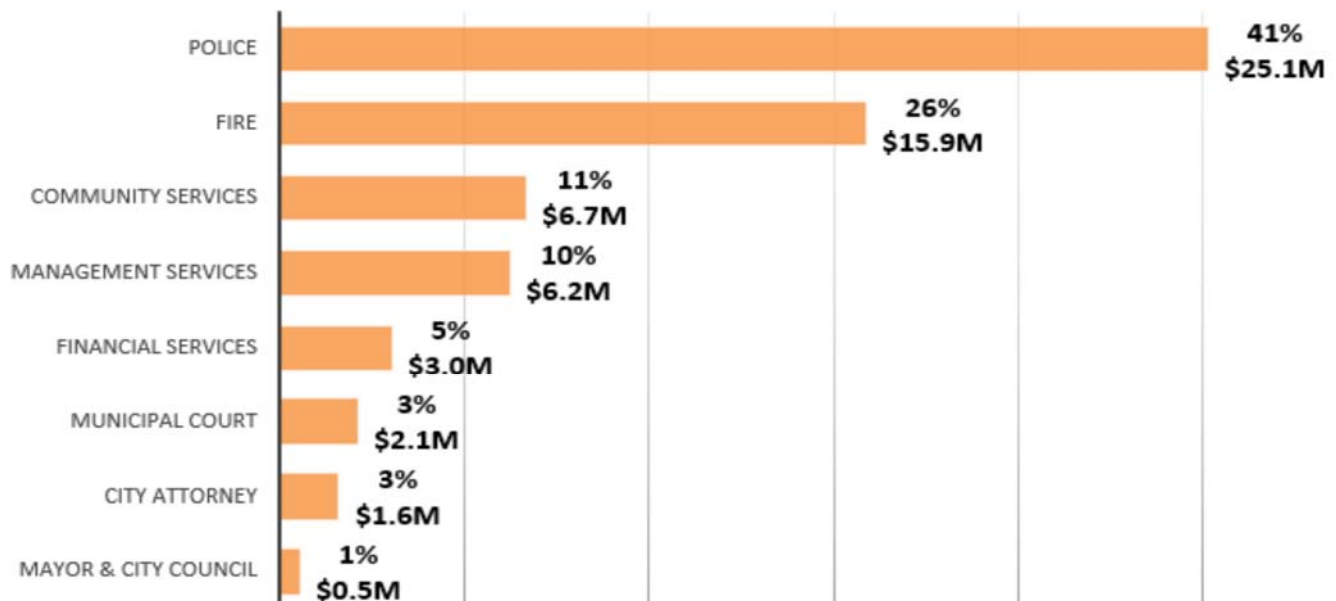
(Both graphs shown are in whole dollars)

FY17 Estimates - General Fund Revenues & Transfers-in Total: \$63.1M



Estimated General Fund Expenditures Fiscal Year 2016-17

FY17 Estimates - Expenditures by Department - General Fund (Excludes Transfers Out and Contingency) - \$61.1M



Fire Department

The Fire Department is comprised of four divisions: Operations, Prevention Bureau, Training and Administration.

The Sparks Fire Department (SFD) has two primary missions – reactive emergency response and proactive fire prevention. The department's Operations Division provides all-risk response to fire suppression, emergency medical, rescue, and hazardous material incidents. The department's Prevention Bureau supports the concept of fire prevention by providing inspection/enforcement, education, engineering, and fire investigative actions. Supporting the missions of the Operations Division and Prevention Bureau are the Training and Administration divisions.

All department actions support Strategic Goal 1 of the City's Strategic Plan – *"Public Safety: Cultivate community and visitors quality of life experiences by enhancing the city's public safety response, prevention, and support services."* The Department continually evaluates the effectiveness of its emergency and prevention services in order to ensure these efforts are addressing the risks within the community. The department understands that in order to remain relevant it must have the ability to recognize new and emerging threats to the community and quickly adapt service levels to meet these challenges.



Sparks Fire Station 1

In FY17 the department spent considerable time in activities designed to ensure that emergency and prevention services met the criteria set forth above. These activities included:

- ◆ Providing advanced level EMS service to the community. Stations 4 and 5 were staffed with paramedics beginning on April 3, 2017. Eventually, all Sparks fire stations will have Paramedics on duty 24/7
- ◆ Reinstating a pre-incident planning program to identify target hazards in the city. To date, 35 pre-incident plans have been completed or updated
- ◆ Ordering two Type I (structure) engines to replace aging apparatus for which it is increasingly difficult to obtain replacement parts. These new engines are part of a funded, long-term replacement program to ensure our front-line apparatus meet the demands of our steadily increasing call volume. Also included in this critical equipment replacement program are self-contained breathing apparatus (SCBA), radios, and cardiac monitors
- ◆ Implementing an "enhanced automatic aid" agreement with the Truckee Meadows Fire Protection District to eliminate sending multiple resources from our two agencies to calls that only require a single engine response
- ◆ Signing a new operating agreement with the Bureau of Land Management and The United States Forestry Service
- ◆ Entering into an Interlocal Agreement with the Nevada Division of Forestry to help mitigate the cost of large scale incidents such as wildland fires
- ◆ Working with the Truckee Meadows Water Authority to ensure hydrants in the City are properly installed and maintained.

Fire—Operations

The goal of the Operations Division is to provide effective emergency and non-emergency services to the citizens and businesses of the City of Sparks to limit loss of life and reduce property damage.

The Operations Division provides emergency response to structure and wildland fires, medical calls, all types of rescues, and hazardous material incidents. To improve outcomes for each type of emergency, the department strives to provide rapid response, sufficient manpower, appropriate equipment, and comprehensive training for all responding personnel. The fire department was once again able to keep all fire stations open and all engine and truck companies staffed every day this past fiscal year. This was due not only to the department's three-person staffing model, but more importantly to the budgetary support, policy decisions, and customer service emphasis of the City Council and City Manager.

In FY17 there were 13,724 calls for service. This was 902 more calls than last fiscal year's total of 12,822, an increase of approximately 7%. This continues the trend of increasing call volume in the department. Since FY06, when Station 5 opened, the number of calls the department responded to has increased almost 100% (from 6,941 to 13,724). Despite this dramatic increase in calls, the number of uniformed personnel in the department has declined 14%, from 101 to 87.

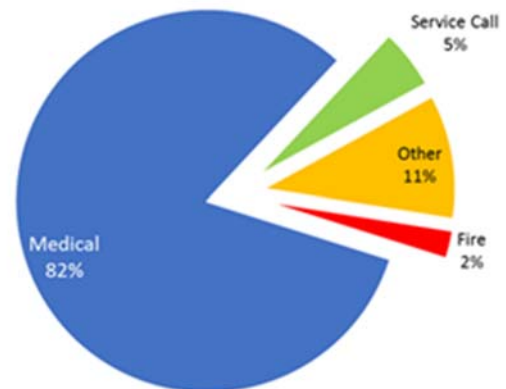
The increase in call volume has also resulted in an increase in the length of time it takes us to arrive on scene. The National Fire Protection Association (NFPA) standard for travel time to Priority 1 EMS and fire emergencies (using lights and sirens) is 240 seconds, or less, to 90% of these incidents. Travel time is defined as the time from when the apparatus goes enroute (begins its response) to the time of arrival at the scene of the incident. In FY17 we were only able to meet this standard 62 % of the time. Increasing response times are not only related to the increase in call volume, but also to the more frequent occurrence of simultaneous calls, which often require apparatus to respond from outside their own district. All of this is as result of growth in the City.

Clearly, one of the biggest challenges the department will face in the future is ensuring we have the resources necessary to serve the community effectively and respond to calls in a timely manner. To meet this challenge, it will be necessary to staff additional apparatus and construct a sixth fire station.

Of the 13,724 calls the department responded to in FY17, 11,263 or 82% were medical calls. Historically, all our firefighters have been certified to the Advanced EMT level. Although the Advanced EMT

level provides EMS service in a very cost-effective manner, research conducted by the department indicated that Paramedic level EMS service was warranted. In April 2017, we began staffing Stations 4 and 5 with firefighter/paramedics. This has allowed the SFD to provide the same level of emergency medical care as is provided in the city of Reno and the unincorporated areas of the county. Eventually, all fire stations in the city will be staffed with paramedics.

FY17 Incident Type by Percentage



SFD continues to be a much sought-after resource in the wildland firefighting arena. In FY17, department personnel logged 577 days responding to 28 wildland fires both locally and as far away as North Carolina. Approximately \$890,000 was invoiced for equipment and personnel during these assignments. All expenses associated with these deployments were reimbursed. Participating in these events not only gives suppression crews valuable firefighting experience, it also gives many of our members experience in running large scale incidents as part of an incident management team. The experience and knowledge gained on these assignments is beneficial to the City not only when its Emergency Operations Center (EOC) is activated, but also when the Washoe County EOC is activated for large, region-wide incidents.

FY17—Significant Events:

- ♦ July 6, 2016 – Crews responded to the “S” fire in the hills above Sparks Family Hospital. This wildland fire burned over 2,500 acres and was started by juveniles playing with matches
- ♦ July 30, 2016 – Crews responded to seven separate fires in the city, the largest of which involved a portion of the Pyramid Professional Plaza. All seven fires were intentionally set, and a suspect was subsequently arrested

Fire—Operations, Continued

- ♦ August 30, 2016 – A small plane crash landed at the River's Edge RV Park, resulting in two fatalities on the plane and several RVs and vehicles damaged or destroyed on the ground. This was a multi-jurisdictional incident involving SFD, SPD, Reno Fire, the Airport Authority, FAA, NTSB and others
- ♦ September 23, 2016 – Fire at Walton's Funeral Home on Sullivan Lane. Although there were no injuries, the building was a total loss. Reno Fire assisted on this incident which, at one point had three aerial devices in operation
- ♦ October 10, 2016 – Fatal fire at a single-family residence
- ♦ October 14, 2016 – Little Valley Fire in Washoe Valley, mutual aid response to TMFPD and NDF. The fire burned over 2,200 acres and numerous structures were lost
- ♦ January 8, 2017 – Truckee river flood event. SFD staffed two task forces, each with five members. The task groups responded to two separate incidents where civilians became stranded in their vehicles when attempting to drive through flood waters
- ♦ January 17, 2017 – Office/warehouse fire at 1610 Pittman Avenue. Although there were no injuries, damage to the structure was extensive
- ♦ March 3-24, 2017 – North Valleys flood event. Members of SFD were part of the incident management team and filled critical roles in planning, logistics and safety
- ♦ April 18, 2017 – SFD responded to a report of a person swept away downstream of Fisherman's Park. Members of the department's water entry team successfully located and removed the victim from the river. Resuscitation efforts were performed and the patient transported
- ♦ June 7, 2017 – Sierra Woods apartment fire. An aggressive fire attack limited damage to two units in an eight-unit building. There were no injuries to firefighters or civilians.

Call Volume / Personnel												
	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17
Total Calls	6,941	7,955	7,797	7,584	7,683	8,282	8,831	9,415	10,055	11,163	12,822	13,724
Uniformed Personnel	101	102	105	98	90	88	88	87	86	86	86	87

Walton's Funeral Home



09/25/17

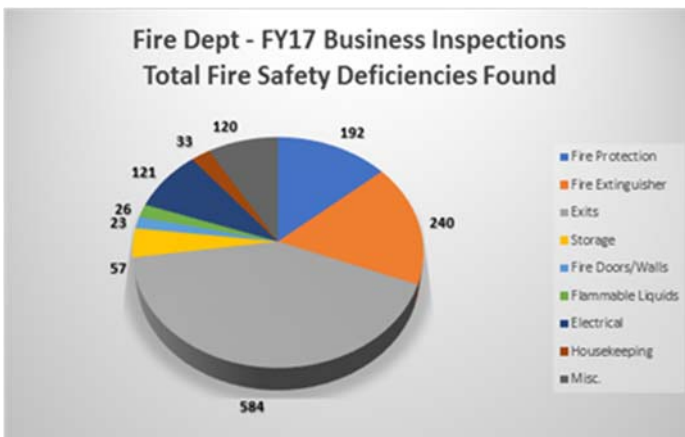
Fire—Prevention

The goal of the Fire Prevention Bureau is to save lives and protect property through fire prevention education, inspection, investigation and engineering efforts.

The objective of the Fire Prevention Bureau (FPB) is to proactively reduce the chance of a fire occurring in homes and businesses in the City of Sparks. Each of FPB's four programs, Fire Safety Inspections/Code Enforcement, Fire Safety Education, Fire Investigations, and Fire Engineering, play an important role in meeting this goal.

Fire Safety Inspection/Enforcement Program.

Visits to businesses for safety inspections accomplish two objectives: 1) the identification and correction of hazardous conditions, and 2) fire safety education for employees of the business. There is a common misconception that every business in the City of Sparks undergoes an annual inspection; however, this is not the case. Businesses are evaluated on the nature of their operations and whether these operations present special hazards to life or property. Those with the highest threat are classified as "Target Hazards" and require a site safety inspection. Each Target Hazard is inspected annually, biennially, or triennially based on the potential risk of a fire occurring. Inspections are conducted using the International Fire Code, Title 14 of the Sparks Municipal Code, and nationally recognized fire safety standards. The Bureau's goal is to inspect all Target Hazard businesses on their scheduled inspection dates. In FY17, 1,396 safety deficiencies were identified by FPB inspectors and subsequently corrected by the businesses.



Fire Safety Education Program.

The fire safety education program is designed to increase the public's awareness of fire hazards and the actions to take if a fire occurs in a home or business. Awareness helps to reduce the occurrence of a fire, which in turn results in less injuries, loss of life, and property loss. The Bureau's two primary public safety education programs are: "Project Safe," a program designed to replace smoke detectors in older homes in the city; and "Remembering When," a program

designed to reduce injuries to senior citizens from fires and falls. Recognizing that most of the structure fires in the city involve residential properties, FPB is developing additional fire safety programs to increase the fire safety awareness of residents.



Fire Investigation Program.

Fire investigation is a critical component of the prevention program. Investigative findings can lead to recommendations which help to prevent future fires. For example, unsafe appliances may be identified as the reason a fire started. If a trend is noticed, these unsafe appliances may be recalled or prohibited to be sold. Investigative findings can also identify arson. For example, on July 30, 2016, a series of seven suspicious fires were started, the most serious of which caused significant damage to a professional office building on Pyramid Way. An investigation by FPB, determined these fires were deliberately set and an adult male was charged with arson. Except for the new Fire Plans Examiner, all FPB inspectors are certified as fire investigators, four with Nevada State Fire Investigator certification and two with Peace Officer Standards and Training (POST) certification.

Fire Engineering Program.

Ensuring new development complies with the International Fire Code and Title 14 of the Sparks Municipal Code helps to proactively prevent fires. This diminishes the possibility of injuries or deaths to building occupants and reduces property damage as well. In FY14, there were 292 new development plans submitted for review. This increased to 403 plans in

Fire—Prevention, Continued

FY15, 463 plans in FY16 and 582 plans FY17. To stay on top of the increasing number of plan reviews, a new Fire Plans Examiner/Inspector was hired in November 2016. This position is responsible for all fire plan checks and new construction inspections and has significantly reduced the turn-around time for plan reviews.

FY17 Highlights

- ◆ Completed the seventh year of the Project SAFE Residential Smoke Alarm Installation Program. This year FPB visited 74 homes and installed 273 detectors. Since its inception, the Project Safe Program has installed 3,548 smoke alarms, 782 carbon monoxide detectors, and 64 hearing-impaired devices in 1,171 homes. Additionally, since 2010, the program has provided fire safety education to 2,570 adults and children
- ◆ Held the 7th Annual Project SAFE Golf Tournament Fundraiser on July 30, 2015. This tournament raises funds for the purchase of smoke alarms and other fire safety devices in support of Project SAFE. This year's tournament raised approximately \$12,000
- ◆ Held the 27th Annual Sparks Fire Department Pancake Breakfast. This event showcases the Sparks Fire Department and invites the public into Fire Station 1 for fire safety and emergency operation presentations. This year close to 500 guests visited the station. The breakfast raised approximately \$1,500 for the purchase of fire safety education materials and to support the International Association of Firefighters Local 1265 Charity Fund and the Firefighter's Association Benevolent Fund
- ◆ Continued "Remembering When – A Fire and Fall Prevention Program for Older Adults." This program is designed to educate older adults in fire and fall safety by emphasizing eight key fire safety messages and eight key fall safety messages. In FY17, approximately 190 senior citizens participated in the Remembering When program.

Structure fire on Pittman Avenue

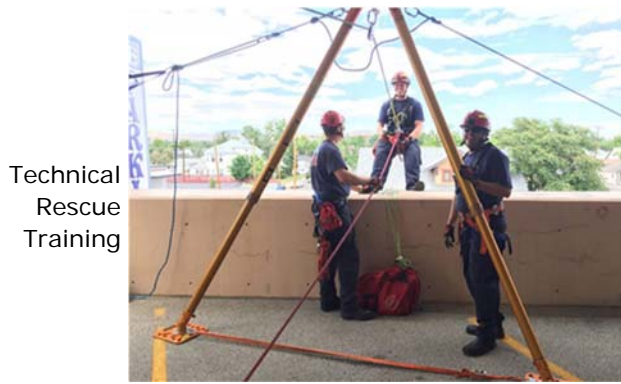


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Fire—Training

The goal of the Training Division is to plan, coordinate, and deliver training, certification programs, and professional development to all Sparks Fire Department employees so that they may continue to provide safe and efficient actions at fire, rescue, EMS, and hazardous material incidents.

Members of the Sparks Fire Department are highly skilled and knowledgeable, which allows them to achieve positive outcomes during emergencies. Ensuring that personnel develop, maintain, and increase their knowledge, skills, and abilities is the responsibility of the Training Division. All personnel receive realistic training designed to ensure they are prepared to respond to all types of emergencies in an effective, composed, and professional manner.



Technical
Rescue
Training

As personnel prepare to advance within the organization and assume roles as an advanced firefighter, apparatus operator, company officer, or shift commander, consistent and thorough training must be delivered. To achieve this, the Training Division uses a series of task books. These task books are designed to expose personnel to the demands and responsibilities of each position through a combination of self-study, hands-on training, practice scenarios, and proficiency testing. These task books are continually revised to address the challenges of each position and the risks in our community. In FY17, 23 task books were issued for the positions of probationary firefighter/paramedic, firefighter II, firefighter III, apparatus operator, company officer, and shift commander. Typically, each task book takes about one year to complete.

The Training Division is also responsible for designing and delivering in-house promotional testing. Assessment Centers are commonly used for testing, as this method places each candidate in realistic, scenario-based exercises designed to accurately evaluate how they would perform if faced with a similar situation in an actual emergency. In May 2017, the FAO assessment center was held, which resulted in eight firefighters being eligible to promote to apparatus operator as openings occur.

Also in May 2017, five new firefighter/paramedics were hired at the department. The Training Division is

responsible for the initial training of these new firefighters, conducting a four-week orientation prior to the new employees being assigned to their battalions. The Training Division continues to monitor their progress throughout their first (probationary) year.

FY17 Highlights

- ◆ The Technical Rescue Team (TECH) conducted a joint Confined Space rescue class with Water Treatment plant personnel. Twelve SFD and 14 TMWRF personnel received certifications because of this training
- ◆ The Water Entry Team (WET) conducted an Inland Swimmer Rescue class. Eleven personnel received certifications
- ◆ The Hazardous Material Team (HAZMAT) conducted a class for line-of-sight rescues and a "Crude Oil by Rail" class
- ◆ A big emphasis was placed on Active Shooter/Active Assailant incidents and working in conjunction with Sparks Police for joint responses to these types of incidents. Class topics included Ballistic PPE, Simulated Active Shooter incidents, TECC (Tactical Emergency Casualty Care) and Rescue Task Force training
- ◆ Fire Suppression – Classes were taught on Ventilation/Entry/Isolation/Search (VEIS) tactics, Paratech rescue equipment, Aerial set-up, 2 ½" attack line deployment, and wind driven fires
- ◆ Wildland Fire – Annual refresher training was conducted which included a multi-Agency drill with TMFPD and BLM. The drill included aircraft
- ◆ Assisted with a regional MCI drill at the Reno/Tahoe International Airport. This drill included a class taught by SFD personnel on the Incident Command System (ICS) for Mass Casualty Incidents (MCI)
- ◆ Implemented Advanced Life Support (paramedic) services and all that went with it, including re-writing SOP's and protocols, and training on new equipment and skills
- ◆ Participated in numerous promotional exams with neighboring fire agencies
- ◆ Participated in "Broken Propeller," the Airport Authority's triennial exercise
- ◆ Participated in regional "sand table" exercises with the Sierra Front.

Fire Administration

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

The primary mission of the Administration Division is to ensure all department personnel have the resources necessary to effectively deliver services to the citizens, businesses, and visitors of the City of Sparks. This is accomplished through the following:

- ◆ Maintaining a professional workforce and quality work environment
- ◆ Developing and implementing budget procedures
- ◆ Coordinating and assigning employees to work related committees and teams
- ◆ Developing operating procedures
- ◆ Procuring operating supplies, equipment and apparatus
- ◆ Collecting and analyzing fire department data for risk assessment
- ◆ Maintaining department records
- ◆ Long-range planning.

Fire administration staff participated in the development of the City's Strategic Plan and as part of the Emergency Management Team. Administrative staff also worked on the development of regional EMS protocols and a public service announcement addressing the proper use of the 911 system.



Apparatus in Engine Room 1

Brush 11 on a mutual aid call with BLM



Parks & Recreation

The Parks and Recreation Department includes the following divisions: Recreation, Special Events and Parks Development & Operations.

Parks and Recreation

Every year Parks and Recreation departments across the country celebrate July as Parks and Recreation month. The goal of this endeavor is to highlight the vital role that parks and recreation plays in the health and wellness of communities year-round. Sparks is no exception; the programming, services, and facilities orchestrated by our dedicated team of 11 full-time and 200+ temporary part-time employees contribute directly to the quality of life our residents experience daily.

At the time of this report, our FY17 cost recovery rate in Fund 1221 was 77%. Revenues increased approximately 3.8% over FY16, totaling \$2,831,652, which surpassed our projected revenues by \$208,771. Expenses were \$147,265 over the projected budget of \$3,544,733. This overage is attributed to the increase in part-time employee wages implemented in order to remain competitive in the marketplace and reduce costly turnover.

The typical park and recreation agency generates \$19.04 in revenue annually for each resident living in its jurisdiction (as documented by the National Recreation and Park Association 2017 report on agency benchmarks). Based on our population estimate of 95,726, we continue to perform well above the average.

Community growth has impacted our services, bringing to the forefront the attention we must give to the parks and assets located in the older sites in Sparks. The challenge is creating a balance between implementing upgrades to infrastructure, while dedicating the necessary resources for new parks expected to be brought on-line in the next few years.

The Parks and Recreation team grew this past year with the addition of Shawn Olson, a full-time Recreation Specialist in Aquatics. This much-needed position filled a seven-year gap in maintaining a full-time certified aquatics professional in our staff complement. Shawn was employed by the City for the past 15 years in a part-time position, working his way up from a lifeguard at age 15 to a pool manager. This position provides an important team member to manage the year-round swimming program at the Alf Sorensen Community center, as well as the seasonal activities at Deer Pool and the Sparks Marina swim area.

Strategic Goal #2 – Infrastructure: Manage city assets by providing proper preventative maintenance methodologies while utilizing replacement technologies assuring quality infrastructure for our community.

Facility Enhancements

To protect and preserve City facilities, Parks and Recreation initiated the following projects in FY17:

New Parks

Fireburst Park was officially added to the parks system in FY17, marking the first new park built in Sparks since 2008. This neighborhood park features a shelter, playground, turf, and connects to the regional trail system. New construction in Pioneer Meadows dictated the building of this park based on the number of permits issued for home construction.

Silverton Shores Park located in Wingfield Springs, has been on the books for years. Residential growth triggered the finalization of park plans and a bid is scheduled to be released by the close of the 2017.

Park Improvements

Pah Rah Park Restrooms completed in April 2017, brought a much-needed amenity to one of the busiest parks in Sparks that has become an unexpected regional draw. The restroom facility replaced an outdated two-toilet facility that was not ADA compliant and only operational in the summer months. The new facility offers year-round use with multiple toilet fixtures for men, women, and a separate family bathroom. Park users also have access to a drinking fountain with an integral bottle filling station.

Aimone Retrofit Light Project completed in July 2017, allows for the efficient scheduling of sports field lighting through a phone uplink system. It replaced the need for someone to manually throw a switch on site. Funding for the project was split between the City of Sparks and the Youth Sports Foundation.

Flood Repairs at Rock Park have been coordinated with FEMA to address the damage that impacted the lower level of this popular river park earlier this year. Since the remodel of the park in 2010 and the addition of the Whitewater attraction, attendance has skyrocketed. The area of repair is essential to the park's continued popularity.

Parks & Recreation, Continued

Woodtrail Park tennis courts and basketball court were resurfaced in September 2017. The heavily used park is located within an established neighborhood. This rehabilitation project is an example of the attention needed to adequately maintain the usability of older parks.

ADA Improvements to the Dog Park at the Sparks Marina were implemented in FY17 to provide better access to this canine friendly park site. Pouring a concrete pad at the park's entry/exit made the transition easier for visitors in wheelchairs. The value of this improvement was acknowledged by Weldon, a resident of Sparks, who originally called this issue to staff's attention. Shortly after the work was completed, he contacted staff to let them know what a great time he was having playing with his puppies at the dog park. He could easily get in and out of the gate without having to ask others for help.

Fencing and Bollard System was installed at the Sports Complex at Golden Eagle Regional Park to limit vehicles from accessing and vandalizing the park's multi-use fields. The perimeter of each field was previously surrounded by white rock. Weed control was difficult in this area and the rocks encroached on the fields.

Burgess Skate Park Crack Repair was conducted in FY17. The contractor routed out existing cracks and placed a binder material to fill the cracks throughout the park. This helps skaters experience a safe environment to recreate outdoors. These types of hard surface repairs are increasing in the older more established parks.

Replacement of Swing Sets at Vista View, Red Hawk and Van Meter parks has provided an improved play experience for children. The new and improved metal sets will have a longer life span than the old wood structures.

Fencing Installation on the east side of the Alf Sorensen Community Center was completed in FY17. The Small Wonders preschool program housed in the east wing of the building utilizes the adjacent outdoor area to recreate. The fencing provides a larger grass area with mature trees – perfect for children to play in the shade. It also meets the child care licensing requirements for the preschool.

Success of Sports Complex Continues to Grow

Golden Eagle Sports Complex has become the centerpiece for outdoor sports in the Truckee Meadows. The success of the facility speaks for itself with 51 events producing \$22.54 million in economic impact and more than 1 million annual visitors to the facility in 2016. The complex has maintained solid bookings every weekend, February through November. This past year, tournaments brought 1,206 teams to the

City of Sparks which resulted in more than 45,000 room nights with visitors from as far away as Hawaii.

Perhaps the biggest ongoing challenge with this state-of-the-art complex is the lack of maintenance staff/equipment resources for upkeep of the park. For the most part, the facility is maintained with contract labor while the programs and events are managed by temporary staff. The turnover and training costs are increasing as the local economy improves, creating more competition in the job market. A slight wage increase has been provided for the temporary staff to hopefully entice and maintain the needed workforce until more full-time positions can be acquired and filled to protect this investment as well as the entire park system.

Did you know?

- ◆ Golden Eagle is home to more than 500 adult softball and kickball teams
- ◆ This past year, 9,000 games were played on the 15 synthetic grass fields, including 2,700 city league softball games and 5,300 tournament games
- ◆ Revenue from Golden Eagle field rentals increased 11.5% in FY17.

Strategic Goal #1 – Public Safety: Cultivate community and visitors quality of life experiences by enhancing the city's public safety response, prevention, and support services. 1.2 Prevention: Improve community safety through supporting prevention activities.

Recreation = Quality of Life

It is well documented that taking part in recreational activities improves physical, psychological and emotional wellbeing. Whether it's a team or individual sport, a fitness program or art class, the benefits are well recognized. Interest in Sparks' recreational options is growing with the community as program enrollments increased 7.6% from the previous year. Youth sports programs maintained participation levels, while adult sports experienced an increase in softball and kickball. There has also been a spike in adult pickleball players utilizing courts in parks and the gym at Alf Sorensen Community Center. There were 800 pickleball visits recorded at the gym and three pickleball tournaments held in the last year all had waitlists.

Parks & Recreation, Continued

Ralph Quosig, 82, of Sparks, is the perfect example of how recreation benefits health and quality of life. He wrote to us last August about his many years in a sedentary lifestyle and the positive results he experienced from taking an aquacise class at Alf Sorensen Community Center. He decided to get in better shape with the hope of once again being able to play golf with an old buddy – and beat him. He found muscles he didn't even know he had and believes it is a testament to the value of aquacise, especially for seniors. He gradually built up his endurance and made it to the driving range and eventually the golf course. We're not sure if Ralph won that game of golf against his buddy, but we do know he is still attending the aquacise class.

Promoting Swim Skills

Research shows that almost half of Americans don't know how to swim. To encourage growth in community swimming skills, staff has worked to make a more comfortable experience for students taking part in swim lessons. This was achieved by adjusting the placement of classes in the water (based on depth) that encourages greater learning and results in a higher pass rate. This has helped students move more efficiently through the swim series, which in turn has opened up spaces for more enrollments in a program that was previously maxed out.

Aquatic enrollments increased 15% in FY17 with 2,484 enrollments and 38,706 participations. Approximately 1,925 youth swim lessons were conducted over the course of the year. Of the 300 parents who completed program evaluations, 96% rated their overall satisfaction with the swim program as above average to excellent. Following are some survey comments:

"Great program at an affordable price."

"I am pleased with the immediate assistance from both swim teacher and supervisor to identify my daughter's swimming skills and be so flexible to accommodate her into the appropriate level for her skills. Thank you."

"The instructor is fantastic! She encourages my children and focuses on them which is a total plus. Very patient and a total motivator." Parent also commented that she learned to swim at the facility 30 years ago.

Did you know?

- ◆ The Sparks Marina had 4,358 swimmers utilize the designated swim area in FY17.

Deer Park Pool Turns 75

More than 275 people enjoyed a 75th anniversary celebration at Deer Park pool in May 2017. The zero-depth entry pool has remained a premier recreational site for summer fun since opening in 1942. The facility was constructed with New Deal Funds through President Franklin Roosevelt. The Army National Guard, Reno Aces, Reno 1868 FC, Reno Bighorns, Sparks Kiwanis Club and Port of Subs took part in the celebration.

Need for Kids Out-of-School Programs

It is evident that the economy began improving in FY17. Revenues for daycare programs exceeded expectations with more families moving to the area to secure jobs. The Kid Konnection program fills a critical need for before and after school care by providing services at 14 elementary schools. Revenue generated from program enrollments increased by 2% with \$1,082,297 in fees collected.

Programs such as Fall Break, Christmas Capers, Spring Vacation Fun and Summer Outburst are also vital to working parents. They provide a safe, engaging environment for children during school breaks. Revenue from these programs totaled \$314,738, which is a 7.7% increase over the prior year. Approximately 81% of parents who took part in an online survey conducted at the conclusion of the Spring Break program rated the overall quality of the program as 'excellent to good'.

As enrollment has grown, so too has the demand for more staff and inclusion services. Our youth watch staff is proud of the accommodations made for children of all abilities within the scope of these services. The following is an excerpt from a letter submitted by the parents of a child attending the Summer Outburst program:

Parks & Recreation, Continued

"Raising a special needs child presents, on a daily basis, unique challenges. Our daughter Lucy's placement on the autism spectrum requires us to live around the ABC plan; we start with plan A, slide into plan B, and pray we don't reach plan C. After lining up her summer care, the plan fell through the week before the break. Knowing how much our older child liked the Parks and Recreation summer programs many years ago, this was our only hope. What happened went beyond hope for the summer and gave our family hope for the future. On day one Lucy was met and welcomed by Shauna Nelson, Recreation Supervisor and coordinator of the program. Her willingness to greet us on that first day, and many days thereafter, reassured us as parents this "experiment" was worth trying. Lucy's positive experiences have helped her social development. We still tear up knowing that she not only had friends during the summer, but that she took them by the hand and invited them to sit and "watch" with her. Lucy can't verbally tell us how her day went, but based on her reaction to arriving in the morning and leaving in the afternoon, we have no doubt she had the best summer of her life."

Strategic Goal #3 – Economic Development: Enhance regional recognition of Sparks through the improvement of public venues and commercial development ensuring our ability to provide full municipal services to our citizens and visitors. 3.2 Special Events: Capitalize on events which can elevate the visibility of Sparks as a place to live, work and play.

Special Events: Evolving, but still an important part of City's image

In 2016, the City of Sparks embarked on an in depth survey of the citizens of Sparks to create context for the city wide comprehensive plan. The #IgniteSparks survey results that reflected the public's response to "EVENTS" and the Sparks brand, "It's Happening Here!" showed that special events are a central focus for what people want and wish for their community. Clearly events play a central role in the image and brand. Some of the newer events in 2017 include a Lavender and Honey Festival, Dragon Boat Festival, a Beer Festival, and a series of Artown events.

With the evolving downtown, recruiting new festivals and events is focused on ones that can be feasible with the current landscape. However, there are some challenges. With the addition of new downtown tenants and less programmable space and parking, Special Events are working to adapt with the "new normal." City of Sparks pooled resources from the Tourism and Marketing Committee with City of Reno and the Regional Transit Authority to promote alternative methods to travel to downtown events in Reno and Sparks (shuttle buses, carpool, public transit and park/ride) with the "Don't Drive, Arrive" campaign which will continue into fall.

Strategic Goal #1 – Public Safety: Cultivate community and visitors quality of life experiences by enhancing the city's public safety response, prevention, and support services. 1.1 Community Safety: Continue to improve service levels and response times by assessing and reducing the risks in the City.

Events in Berlin, France and even as close as Reno illustrated that events can be a target for violence. For years, the local jurisdictions have utilized bomb alert dogs to inspect event venues prior to them opening to the public. In 2016-17, the City of Sparks event staff along with staff from Public Works, Police, and Fire, took time to evaluate road closures, equipment used and closure plans. The city established new closure plans for each of the different types of events. Using a grant from the Union Pacific Foundation, the city purchased additional barricades, signage and K-Rail, so that event producers did not need to spend extra funds on rentals.

Did you know?

- ◆ In FY17, there were 84 special event days at Victorian Square and the Sparks Marina combined, with an event attendance reaching 670,000 – an increase from 58 special event days in FY16
- ◆ The Hometowne Christmas parade has maintained a full lineup of entries and strong crowds for both the tree lighting and the parade
- ◆ Scheels supported the annual Turkey Trot with a title sponsorship that will continue through 2020.

Parks & Recreation, Continued

Strategic Goal #4 – Citizen Engagement/Empowerment: Increase the number of participants and points-of view guiding Council in the development of policies satisfying community wants and needs. 4.3 Citizen Engagement: Expand education, communication and interaction so citizens are better informed on City activities and events.

Arts and Culture Advisory Committee: Hitting the ground running

In June 2015, the City Council created an Arts and Culture Advisory Committee (ACAC) and the committee members were appointed in summer 2016. The committee began work on a 3-year strategic plan. The committee arranged for four input meetings, plus one Facebook Live event to encourage comments and opinions on the arts and culture plan from the public. The strategic plan is guided by their adopted mission of “The City of Sparks Arts and Culture Advisory Committee supports the community by facilitating investment in the arts and culture in order to nurture creative communities, enhance quality of life and encourage civic pride.” The plan will be submitted to council for adoption in September 2017.

Did you know?

- ◆ According to The Economic Impact of Nonprofit Arts and Cultural Organizations and Their Audiences in the State of Nevada (Fiscal Year 2015) Related Spending by Arts and Cultural Audiences Totaled \$244.4 million (excluding the cost of admission). Arts are big business with far reaching impacts.

Growth in Community Involvement

Eagle scouts, church organizations, real estate companies and other community groups stepped forward to assist with projects benefiting the City's park system this past year. Twenty-two groups completed projects that ranged from staining play equipment to trash clean up, as well as general preventative maintenance. These individuals and groups join in the distinction of being recognized as Partners in Parks and Recreation. The program was established in 2008 to promote community involvement and to fill the gap in unfunded needs with donations, volunteer time, in-kind services and sponsorships. To-date, there are 291 partners making a difference in Sparks. Here are a few project highlights:

- ◆ **Eagle Scout Trevor Higgins** wrapped all of the trees from Prater Way to Springland Drive
- ◆ **Keller Williams Sparks One** stained the playground at Red Hawk Park
- ◆ **Sparks Christian Fellowship** had more than 200 members of their congregation take part in a Big Serve cleanup event at 9 different project sites
- ◆ **Spanish Springs ROTC** stained the entire wood play structure at Coyote Park and KTMB helped install 100 yards of play bark for the fall zone
- ◆ **Eagle Scout Nick Milam** redid the horseshoe pit at Ardmore Park.

In addition to this support, the longstanding Adopt-A-Park program is also a great example of community involvement through volunteerism. In FY17, more than 1,200 hours of volunteer assistance was provided at 38 park sites. These volunteers have become the eyes and ears for their park site.

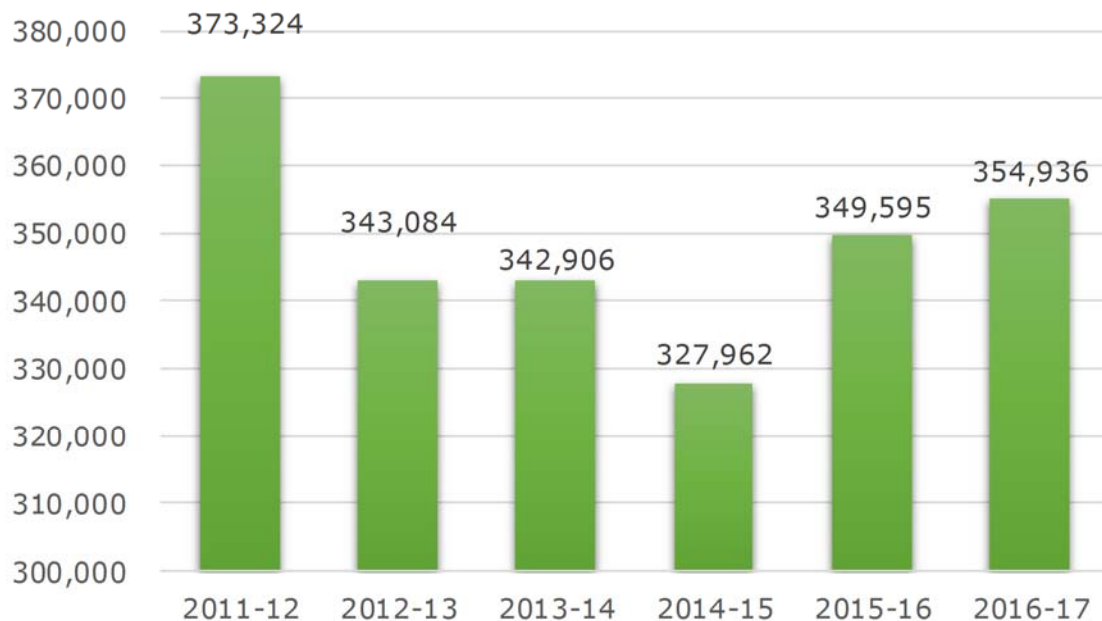
Through collaborative efforts with Keep Truckee Meadows Beautiful (KTMB) and Truckee Meadows Parks Foundation (TMPF), the preservation of recreation areas was furthered in FY17 by valley-wide cleanup and recycling events. Educational programs such as the summer park walk series continue to promote the value of active community involvement.

Did you know?

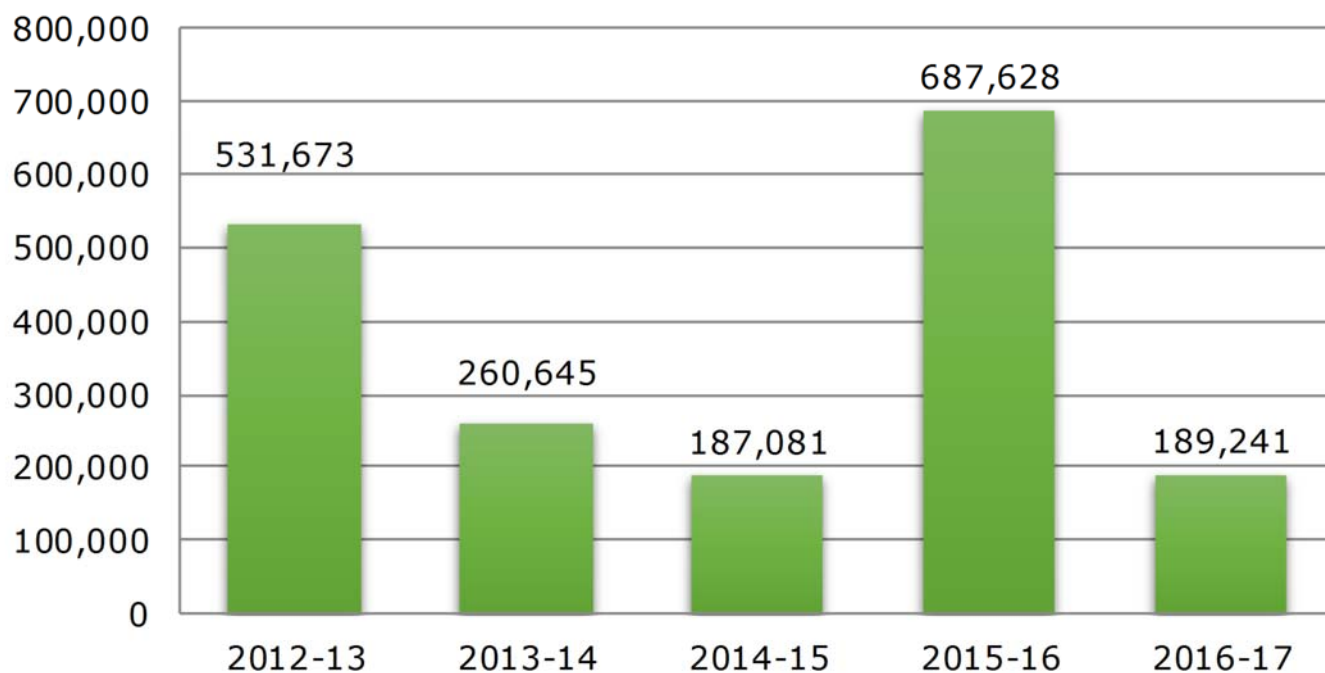
- ◆ Volunteer service provided in FY17 totaled 18,892 hours
- ◆ KTMB volunteers removed 12.08 tons of trash from City of Sparks parks, roadways and the river corridor.

Parks & Recreation, Continued

Parks & Recreation Number of Participations for Programming



Parks & Recreation Revenue Received from Grants, Donations & Sponsorships/Advertising



Police Department

The Police Department includes the following divisions: Administration, Patrol, Detective, and Office of the Chief.

The Multidisciplinary Approach to Investigating Crimes Against Children

The Sparks Police Department uses a multidisciplinary approach with the assistance of the Child Advocacy Center to investigate crimes against children. The Washoe County Child Advocacy Center (CAC) opened in 2014 and achieved accreditation in 2016. Approximately 400 children participate in forensic interviews at the Child Advocacy Center annually. A Children's Advocacy Center (CAC) is a neutral, child-friendly setting that allows for a coordinated approach of advocacy, support, investigation and specialized medical services through a Multidisciplinary Team (MDT). The MDT are professionals that include law enforcement, child protection, prosecution, medical, mental health, victim advocacy and CAC staff. The MDT works in collaboration to share insight and ensure a comprehensive and coordinated response to child victims of physical and/or sexual abuse.

A forensic interview gathers neutral and unbiased information in a manner that is developmentally appropriate, non-traumatic, legally sound and defensible. The forensic interview utilizes a protocol based upon research and nationally recognized best practices. The child is encouraged to provide narrative responses in their own words and are assured that there are no right or wrong answers. Use of a forensic interview protocol reduces the number of times the child has to "re-live" their abuse and supports the ideal of providing non-traumatic experiences at the CAC.

Currently the Sparks Police Department has 5 detectives certified to conduct forensic interviews who are primarily assigned a case load involving crimes against children. In 2016 the average caseload maintained by these detectives was 30 cases each. In 2016 a full-time forensic interviewer was added to the staff at the Washoe County CAC to satisfy accreditation requirements, maintain neutrality, objectivity and consistency with use of interview protocol. The remaining percentage of interviews are completed by detectives who have attended specialized training and have maintained certification requirements to conduct forensic interviews. After a forensic interview is completed, the detectives collaborate with members of the MDT on how to proceed with the criminal investigation and what resources and services the child may need based upon the details of abuse disclosed during the forensic interview.

The majority of the sexually-based crimes against children hold the same penalty as murder in Nevada. In 2016, 60 life sentences were secured in Washoe County on sexually motivated crimes through the successful use of the Child Advocacy Center and Multidisciplinary Team. Additionally, many of the perpetrators plead guilty to their accused crimes and these cases never went to trial and therefore did not require the testimony of the child victim.

Homelessness along the Truckee River

Local government's response to homelessness continues to be a challenge across the country and Sparks is no exception. Local government struggles to provide resources and help for people while balancing multiple competing interests. Some community members feel the government should provide solutions and resources for the homeless. On the other end of the debate are community members who do not feel tax dollars should be used in this way. Other community members do not feel safe using the beautiful river walk their tax money funded.



Police, Continued

In Sparks, we continue to walk the fine line between enforcement and outreach. Sparks Police has committed significant resources to take a holistic approach to this issue. Sparks Police embraces the Community Oriented Policing methodology in conjunction with the problem-solving model to address this topic. We are working with many community groups (to include NV HOPES, VOA and Catholic Charities) to conduct outreach prior to and during enforcement efforts.

Police enforcement along the river for illegal camping begins by contacting a person living there to determine if available services would aid them in locating permanent housing. Most people contacted refuse assistance. If services are refused, the person is given a verbal warning of the violation. After multiple contacts with verbal warnings, the person is provided a 24-hour notice to vacate. Once vacated, Public Works can remove any garbage or abandoned property and clear overgrown vegetation and dead trees. The homeless encampments and associated debris along the river have been reduced with very little enforcement action.

We provide advanced notification of our enforcement events so potentially affected persons have accurate information of our actions. It is vital to maintain these relationships to assure the homeless are properly evaluated to determine their needs and assure they receive services such as housing, job skills, mental health and substance abuse services. However, the shelters are routinely at or near capacity and many potential services have a waiting list which limits outreach.

Support Services Section

The Support Services Section currently utilizes two Community Resource Officers and a Crime Prevention Officer. These three officers are tasked with managing current community outreach and crime prevention programs. They have also helped develop several newer programs in the last couple of years including 360 Blueprint and Unity in the Community barbecues.

360 Blueprint

360 Blueprint is a collaborative effort between the Sparks Police Department, Reno Police Department, Washoe County School District, UNR, northern Nevada community members, business owners and faith-based organizations. 360 Blueprint takes police officers and community members and places them in a mentoring relationship with elementary school aged children. Mentors meet 1-2 hours per week with children during the school year. They build a relationship with the child, tutor them in school work and reading and become a positive role model in their life. Many children who were exhibiting negative behaviors at school have shown amazing improvement in this program. The children in the program often say they look forward to their weekly meetings with their mentors, and they don't want to let their mentor down so their behavior improves.

The Sparks Police currently is in four Washoe County School District schools (Alice Maxwell, Greenbrae Elementary, Robert Mitchell and Katherine Dunn) with the hopes of adding one more school before the 2017 school year begins. We currently have eight police officers participating in the program and one officer that oversees all the Sparks schools. By being part of the 360 Blueprint program it allows officers to make connections and have positive interaction with the kids.



Community BBQ

Police, Continued

Over the last two summers the Sparks Police Department has been hosting community barbeques in various locations within Sparks. The purpose of these events is to foster relationships with our community and provide a relaxed environment to ask questions, meet police officers and establish dialogue between police officers and community members. At the Unity in the Community BBQ events, officers interact with members of the community from all backgrounds. These events have no speeches, no agendas, just conversations and lunch. The hashtag #UnityInTheCommunity is used online when promoting or showcasing events like this. This year we will meet our goal of hosting four barbeque events throughout Sparks and serve approximately 1,500 meals.



City of Sparks Nevada

The FY16-17 Annual Report has been brought to you by ART (Annual Report Team).

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