City of Sparks Nevada

Annual Report

This annual report is dedicated to our Mayor, Geno R. Martini

FISCAL YEAR 2017 - 2018

www.cityofsparks.us or www.SparksItsHappeningHere.com

09/24/18

Message from Steve Driscoll, City Manager

Another year has passed, and the City of Sparks is looking different almost every day.

Downtown Victorian Square has begun an update of the streetscape to replace worn out areas in "our living room" where tens of thousands of citizens and visitors have chosen to come and enjoy our annual special events. Participation this year in Hot August Nights and The Nugget's Best-of-the-West Rib Cook-off were exceptional.

The new living spaces in Victorian Square are shaping up as the Fountain House project's phase 2 is nearing completion with the properties in front of the theater which will include new food and entertainment options combined with housing units. When these new buildings are completed, the city will have over 1,000 new housing units in and around Victorian Square. A new walking district with housing, entertainment, and food is a dream coming true.

The newly improved Galaxy Theaters are scheduled to open shortly with luxury seating; on-line ticketing; top-of-the-line sound and projections systems; new lobby and concessions; and two entrances—one entering from the square and one entering from inside the parking garage. Easy in and easy out.

Additional housing units are springing up all around the city with apartments and hotels in the Marina District; multi-family and single-family units in the Spanish Spring area of the city; and new retail at the Legends and Galleria. Several new national retailers and restaurants are now calling Sparks home.

Sparks is growing up as we approach a population of 100,000. However, the Mayor, Council and developers are working diligently to maintain Sparks' small, hometown feel.

I am very proud of all our team members as we work through the remaining fiscal consequences of the Great Recession. We continue to provide the best possible services to our customers. We are making progress on improving our infrastructure needs and are ever so slowly adding personnel to our ranks. I wish we could do more.

After a significant effort by our Police force and Public Works Maintenance personnel, the city has reclaimed the river path for use by all. The work was dirty, dangerous and consumed hundreds of hours. The meticulous labor is appreciated by the community. We will continue our diligence to keep our river path and parks free from those who chose to confiscate them for their own personal use.

Change is the one constant our city has worked through over the last two decades. We have seen rapid, all-consuming growth; the Great Recession; and the new more controlled growth of today. Growth demand from the business community brings in new residents and the demand for new services. It helps pay for the city's ability to grow, as well. It is a delicate balance and never seems to allow city expansion as quickly as we would like.

The city's long-term planning includes taking care of our current employees while adding new team members; improving our systems and infrastructure; and finding ways to fund new needs. It is hard, but our planning allows for an organized path forward.

This will be my last annual message as I will be leaving the city in mid-March of 2019. The current and future management team is doing and will continue to provide excellent services through all our employee teams.

It has been an honor to work alongside so many dedicated and caring people.

Thank you for making the City of Sparks not only a wonderful place to live, work and play.

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

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Message from Mayor Geno Martini

I must say it is bittersweet for me to write my last annual report message to all of you. I can honestly say serving as your mayor has been the best job of my life.

It is all of YOU that have made this journey so special to me. There have been ups and downs, but through it all, I wouldn't have wanted to be in any other place. I'm a Sparks man through and through and could not be more proud of our city.

In one way it seems like a million years ago and in the other, just yesterday, that I began my political career on the Sparks City Council. The year was 1999, and I was appointed to complete an unexpired term representing Ward 3. In 2003 I was elected Mayor Pro Tempore and in 2005 I was sworn in as mayor when my lifelong friend Mayor Tony Armstrong died suddenly. I had big shoes to fill but was ready for the challenge.

Fast forward 19 years and I've been asked of what I am most proud during my tenure as mayor. I'm proud of many things, but mostly how city of Sparks employees get things done!

The North Truckee Drain comes immediately to mind. We were creative and forward-thinking when, in 2008 we assessed Sparks residents just over $5.00 on their monthly sewer bill to help pay for the vital $40 million project to realign the North Truckee Drain further downstream of the Truckee River. This June we proudly celebrated its completion. I am grateful to the residents and businesses of the city of Sparks and to the Truckee River Flood Authority for funding the project. Its completion represents the end of over a decade of work to help reduce flooding in the Sparks industrial area.

I am also so proud of the redevelopment in and around downtown Victorian Square. I have often joked that there was a time during the great recession that we couldn't get an outhouse built downtown. But now, take a look around and you'll see the exciting luxury apartments, restaurants, businesses and movie theatre being built and renovated. We are even slated to get a winery--and this is just the beginning! And, the Sparks Marina, our gem in the city of Sparks, is a source of pride for all of us! What was once literally a giant pit, is now a beautiful place to swim, kayak, paddleboard, fish, walk, play and host amazing events. The adjacent eyesore parking garage is being transformed into beautiful new apartments. We recently celebrated the opening of the Hampton Inn and Suites and will soon open a brand-new Resident's Inn. Both overlook the beautiful marina and will bring vital tax dollars to the city of Sparks. We can't talk about the Sparks Marina, without talking about the Legends Outlets. How exciting is it that this year alone, businesses like Burlington, Chick-fil-A, Jersey Mike's and others opened their doors? I am so thankful that even during the recession, this beautiful outdoor mall, with Scheels as its anchor, took a chance on Sparks and is now thriving. In addition to other businesses, we can expect a casino and RV dealership in the near future.

Another area of revitalization is the Oddie Corridor. A vacant-for-years building, once home to Lowe's, is now being repurposed as a call center for Renown, bringing jobs and excitement to the area.

Golden Eagle Regional Park is also an area of great pride for our city. What was once just vacant land, is now home to a recreational wonderland! We can boast that GERP has generated an estimated $27 million impact from tournaments and event visitors, attracted more than one million participants and spectators visits for league and tournament games, hosted 52 tournaments or rental events in 2017, had more than 9,000 games played on the 15 synthetic-grass fields, including 3,700 city league softball games and 5,600 tournament games and brought in 1215 visiting teams to Sparks, equating to over 45,000 room nights. And, after careful consideration and budgeting, we were able to set aside needed funds to replace the synthetic turf on several of our fields.

There is so much more I could say about all that is going on in Sparks, but I want to take a moment to thank our city of Sparks employees, who through the rough years of the recession, kept their heads up and made solid decisions and continue to do so. I want to give a shout out to the City Manager and department heads who continue to hold us together and lead us in the right direction. We have professional staff, terrific people and great leadership. I'd also like to thank our wonderful volunteers. We could not have moved forward without you and continue to thrive because of you. I am very grateful.

I am proud that Ron Smith will be the city of Sparks' next mayor—you are in good hands! He has served on the council for twelve years and will do a super job leading the City into the future. In my mind, I had a succession plan all along and it worked out exactly like I had hoped. A strong new mayor, a strong experienced council. I believe they will lead our constituents well.

In this, my last annual report, I again tell you that I have loved every minute of being your mayor and am very proud of what we have accomplished together.

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.

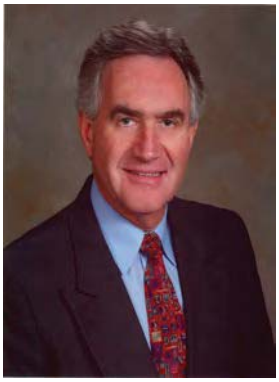
The Mayor and Council members also represent the city by serving on various Boards and Commissions of a regional nature, and make representative appointments for such boards.

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 six goals: Managing Growth, Connectivity, Community Facilities and Services, Community Character, Resiliency and Sustainability, and Housing and Affordability.

1) **Managing Growth:** Proactively plan, manage and maintain the City's current "small town feel" by focusing development in existing areas while protecting open spaces and parks.

2) **Connectivity:** Support fast and efficient connections - transportation and communication systems - between neighborhoods, recreation, schools, shopping areas, and City facilities.

3) **Community Facilities and Services:** Deliver and maintain responsive community services and facilities that support the safety and wellbeing of our residents and visitors.

4) **Community Character:** Ensure that Sparks' physical environment, services and amenities make it a city of choice for residents and businesses.

5) **Resiliency and Sustainability:** Ensure the City's ability to absorb disruptive change while retaining or restoring our environmental, social and economic health.

6) **Housing and Affordability:** Provide solutions to housing needs for all economic segments of the community, while promoting economic growth and ensuring financial sustainability.

Sparks' Senior Staff

Front Row: Julie Duewel, Community Relations Manager; Steve Driscoll City Manager; Shirle Eiting, Senior City Attorney; Brian Allen, Police Chief; Chris Maples, Fire Chief; Tracy Domingues, Parks & Recreation Director; Mayor Geno R. Martini; Cyndi Boggan, Executive Administrative Assistant; Neil Krutz, Assistant City Manager;.

Back Row: Jeff Cronk, Finance Director; Teresa Gardner, City Clerk; John Martini, Community Services Director; Kathy Clewett, Legislative Liaison.

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.

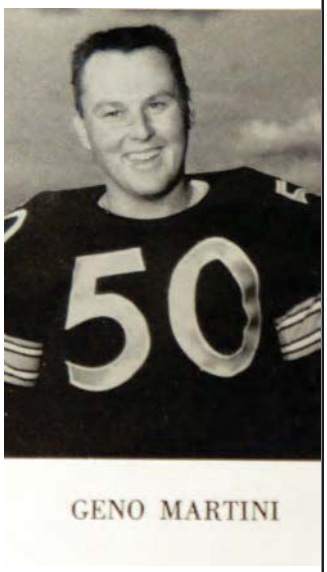
The **Redevelopment Agency** aids and cooperates in the planning, construction, and operation of projects located within the city's designated redevelopment areas.

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, manages the strategic plan, and manages grant tracking for the city.

Government Affairs consists of Federal, State, and local governmental issues as well as managing the outside lobbyists for the city. Part of the Strategic Plan 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 this office. Special projects, annual reports and the Community Homeslessness Advisory Board are also handled by Kathy.

Mayors Bob Cashell and Geno R. Martini enjoying an official public event

City Clerks Division

The City Clerk's office is responsible for preparing City Council meetings, processing all Council actions to meet requirements and ensure compliance, and keeping minutes of the meeting, all in accordance with the Nevada Revised Statues (NRS) Open Meeting Law, the Sparks City Charter, Sparks Municipal Code, Resolutions and Rules.

The City Clerk's office is also responsible for all public records and managing the storage, retrieval, retention and destruction of public records and public records requests in accordance with NRS, Resolution No. 3324, the Nevada Public Records Act, the Nevada Local Government Records Retention Schedules and the Nevada Local Government Records Program Manual

OnBase Records Management

The OnBase records management system is operational and all information in the old system has been migrated. Assistant City Clerk Julie Torres continues to work with all departments to digitize records for efficient retrieval for city staff and for public record requests and to implement automated records management processes to ensure proper retention and destruction in compliance with state retention and destruction laws. Julie also works along with the Information Technology group on the integration between OnBase and the Accela business office system. Julie has developed a workflow module in OnBase to manage Public Records requests; there were 361 requests in FY17/18, a 6% increase from FY16/17.

City Clerk staff preparing for records migration to OnBase

Management Services Department

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

City Clerk, continued

In addition, Julie has gathered a group of Records Specialists from departments throughout the city and provides regular training to educate the group on records management regulatory compliance, conducting record inventories, and how to identify vital records. We look forward to development of the city's vital records and disaster mitigation records recovery program in the next fiscal year. Records staff continues to work diligently to digitize paper records to electronic originals and minimize paper storage. This project makes records more readily available, reduces storage space, frees up office space for additional personnel, and is a cost-saving measure.

In addition, the Clerk's office is responsible for municipal elections and coordinates with the Washoe County Registrar of Voters for primary and general elections. The 2018 election was open for Mayor, Council Members for Wards 2 and 4, and Municipal Judge for Department Two. Council Member Ed Lawson for Ward 2 and Judge James Spoo for Department Two were unopposed and declared elected. According to the Sparks City Charter, if a candidate receives more than 50% of the votes cast in the primary election, they are declared elected and no general election should be held. Council Member Ron Smith received 61.04% of votes cast for Mayor and Council Member Charlene Bybee received 71.38% of votes cast for Ward 4. Both are declared elected. Congratulations to all. There will be an advisory question on the 2018 general election ballot asking Sparks residents "Should the City Attorney remain an elected non-partisan office within Sparks' government?" as approved by Council Resolution No. 3334.

Public Meeting Agendas

All public meeting agendas are now available to the public via a dedicated kiosk in the lobby of city hall rather than having paper copies posted on a wall. Information Technology is working with other city locations to expand this process as it has been very successful.

Transitions

In May 2018 the Clerk's department had two retirements. Assistant City Clerk Donna DiCarlo retired after 15 years of service and Records Technician Carrie Brooks retired after 30 years of service. Julie Torres was promoted from Records Coordinator to Assistant City Clerk and two new Records Technicians were hired, Leah Burton and LeeAnn King, and will begin in August/September 2018. We continue to be grateful to our faithful volunteers, Donna Cameron and Lorretta Hadlock, as well as our temporary staff, Cassie Dobbins, Sean Peasnall and Kathie Roberts.

Community Relations

Community Relations

The main focus of the Community Relations Department is making the city of Sparks look good! This past year was exciting as we found new ways to communicate our vision of being the city of choice for residents, businesses and visitors.

Media

We also continue to engage our local media by sending informative press releases and answering media calls. We have also increased our presence on social media. Social is a great way to tell our viewers what's happening in Sparks! Our Facebook page has 20,500 likes and our Instagram account continues to grow as well. This year, Facebook (who also owns Instagram) threw us for a loop when then changed how our viewers could see our posts. The algorithm change was meant to encourage more conversation. Basically, the more conversation, the more viewers Facebook would share our posts with. Well, challenge accepted, Facbebook! We've made it our mission to post content that encourages conversation and we make sure to respond to any questions, messages and comments in a timely matter. We want to be transparent and accessible to our constituents.

Our Twitter account is also growing—we have over 11,000 followers! Not only do we tweet timely content, we also retweet content from other businesses and users—a fun way to share information and collaborate with others.

Our YouTube channel viewership is also increasing with over 25,000 views. Telling stories via video is a passion for Community Relations Manager Julie Duewel. She recently had the opportunity to teach about shooting and producing videos on iPads during a Public Relations Society of America round table event.

This year the Community Relations Department produced over 70 videos. We walked down memory lane with Mayor Martini in a series called Mayoral Memories and learned about employees giving back through volunteering. We recruited new employees, welcomed new businesses and learned about our fire department, Sparks Marina, North Truckee Drain and much more. Bottom line, we've told our Sparks story OUR way through impactful videos.

In fact, it was through video that Lt. Greta Woyciehowsky told how our Sparks Police, public works and other entities collaborated to offer services to the homeless and successfully clean up along the river. This proved to be one of most engaging and important stories we've told. In fact, when a missing Texas girl was reportedly seen along the river in Sparks, the Texas Po-

Management Services Department, Continued

lice Department, who had heard about our recent clean-up efforts on social media, contacted our Sparks Police. They lead the search and ultimately found the missing girl in the Reno/Sparks area. Oh, the power of social!

Website

Our public-facing website is often the first way customers find out about Sparks services. This year, we've been working to freshen up our homepage and looking at the navigation to make sure people can find what they are looking for quickly. We'll be uploading more photo galleries and videos to our site as well. Stay tuned, we're on a roll and there is more updating to come!

Broadcasting Services

We have recently contracted with SoSu TV to stream our City Council and other important meetings to our Centennial Television Cable Channel 191 and to Facebook Live. We are excited to collaborate with SoSu TV as they have an innovative approach to government television. We will also be working with them on several upcoming videos, including a TMWRF safety video, City Council updates and Mayor Martini's Farewell video.

Employee Newsletter

We recently launched our new electronic employee *Sparks Spotlight* newsletter. The monthly newsletter is filled with stories and videos to keep our employees updated about the happenings here at the city of Sparks. Great information is always just a click away!

New kiosk designs and banners

If you happen to be attending our many great events in Victorian Square, you may notice the kiosk panels have been redesigned and updated. Community Relations and Parks and Rec collaborated to update these designs as well as those at Legends, Golden Eagle Regional Park, the theatre parking garage and Alf Sorenson. Take a look and tell us what you think!

We are excited to see what this year brings for the Community Relations Department!

The Mayor in his office.

Mayor Geno R. Martini giving an interview.

Dignitaries cutting the ribbon for the official opening of the North Truckee Drain in Sparks

A young Geno

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, 2018, the City spent $37,718,607 million through the use of 1,632 Purchase Orders and 9,522 credit card transactions.

Of the roughly $37.7 Million, $22.5 Million of purchases (60%) was transacted with businesses in Nevada.

Of the $22.5 Million spent in Nevada, $21.3 Million (95%) occurred in Northern Nevada.

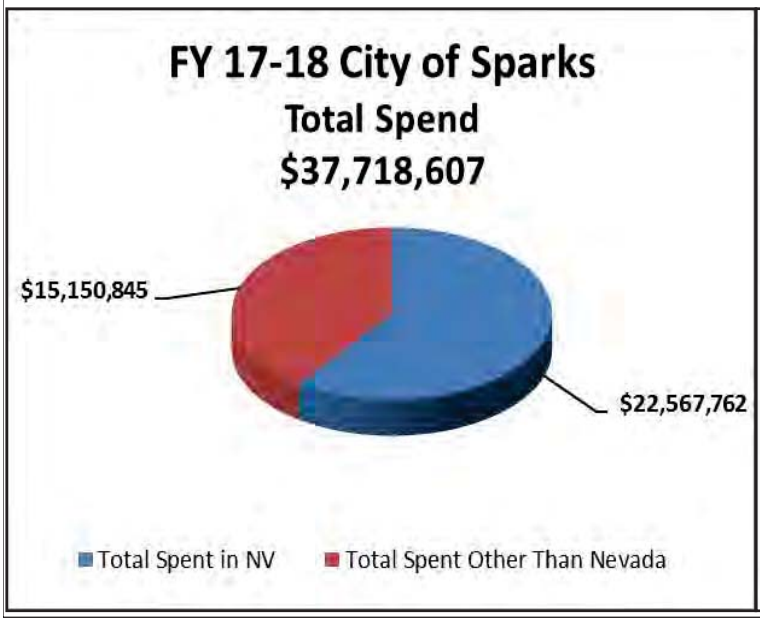
$7 Million was purchased from vendors holding a Sparks address. This represents 19% of the total spend and 31% of the Nevada amount.

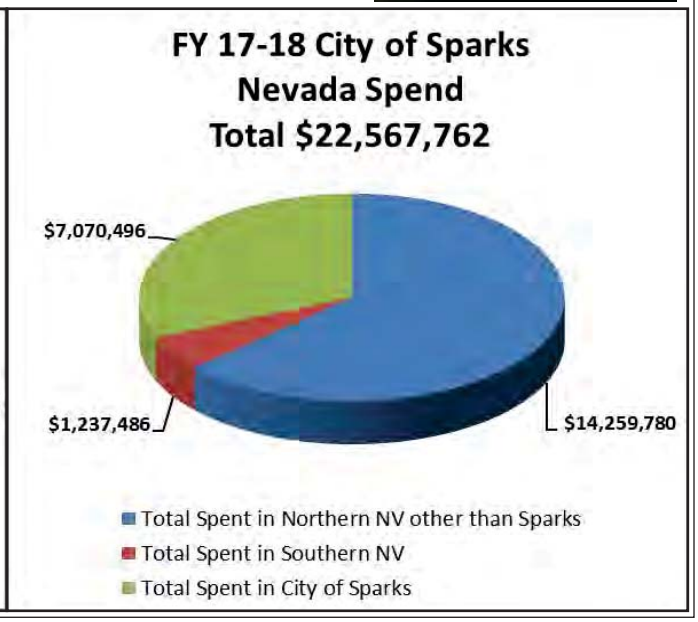
The balance of transactions that left the State (40%) can be directly tied to multiple issues, but in most cases are instances where products were competitively bid; were unavailable from local sources; were sourced locally but business is transacted with an out-of-state office; or were procured from 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
- Artificial Turf Replacement
- Plan Check/Inspection Services

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

The future Mayor





Administrative Services Department, Continued

Customer Service

Located behind the Customer Service counter at the west entrance of City Hall, the Customer Service Division is made up of Business License Specialist, Michelle Harper, Customer Service Specialists, Patricia Cruz, Roxana Portillo, April Stokes, Alyssa Abrego, and Sean Peasnall, Customer Services Manager, Lisa Hunderman and our amazing volunteer, Louanne Ginocchio.

FY 18 was a busy year for the Customer Service Division. In March of 2018 the city held a special passport day for the citizens of Sparks and neighboring areas. Opening City Hall doors at 9am on a Saturday to a line that was already forming, six employees from the Customer Service Division processed 167 passport applications over a six hour period. We were extremely thankful for the assistance that was provided to us by Community Relations Manager, Julie Duewel, who kept the line moving smoothly and efficiently by answering questions, ensuring customers had appropriate paperwork and taking photos. We appreciate her tremendous contribution to our success.

The Customer Service crew

Passport day

Overall, passport applications rose about 9% in FY 18, increasing from 3,030 in FY 17 to 3,365. Trying to accommodate the demand for passport services and balance staff time to assist non-passport customers, in April, 2018, the Customer Service Division implemented passports by appointment. Our goal is never to turn a customer away for lack of an appointment, but provide them a time they can return that is dedicated specifically to them. The system has been extremely successful to-date and staff has been able to take more time being personable with their customers, and no longer feeling rushed.

Passports were not the only thing keeping staff busy over the last year. Also responsible for general customer care, the team maintains the billing, collections and processing of payments of 32,000 sewer service accounts. They also created or transferred 3,400 new sewer accounts. Over FY 18 the team processed the applications of 1,000 new business licenses and the renewals of nearly 7,100 existing businesses.

With over a year under our belts on Accela, our Regional License and Permitting platform, we have shifted our focus to a hands-on approach with our customers. Our goal is to have 30% of all business license renewal transactions initiated online. For FY 18, we ended at 21%. While not quite at our goal, this was an increase of 12% over FY 17. We are confident that this number will continue to increase over the next fiscal year. The addition of the Customer Work Center in the lobby of City Hall has been an extremely helpful tool in our ability to assist customers with online transactions. Customer Service staff can work one on one with the customer directly at the Customer Work Center, allowing them to teach and assist customers with online license renewals as well as other city services.

The Martini family

The new help yourself Customer Work Center

Administrative Services Department, Continued

Human Resources and Labor Relations

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 2017 and 2018. 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 is nearly complete. HR has held several meetings with business leaders from Operating Engineers, SPPA and IAFF. Meetings have been held with employees in each of the employee resolutions. The HR Team is currently in the process of receiving information from the collective bargaining groups and formalizing for presentation to City Council.

Wellness

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

An employee wellness luncheon was held in May with nearly 150 employees attending, with vendors in attendance to discuss a variety of health solutions and preventative care. In an effort to promote wellness, giveaways at the table included vegetable plants!

Three (3) 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 continue to hold these very important preventative appointments .

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.

HR continues to update the City's external website to include all benefits related phone numbers, plan information, rates and forms. 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 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. The next class is planned for Fall 2018.

460 employees received Emergency Preparedness training – to ensure our employees are prepared at home in the event of an emergency – and prepared to service the citizens of our community.
This past year, HR chose training vendor, Navex Global to administer an online learning management system for

Administrative Services Department, Continued

Human Resources, continued

employees. The first course will be sent in September 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.

This last fiscal year opened 73 requisitions; filling 63 full-time positions throughout the City of Sparks. The following table reflects the activity surrounding these recruitments.

*Firefighter/Paramedic, 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. The average number of calendar days to fill a position in Fiscal 2018 was 93 (excluding continuous recruitment positions).

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.

Timekeeping

Novatime (electronic timekeeping system) continues to be rolled out in phases throughout the City as a collaborative effort with departments. The City will continue to transition all employees from paper timecards to an electronic reporting system. We have already seen increased efficiency and accuracy of the payroll system.

Human Resources 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.

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

2017-2018 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.

2017-2018 Key Accomplishments

- Assisted approximately 907 victims of domestic violence to ensure meaningful court representation
- Provided bilingual and interpretive assistance to victims and to city departments.

Civil Division

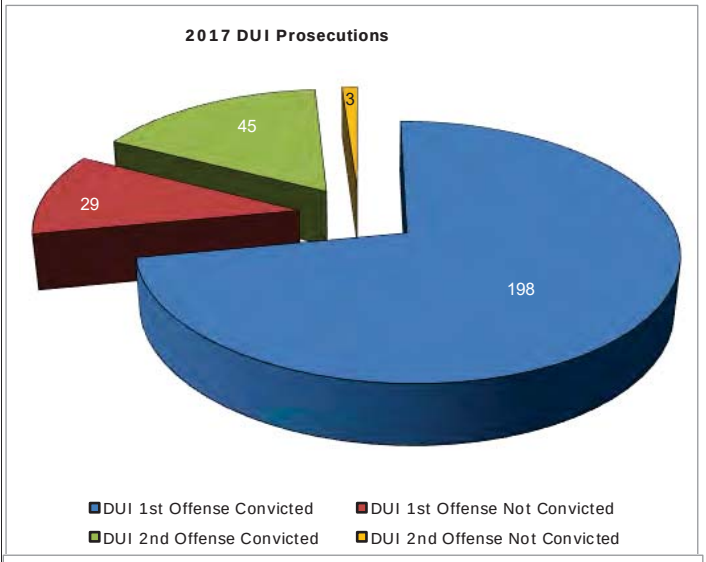
2017-2018 Primary Performance Measures

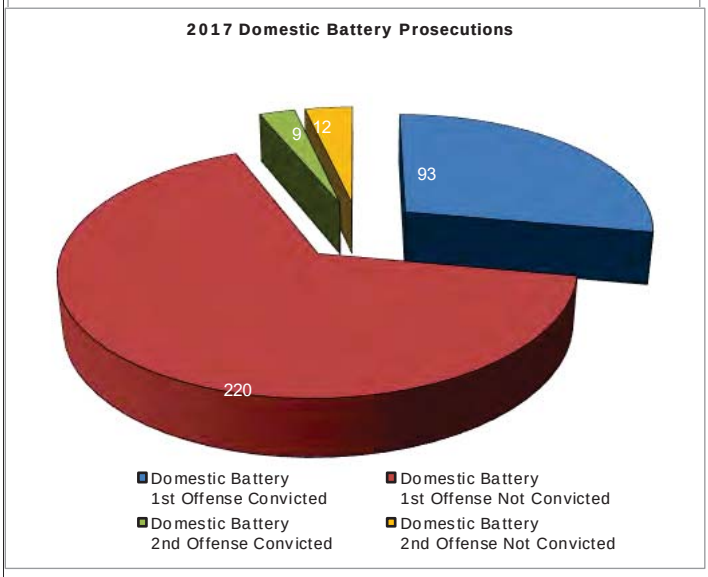
- From July 2017 through June 2018, there were five civil lawsuits filed against the city; only one of the litigations did not pray for monetary relief; the other four civil lawsuits sought damages in the amount of $602,000 and the City paid nothing on those claims. We have been dismissed from three (3) of the cases and the other two (2) will probably be dismissed by the Courts.
- From July 2017 through June 2018, the City Attorney's Office filed fnine 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 $25,871.38.00 from these efforts.

2017-2018 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





Criminal Division

2017-2018 Primary Performance Measures:

- DUI Prosecutions for FY2017 were: First Offense= 198 convicted/29 not convicted: Second Offense= 45 convicted/3 not convicted
- Domestic Battery Prosecutions for FY2017 were: First Offense = 93 convicted/220 not convicted; Second Offense = 9 convicted/12 not convicted.

2017-2018 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 88% and conviction rates for Domestic Battery prosecutions were 44%, an increase of 10%.

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

New building codes coming soon to a jurisdiction near you!! During the past year, Sparks Building & Safety has been leading the Northern Nevada region towards developing an amendment package for the 2018 code adoption. Over sixty representatives from the building industry, jurisdictions across northern Nevada and the Northern Nevada Chapter of the International Code Council participated in code committees for each specialty, i.e. residential, commercial, mechanical, electrical, plumbing, etc., to consider amendments that will bring consistency to the way building codes are adopted and enforced throughout our region. The Building Division expects to bring the 2018 Northern Nevada Amendment package in front of City Council in October 2018 for their approval and adoption. If adopted by City Council, the new codes will be effective in 2019. Our staff has taken advantage of several local training opportunities to prepare for the significant changes and expect to dedicate many more hours to training next year.

Sparks is definitely growing. It seems everywhere you go, there is something under construction and nothing looks the same as it did the last time you were there even if it's only been a couple of months. Construction of new residences continues to be a driving force for the Building & Safety Division. Home sales remain strong. New subdivisions established this year include Lennar's Bolzano, Cortina and Merano villages at D'Andrea and the Alicante and Cortina tracts at Stonebrook by Toll Bros. We welcome Toll Bros. to the city and look forward to a long, productive relationship as they develop the large Stonebrook project located south of La Posada and east of Pyramid Way.

Wild Creek Ranch, Vicenza at D'Andrea, Wingfield Cove and Sky Ridge are seeing steady building while the Ventana subdivision in Miramonte and Croston Springs in Kiley Ranch are winding down. Candelara and Riata in Pioneer Meadows, and the Foothills Silver Sage and Horizon Place subdivisions are wrapping up as well.

Pictured: Bridges north building

Multi-family construction is still booming. The Vineyards 210-unit apartment project next to Costco was just finished and is full of new tenants. Downtown, the mixed-use buildings on either side of the Victorian Ave theatre are in the final stages with occupancy expected around September 1st. Each of these buildings will have 8 apartments above 8 retail spaces. The two new Bridges buildings on Avenue of the Oaks are progressing as well. The north building, with apartments on the top two floors, parking and retail below, is also scheduled for a September 1st opening. The Sterling Ridge Apartments at Wild Creek have completed 5 of their 12 buildings and the Lumina apartment project in Pioneer Meadows has broken ground on several of the 38 apartment buildings in phase 1 and have submitted plans for phase 2. The Waterfront Marina project that we've all watched for years is racing toward the finish line. The Gateway Apartments down the street from them have totally changed the appearance of the Marina neighborhood with 14 apartment buildings. On Oddie Blvd., the Alpine Haven apartments have been completed.

Pictured: Wild Island bowling alleys

It's nice to be able to go to a few new local shops and restaurants. If you haven't checked out Chick-fil-A or Raising Cane's, you're missing out. The downtown theatre remodel is also progressing. It consists of fourteen remodeled theatres with new luxury recliner seats. Theatre number thirteen was downsized to allow for a new east entry from the parking garage. After dinner and a movie, you might still have energy to head on to the new Wild Island building. It's almost completed and will have an indoor race cart area, laser tag, six new bowling lanes, and multi-purpose rooms. Other new places of interest include the Sprouts and Marshall's Home Goods stores in the Galleria and Burlington Coat Factory at the Legends

Community Services Department, Continued

Engineering Division - Building & Safety, Continued

Pictured: Sky Ranch Middle School hydroponic piping

The new Sky Ranch Middle School on Windmill Farms Pkwy. in the Kiley Ranch North planned development has one of the five masonry buildings constructed and all of their buildings have concrete floors poured with underground plumbing and electrical in place. Three hundred plus wells have all been drilled and the hydronic piping has been connected and run to the buildings they terminate in. This form of heating and cooling uses ground water to operate and is very economical. The Lord of Mercy church on Los Altos Pkwy. has been completed and the new DaVita Dialysis building on the corner of Vista and Prater is humming along.

Plan review is being split between two outside review agencies and our very own new Senior Plans Examiner, Don Coon, MCP. Don has many years of construction, inspection and plan review experience and has already become a great asset to our team.

We continue to utilize two contract inspectors to supplement our building inspection team and are very happy to announce the addition of Jake Reed as our newest permanent full time Building Inspector. Senior Building Inspector Fred Olsen was promoted to Deputy Building Official. As with most departments recovering from the downturn of the economy, we have an experience gap between our veteran and new inspectors but our young inspectors are meeting new challenges daily and closing that gap quickly. They are transitioning into multi-family, commercial and podium construction.

Sparks sign at Golden Eagle Regional Park

Sportsman Geno

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 area along Victorian Avenue from Pyramid Way to 16th Street was revitalized in the mid 1980's and with over 30 years of use it has begun to deteriorate. A long-term plan has been approved by Council to construct improvements to this corridor by providing improved safety to pedestrian sidewalks, improve usability during events, and provide uniformity throughout the corridor. The first section was completed in the spring of 2018 which includes the north side of Victorian Avenue from Pyramid Way to 10th street. This was the first of many sections that will be completed in the future and was performed as a pilot project to ensure all the items addressed meet the expectations and intent of council and all involved.

In 2016 Councilman Ed Lawson and Councilman Ron Smith worked to get funding from the RSCVA to install "Sparks" signs at the Marina and Golden Eagle Regional Park that would promote the City of Sparks during special events. They were successful in obtaining $90,000 for both signs and with a joint effort between staff and council the signs were ultimately bid, constructed, and installed with the added benefit of being lit at night at each location. These signs help promote the City of Sparks at two locations that emphasize why Sparks is the "City of Choice".

City Facility Rehabilitation / Refurbishment Projects:

Over the last several years, the restrooms in the Community Service wing have deteriorated and needed repair and upgrades. A 2018 CIP project was identified to give the ailing restrooms new life and improve accessibility. Truckee Meadows Construction demolished the interior of the existing restrooms and reconfigured the walls 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 filtered water bottle filling and drinking fountain station were installed in the hallway. A digital counter records how many plastic bottles are saved by using the bottle filler.

The City Hall Community Service wing received new carpet in February 2018. The previous carpet was well past its useful life. The flooring was replaced with 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 rolled carpet. The removal and installation of the carpet was performed over three weekends to minimize disruption to City Staff.

The Police Department basement received new carpet tiles in May 2018. Along with new carpet, the patrol report room was refurbished to add a drop ceiling with new LED lighting, new cubicles for a more efficient use of the space and new paint. The flooring, furniture, painting, and room remodel were installed by Nevada Contract Carpets, Reno Business Interiors, WOW 1 Day Painting, and J&S Custom Homes. Capital Projects staff did a great job coordinating with the contractors and Police Department staff.

In conjunction with the new development on Victorian Plaza the City improved the Victorian Plaza Theater Garage to improve public safety and aesthetics of the garage. The improvements to the garage include retrofitting the elevator cabs with a modernized aesthetically pleasing and vandal resistant cab interior, repainting the stairwells and interior of the parking garage, adding additional lighting throughout the parking structure to improve public safety, and replacing the existing outdated security camera system.

Community Services Department, Continued

Maintenance Division

During the 2017/2018 fiscal year, Public Works Maintenance saw some progress and some setbacks. We continue to focus on preventative maintenance, but often must shift resources to other projects. The eight different sections of the Maintenance Division came together to utilize the resources available to maximize the efficiency of the division as a whole.

Of the many and varied types of work that the Maintenance Division performs, most are routine and seasonal. This year there were several nonroutine endeavors that occupied our time; turf reduction, landscaping rehabilitation, completing landscaping in medians, river path area cleanup and a minor flood to name a few. Other activities that Public Works Maintenance staff were involved with include; the Pyramid/McCarran project, the Prater/Fourth Street project and of course the construction on Victorian Square.

Our Parks Maintenance staff led with several turf reduction projects around the City including Prater/ McCarran and Sparks Blvd. just north of Disc Dr. Some of the Parks crews spent quite a bit of time replacing the landscaping around the Marina parking lot. Parks staff also took on the task of cleaning up many unfinished medians on Vista Blvd. and Sparks Blvd.

Last winter was fairly mild, but we sure had a wet spring. This caused the Maintenance Division to get ready for flooding which, thankfully, never came. There were a few storm drains that backed up and some minor damage to the open ditch portion of the storm drain system.

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

Our Sanitary Sewer Maintenance section received a helping hand from the "Rat". The Sewer Rat is a new tool that uses sound waves to help determine the condition of the sewer pipes. Having this technology and using existing robotic cameras has allowed Public Works to completely change the way the system is maintained. In the past, the maintenance crew started at one end of the City cleaning the pipes and worked all the way to the other end and then started over again. With new technology, we can inspect the entire system and only clean the pipes that need cleaning. This saves time, money, and wear extending the life of the pipe.

After many years of neglect, Public Works has partnered up with Sparks Police to continue cleaning up the area around the river path. Staff has hauled out 4,153 yards of abandoned trash of all varieties and the overgrown brush. There are now long stretches of the path where you can actually see the river. We plan to continue this work over the next year and to continue to make the river path an area for families to enjoy.

Maintenance Division Accomplishments

Traffic Signals

- We responded to 273 emergency calls for service
- Performed preventative ground maintenance on all signals.

Facilities

- Covered 14,502 graffiti tags.

Streets

- 32,183 lbs. of material used to repair potholes
- 2,455 tons of H.M.A. for hand patch program to repair 165,347 sf
- 64,854 lineal feet of saw cutting
- 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

Community Services Department, Continued

Maintenance Division, Continued

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 8,451 hrs. 90,425 cans checked
- 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.

Terry Hybarger, Al Oppio, Mike McEachin, Gene Martini, Ron Pagni, Larry Blalock, Wally Prichard.

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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.

This past fiscal year the Planning division processed 85 land use entitlements, a 5 percent increase from the previous fiscal year.

Notably, the number of Conditional Use Permit applications submitted to the City increased from 6 in FY 2017 to 15 in FY 2018, reflecting increased business activity.

The City again grew its boundaries as two annexations were completed during FY 2018, adding over 390 acres to Sparks. The larger of these, referred to as The Quarry, is located west of Pyramid Highway and north of Highland Ranch Parkway. On June 25, 2018, the City Council approved a development agreement, annexation, a Comprehensive Plan amendment and rezoning for The Quarry, which is the largest new development approved by the City since the Great Recession. The approval is for 1,200 to 1,800 single-family homes and a small amount (13 acres) of commercial development on a parcel 387 acres in size.

Homebuilding in the Kiley Ranch North planned development gained traction as final subdivision maps were approved for Villages 37A, 37B, 38 Phase 2, 38 Phase 3 and 43 Phase 1 for a total of 265 single-family homes. Construction has commenced in Village 37. The City also approved 748 multi-family units in FY 2018, including 209 units in the high-rise The Deco project in downtown Sparks and 231 additional units (Phase 2) in the Lumina project in the Pioneer Meadows planned development.

Zoning Code (S.M.C. Title 20) Update

In 2015, the City of Sparks completed an overhaul of the City's municipal code which governs development. Based on their experience using the 2015 code, City planning staff identified refinements and revisions. In December of 2017, the Sparks City Council adopted a set of amendments to the zoning code. The 2017 changes to Title 20 revise definitions, procedures, and permitted uses. Also modified were landscaping, density, parking and design standards. These amendments enhance the opportunity to promote infill in areas including, but not limited to, Victorian Square and the Marina and Oddie Boulevard areas.

Community Development Block Grant

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.

While the first phase of the project was completed in FY 2017, no construction occurred in FY 2018 as the available CDBG funding was insufficient given rising project costs. However, in May of 2018 the Redevelopment Agency allocated $214,639 in Redevelopment Area 1 funding to supplement $425,000 in CDBG monies and the City Council approved a contract for the second phase of the project. This phase rehabilitates H Street from Rock Blvd to 15th Street and 16th Street from G Street to I Street. The scope of work for the second phase involves the removal and replacement of existing curb, gutter, sidewalk, catch basins and sanitary sewer service laterals. The scope of work also includes pulverizing, repaving, and new striping for the roadways.

The City of Sparks also utilizes a portion of its CDBG funding allocation for rehabilitation of homeowner-occupied homes of low- to moderate-income households. The Housing Rehabilitation programs is comprised of two elements:

- Housing Rehabilitation Deferred Loan Program – designed to assist qualifying single-family homeowners (i.e. below 80% AMI) with an 0% interest deferred loans up to $20,000 to perform essential repairs of their primary residence.
- Emergency Repair Grant Program – designed to assist qualifying single-family homeowners of extremely low – very low income (i. e. below 60% AMI) with a one-time grant of up to $2,500 to address life safety emergencies and ADA modifications of their primary residence

In FY 2018, Community Services assisted a total of 16 households through these programs for a total community investment of $180,309:

Community Services Department, Continued

Planning Division, Continued

- Housing Rehabilitation Deferred Loan Program - a total of 9 households were assisted for a total community investment of $165,524 (an average of $18,392 for each household served).
- Emergency Repair Grant Program - a total of 7 households were assisted for a total community investment of $14,785 (an average of $2,112 for each household served).

Code Enforcement

During FY 2018, the Planning division's code enforcement team worked on 1,143 cases – an average of 381 cases per code enforcement officer – and closed 1,125 cases. Coincidently, the number of cases (1,143) is the same as in the preceding year, when code enforcement staff closed 1,098 cases, though it should be noted that not all cases are opened and closed during the same fiscal year. The number of individual "activities," including violation notices, inspections, citations, etc. during the 2018 fiscal year totaled 5,841 in FY 2018, an 18 percent decrease from the 7,158 activities for the same number of cases in FY 2017. These numbers indicate that the code enforcement staff has increased its efficiency in gaining compliance compared to previous years through utilization of the citation process and the accompanying administrative hearing process

Redevelopment

Victorian Square continues to undergo a dramatic transformation. During FY 2018, Galaxy Theatres initiated wholesale renovation of the former Century cinema facility in Victorian Square. Galaxy anticipates completing the project and reopening the theater to the public by September 2018. Adjacent to the theater's entrance, Silverwing Development is nearing completion of 16 residences and approximately 8,000 square feet of restaurant and retail space on two parcels it acquired from the Redevelopment Agency. FY 2018 also saw Silverwing continue construction on The Bridges project on two other parcels it acquired from the Redevelopment Agency located along the east end of Avenue of the Oaks. The Bridges is comprised of 194 apartments and 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 during the fall of 2018. Silverwing also acquired the parking garage on C Street from the Redevelopment Agency and started construction on a high-rise project that will contain 209 apartments plus 4 levels of parking, including ground level parking for the public. Most recently, Silverwing submitted for administrative review of The Atrium, a six-story, 132-unit apartment project on two parcels it acquired from the Nugget's owners located at the northwest corner of Victorian Avenue and Victorian Plaza Circle. In total, Silverwing has completed, is

Entitlement / Action	FY 2018	FY 2017	FY 2016	FY 2015	FY 2014	FY 2013	FY 2012	FY 2011	FY 2010
Annexations	2	3	1	0	1	0	0	3	0
Administrative reviews*	25	28	30	15	6	2	13	0	3
Tentative map	6	5	3	2	3	2	1	2	3
Final map	8	12	9	3	4	1	3	4	2
Boundary line adjustment	7	6	6	3	1	3	4	1	4
Parcel maps	7	10	12	4	8	7	2	3	3
Planned development reviews	5	2	8	7	3	3	4	1	2
Conditional use permits*	15	6	9	7	8	13	16	7	3
Site plan reviews**	NA	NA	4	19	7	11	14	13	12
Master plan amendment	5	2	2	2	3	0	6	0	4
Rezoning	5	5	5	4	5	2	3	0	0
Major deviations	0	2	3	2	NA	NA	NA	NA	NA
Totals	85	81	92	68	44	42	63	34	36

Submittals for period from July 1, 2017 to June 30, 2018; some applications are still pending while other applications submitted during FY 2017 were granted approval during FY 2018.
* 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

constructing, or has received approvals for a total of 775 residential units in the Victorian Square area.

The Victorian Square area is intensively used for special events and, as a result, heavy demands are placed on its infrastructure. In 2013, City staff assessed the condition and functionality of this area's infrastructure, particularly the pedestrian environment and civic gathering spaces. The City developed a phasing plan for rehabilitation of the area along Victorian Avenue and C Street between Pyramid Way and 16th Street. The City gained approval in 2016 from a committee established by the Nevada legislature to use Lodging Tax proceeds the City receives to fund the first phase of these improvements and have included this project in the City's Capital Improvements Plans (CIP). In 2017, the City designed the first section of the improvements for an area along Victorian Avenue between Pyramid Highway and 10th Street. The improvements were completed in the Spring of 2018.

In the Marina district of Redevelopment Area 2, the 102-room Hampton Inn & Suites was completed in May of 2018 and the 104-room Marriott Residence Inn is nearing completion. These hotels are located adjacent to the east shore of the Sparks Marina within the Legends project. Other FY 2018 Legends development included new buildings for a Burlington Coat Factory store and Sparks's first Chick-fil-A restaurant. Construction continued on a 280-unit apartment community on a 9.8-acre parcel along the west side of Marina Gateway Drive and on the Marina Villas Waterfront project, which will wrap 210 residences around the existing parking structure on the east shore of the lake. An additional 308 apartment units were granted planning approval on an 11-acre parcel on the east side of Marina Gateway Drive.

In the Oddie Boulevard district of Redevelopment Area 2, Renown Health submitted plans in FY 2018 for the second phase of improvements to 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) completed construction of the Alpine Haven Apartments, a 40-unit rent- and income-restricted affordable housing community that received funding from the Washoe County Home Consortium.

Sparks Dragon Boat racing team

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 receives and treats wastewater from all of the City of Sparks as well as Sun Valley, the unincorporated portion of Spanish Springs and the majority of the City of Reno.

The past year saw increases in flow to the facility as a result of the growth in the Truckee Meadows. While the actual flow decreased to an average of 29 million gallons per day, the reduction in groundwater infiltration was partially offset by increased discharge. 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 all effluent discharge standards.

TMRWF continues an aggressive Capital Improvement Program to address components of the facility that are at the end of their service life or are undersized for the current flow conditions. This last year we completed the rehabilitation of one primary clarifier, phase 2 of the nitrification valve replacement project, the Lab Building HVAC replacement, phase II of the water pipe replacement and the outfall foam control project. Numerous other projects are in the evaluation or design phase to continue addressing deficiencies in the facility.

In addition to the replacement of mechanical components, several projects were begun or completed that help address future capacity issues. The Advanced Nitrogen Treatment Study was an investigation into different processes that might be suitable to treat dissolved organic nitrogen, which will be necessary in the future to maintain compliance with the discharge permit. This study, performed jointly by the University of Nevada and TMWRF staff, evaluated three potential treatment processes at the laboratory level. The results of this study led to the selection of advanced coagulation-filtration as the preferred method of treatment. A pilot scale evaluation of advanced coagulation will begin in the winter of 2018 to further define the process parameters.

In addition to the advanced nitrogen treatment investigation, staff conducted a stress test of the Nitrification Trickling Filters to evaluate tower performance during extreme nutrient loading. This information was needed to help determine an operational procedure during the upcoming Nitrification Tower Rehabilitation – Phase 1 project where one tower will be removed from service for a complete rehabilitation of the mechanical and structural components. This project is expected to begin in the Spring of 2019.

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, two computer systems analysts, one budget and finance analyst and one warehouse technician.

The primary role of the Admiration 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. The water treated at TMWRF is returned to the Truckee River where it flows ultimately to Pyramid Lake. There was only one discharge permit exceedance during FY 18 – exceedance of the bacteria limit as a result of a bird's nest near the outfall causing dropping to enter the sample container.

Community Services Department, Continued

Truckee Meadows Water Reclamation Facility (TMWRF), Continued

The operations division is staffed by the Operations Manager and 22 wastewater operators. These men and women staff 5 crews that operate the facility 24 hours per day, 365 days a year. Apart from their primary responsibility of treating the wastewater to the point it can safely be returned to the Truckee, their secondary job is the transfer of knowledge from the more tenured staff to the newer operators. TMWRF saw the retirement of one Operations Crew Supervisory in FY 18 and will lose two more in FY 19, in addition to the expected retirement of other operations staff. We are actively working to mitigate the impact of this loss of institutional knowledge that is expected to increase over the next 3-5 years.

The operations staff also performs preventative maintenance tasks, completing over 5,000 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 performing commissioning and start-up testing of new equipment.

Maintenance Division

TMWRF is staffed with a maintenance manager, 7 industrial mechanics and 5 electricians to maintain and repair the various components at the facility. Two mechanics and two electricians were added to the complement this year to help address the maintenance issues. Specifically, three mechanics and two electricians were tasked with addressing the backlog of preventative maintenance work orders. Through this effort the backlog was been reduced significantly. This effort will continue until the backlog is consistently held at an acceptable level.

The corrective action, meant to address equipment failures and other unanticipated events, successfully met their primary goal of always having sufficient equipment available for the Operations Division to perform their tasks.

Finally, the Asset Management program continued to physically inventory and tag all plant assets, and to populate a computer database with all available information for that asset, such as install date, cost, significant maintenance. When finished, the Asset Management program will allow maintenance staff to perform predictive maintenance to reduce failures and the cost of maintain the plant's equipment. This program is approximately 60% finished and is expected to be completed in FY 19.

Laboratory Division

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 remain 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. The TMWRF Laboratory is fully certified by the State of Nevada for all analyses performed.

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. Laboratory staff, as all TMWRF divisions, is facing the loss of decades of experience through retirement over the next year. The lab manager is working to prepare new staff to assume the manager and QA Officer roles through practical experience and formal training

Environmental Control Section

The Environmental Control Section enforced the industrial wastewater discharge limits for all industrial and commercial dischargers in the City of Sparks as well as in Sun Valley and the unincorporated portion of Spanish Springs. The intent of the discharge ordinance is to prevent the discharge of constituents that may cause an upset at the treatment plant or pass through the plant and be toxic to the receiving water. The EC Supervisor and three EC officers performed over 1000 inspections annually to ensure this compliance. ES staff also reviews approximately 1500 business license applications annually to help determine if the proposed business will likely need wastewater pretreatment prior to opening.

In addition to the wastewater discharge ordinance, the EC section enforces compliance of the stormwater ordinance. This ordinance is primarily focused on the use of appropriate means at construction sites to prevent runoff carrying excess sediment or lubricants into the storm drain.

As with other TMWRF Divisions, the EC staff is facing the loss of institutional knowledge due to retirement. The EC Supervisor and one EC officer are expected to retire in FY 19. To help mitigate this loss, a fourth EC officer was hired in February as an over-hire to allow for training prior the first of the two expected retirements

Community Services Department, Continued

Mayor Geno

Daughter Gena, Mayor Geno, wife Ruth and mother Irma at the Gala

Mayor Geno being honored at the Junior Achievment Hall of Fame Gala.

Mayor Geno enjoying the solar eclipse at City Hall

Mayor Geno doing a presser for Nevada Women's Basketball

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 2018 Rehabilitation program repaired over 335,000 square feet of pavement, over 4,050 lineal feet of curb & gutter, and over 3,880 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 2018, the preventive and corrective maintenance program slurry sealed over 2.84 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.

Bike Share Pilot Project

The City of Sparks staff has continually been a participant in a regional approach to learning about bike share and the potential feasibility within the region. Following a community bike share forum in August 2017 and a 2-day bike share industry forum in November 2017, a review panel recommended a dockless bike share pilot program for the Truckee Meadows to test this new transportation option for the region.

On January 8, 2018 the Sparks City Council voted to support moving forward on implementing a pilot regional dockless bikeshare program. On March 12, 2018 the Sparks City Council approved an Interlocal Agreement with the City of Reno, Washoe County, the University of Nevada, Reno and the Reno Sparks Indian Colony to participate in a pilot dockless bikeshare program. With help from a bike share consultant with national expertise, the procurement process was developed and through a scored review process of four proposals, LimeBike was selected as the single, exclusive contractor for the regional pilot program.

On April 23, 2018 the Sparks City Council agreed to a franchise agreement with LimeBike for the pilot project expiring on January 31, 2019, with a possible extension for one year. The Franchise Agreement lays out the specific terms of the project such as the franchise fee, service territory, data collection and sharing as well as customer service and rebalancing expectations, access for low income residents, features to be included on the app, and outreach for education and safety. The requirements reflected in the Franchise Agreement reflect the recommendations set for in the North American Bike Share Association through its Dockless Bike Share Regulation Guidance document published in January 2018, as well as from the best-in-class regulations developed by other cities across the nation.

Dockless bike share provided by LimeBike launched in the region on May 14, 2018. LimeBike initially deployed an initial fleet of 750- 1,000 bicycles. The initial fleet was intended to help LimeBike determine topographic, geographic and sociographic conditions to develop future products and quantities. LimeBike and the Participating Entities are continually working on a comprehensive outreach and education campaign. The campaign works to promote bike share, educate users on bicycle safety, bicycle etiquette and bicycle parking behavior, and communicate the benefits of bike share to the community, as well as users. The City of Sparks continues to actively monitoring the pilot project.

Transportation Alternatives Grant: Installing Audible Pedestrian Pushbuttons

The State of Nevada Department of Transportation (NDOT) provides Transportation Alternatives Program (TAP) funds which are made available to the State through the Federal Highway Administration. The TAP provides federal funds for community-based projects that expand travel choices and enhance the transportation experience by integrating modes and improving the cultural, historic, and environmental aspects of our transportation infrastructure. The TAP program provides up to 95 percent of project-related cost, with the remaining 5 percent provided by project sponsors.

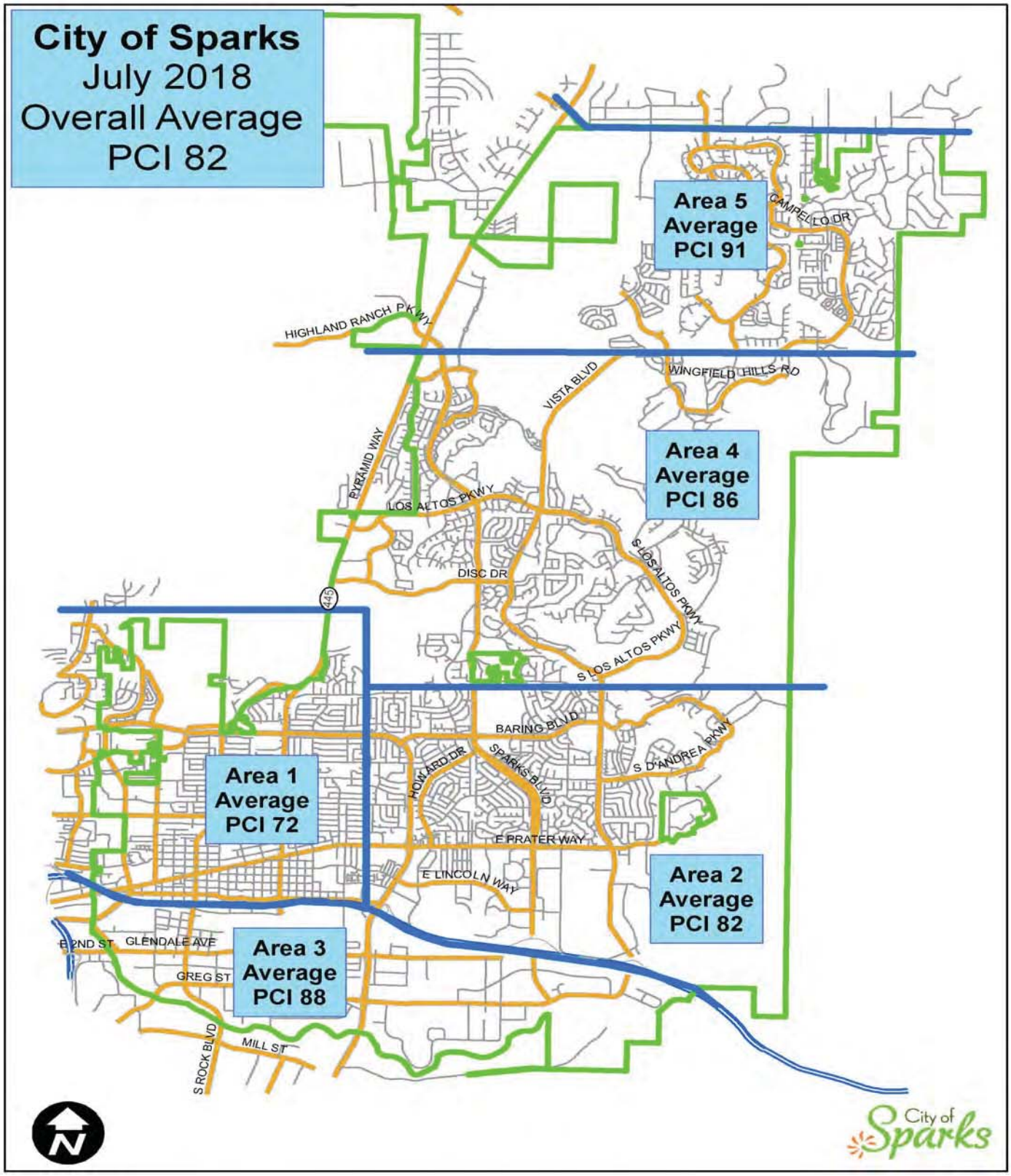
NDOT made available federal TAP funding for FY16 through FY18 projects to support bicycle, pedestrian, multi-use path and transportation-related projects. The City of Sparks applied for funds to update various signalized intersections with audible pedestrian push buttons to better serve our pedestrian community, concentrating on our visually impaired residents. NDOT notified the City that $260,000 had been programmed towards the project. The City approved a Cooperative Local Public Agency Agreement (LPA) with NDOT on January 22, 2018 to start the project.

The project is working through the required NDOT overview through multiple design submittals, bidding, awarding and construction of the project. City staff has been working on preparing the design and bid documents and will be responsible for construction management and construction administration. City staff anticipate the project going to bid and award in the fall of 2018.

It is anticipated that with the established budget, 25 to 35 intersections can be retrofitted with audible pushbuttons. Intersections were chosen with the help and input from a couple City of Sparks visually impaired residents. The total number of retrofitted intersection will be established during the design process.

Community Services Department, Continued

Engineering Division - Traffic Engineering Continued



Community Services Department, Continued

Engineering Division - Utility Engineering

Bergin Way Storm Drain

The need for a storm drain system along Bergin Way was identified after repeated inundation issues were documented. Traditionally, storm water from McCarran Blvd was conveyed to Bergin Way via surface drainage. Several storms over the past few years proved the surface drainage to be inadequate resulting in localized flooding on private parcels between McCarran Blvd and Bergin Way.

A project was scoped to provide approximately 1000' of new 18" PVC storm drain line beneath Bergin Way. Additionally, staff worked to secure an easement on the parcel between McCarran Blvd and Begin Way to allow for a new storm drain line to convey the storm water from McCarran Blvd beneath the parcel to Bergin Way. A storm water vault was installed inline in Bergin Way to provide treatment for the water being conveyed from McCarran Blvd. Drop inlets were added along Bergin Way to mitigate ponding in the existing gutter. Aspen Developers Corp constructed the project under budget.

Marina Pump Station

The Sparks Marina receives greater than two million gallons of groundwater infiltration per day. In order to maintain the water surface elevation of the marina within the established limits, water must be continuously pumped out of the marina. Without pumping, the marina water elevation would rise several feet causing nearby basements to flood while negatively impacting underground utilities and other infrastructure.

The existing pumps, which have been in place since the marina was first developed, had deteriorated due to their extensive use and exposure to the elements. The need to upgrade the pumps was identified as a capital improvement project. Two 60 HP pumps replaced the three existing 25 HP pumps. A building was constructed around the existing wet well to provide protection from the elements and varmints. Variable frequency drives (VFDs) were installed to allow for variable pumping rates. Supervisory control and data acquisition (SCADA) software was installed which allows for automatic operation and remote monitoring. The old pump configuration was capable of discharging approximately 2000 gallons per minute (GPM) while the new pump setup can achieve over 5000 GPM. Wood Rogers performed the engineering design and Resource Development Company constructed the pump station. George T Hall Company supplied and installed the SCADA equipment. The project was completed under budget in the spring.

Resource Planning

The Truckee River is an important cornerstone of the Truckee Meadows. Providing our drinking water as well as recreational, agricultural, wildlife, and cultural benefits across two states and ultimately ending at a desert terminal lake within the Pyramid Lake Indian Reservation, the Truckee River is also heavily regulated. Doing our part to maintain and improve water quality and flows within the Truckee River is one of the ongoing key functions of the Utility Engineering Division.

To that end, several substantial successes were realized during 2018. First, several agreements were negotiated which aim to provide highly treated effluent to the Tahoe-Reno Industrial Center while maintaining flow levels within the river. These agreements will expand our reclaimed effluent delivery, reducing discharge to the Truckee River from the Truckee Meadows Water Reclamation Facility. Secondly, the City of Sparks joined the Nevada Water Innovation Campus hosted by the University of Nevada, Reno. In cooperation with our regional partners and UNR, this exciting opportunity looks to bring cutting edge research in water resources to the Truckee Meadows area.

Community Services Department, Continued

Engineering Division - Utility Engineering Continued

North Truckee Drain Completion!!!

In June we celebrated the completion of the North Truckee Drain Realignment Project! The final phase of the North Truckee Drain project was awarded to Q&D Construction in December of 2016; through innovative construction techniques this project was completed on-time and under budget. From the original concept in 2001 to enactment of the River Flood Fund in 2008 to completion of this final phase, this project has represented an almost two-decade commitment by the City of Sparks to provide needed flood reduction.

Financial Services

The Financial Services Department includes the following divisions: Accounting, Budgeting, and Information Technology

City Financials

The Fiscal Year 2019 Annual Budget for the City and Redevelopment Agency was adopted on May 29, 2018, and submitted to the State of Nevada Department of Taxation on June 1, 2018, in accordance with Nevada Revised Statutes (NRS) 354.598. The new budget for the City and Redevelopment Agency includes expenditures totaling $209M 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 37 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:

- Successfully implemented the technology refresh and upgrade plan as approved within the annual Capital Improvement Plan
- Replaced fiber between City Hall and the Police Department preventing communication failure
- Enhanced the City's ability to manage cyber security threats.

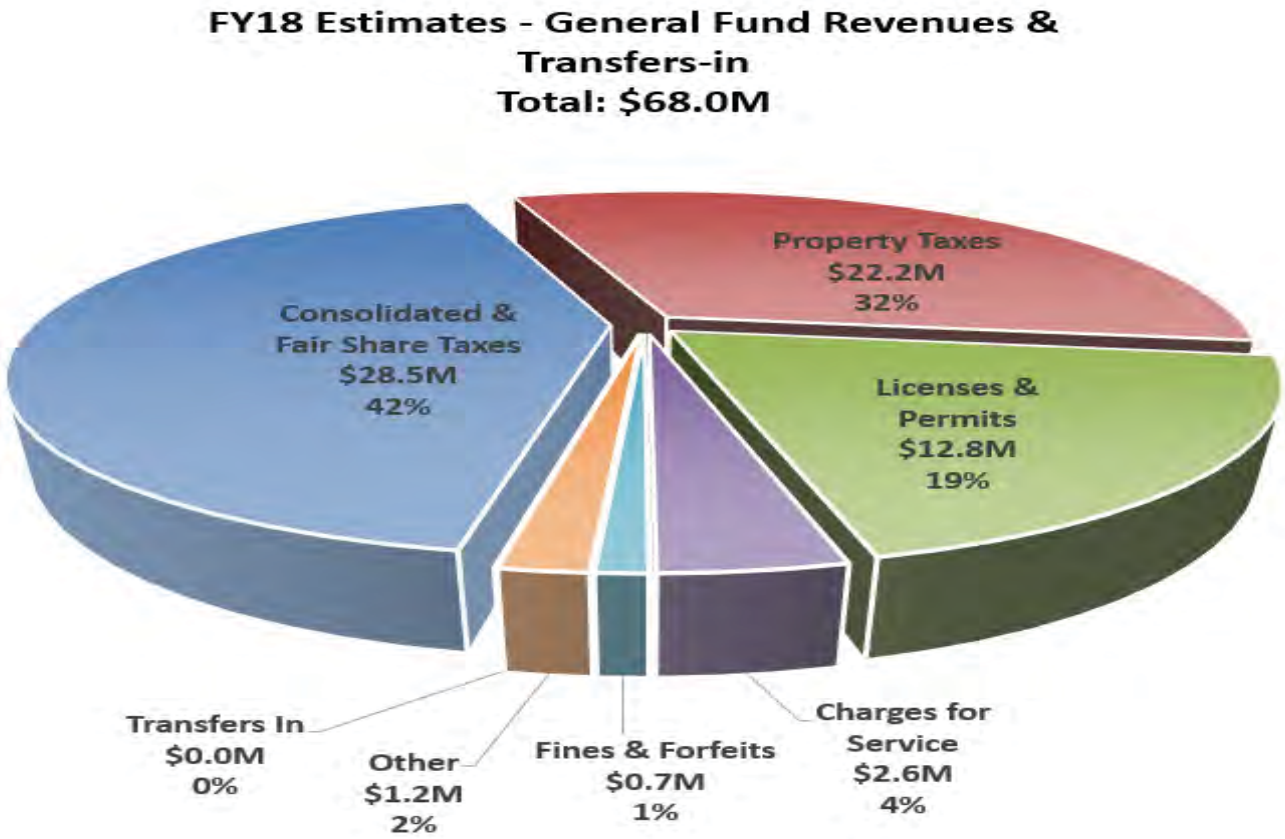
Accounting / Budget:

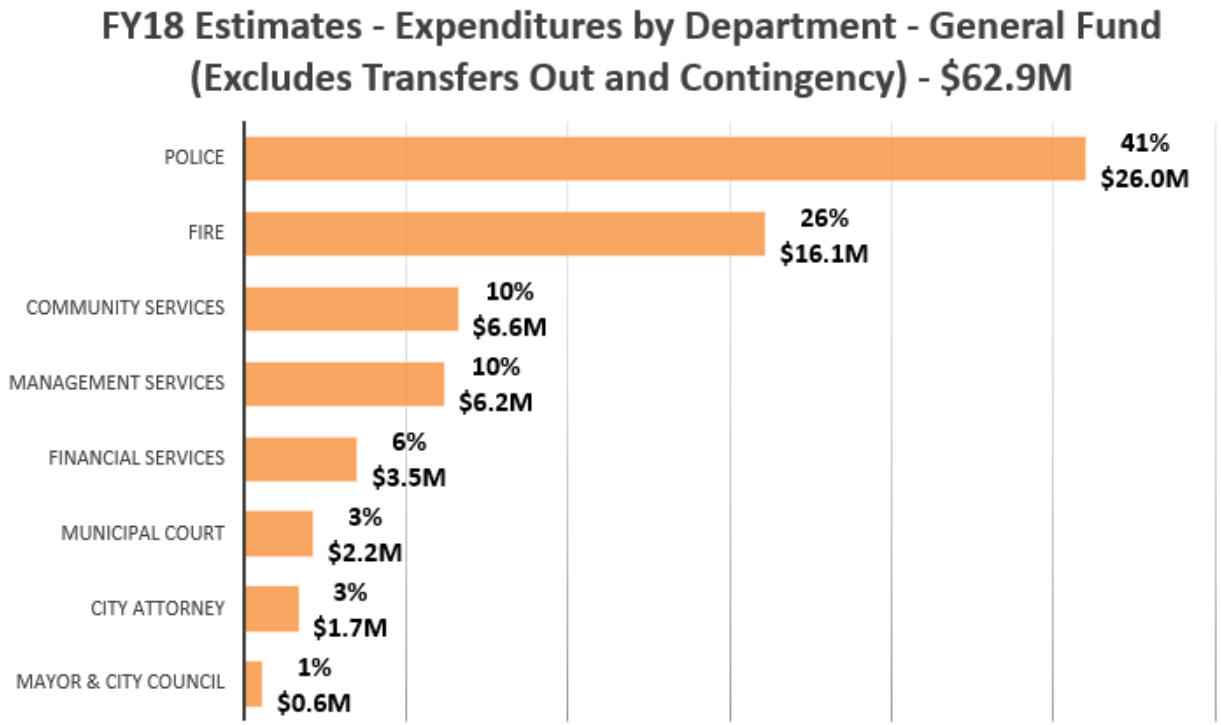
- Achievement for Excellence in Financial Reporting for its CAFR by the Government Finance Officers Association of the U.S. and Canada (GFOA) for 37 consecutive years
- Continued improvement in budget accuracy and financial reporting accuracy and transparency
- Successfully implemented a significant financial and time keeping system upgrades
- Successfully implemented new Government Accounting Standard Board (GASB) accounting standards.

Finance Department—continued

Estimated Actual General Fund Revenues Fiscal Year 2018-19

(Both graphs shown are in whole dollars)





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 – responding to calls for assistance and fire prevention. The department's Operations Division provides emergency response to fire suppression, medical, rescue, and hazardous material incidents The department's Fire Prevention Bureau (FPB) promotes fire safety in the community by conducting fire inspections and code enforcement, providing public fire safety education, and completing fire investigations. Supporting the missions of the Operations Division and the FPB are the Training and Administration Divisions.

The department continually evaluates the effectiveness of its emergency responses and prevention programs to ensure these efforts are addressing risks within the community. Department personnel understand that we must be able to recognize new and emerging threats to the community and adapt service levels to meet these challenges

"Proud to Serve"

In FY18 the department spent considerable time in activities designed to ensure that emergency and prevention services met the criteria set forth above. These activities included:

- Fulfilling the department's long-range goal of providing advanced level EMS service to the community from all fire stations. Station 2 was staffed with paramedics in May 2018. At the end of FY18, three of our five stations (Stations 2, 4, & 5) were providing paramedic response to medical calls. We are on track to staff Stations 3 and 1 by the end of FY19 and FY20, respectively.
- Reinstating a pre-incident planning program to identify target hazards in the city. To date, 37 pre-incident plans have been completed or updated, with another 20 in process.
- Taking delivery of two Type I (structure) engines in November 2017 to replace aging apparatus, for which it was 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 needs of the community. Also included in this critical equipment replacement program are self-contained breathing apparatus (SCBA), radios, and cardiac monitors.
- Fully implementing an Enhanced Automatic Aid Agreement with the Truckee Meadows Fire Protection District (TMFPD) to eliminate sending multiple resources from our two agencies to calls that only require a single engine response. The Enhanced Automatic Aid Agreement became fully operational in February 2018.

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.

In FY18 there were 12,685 calls for service. This was a 7% decrease in calls from FY17 and is due to Fire staff's decision to no longer respond to certain calls for service, including low-acuity medical calls. Regionally, the three fire agencies (SFD, Reno FD, and TMFPD), along with REMSA and the Washoe County Health Department, recognized the number of persons utilizing the 911 emergency response system for non-emergent medical calls was unsustainable. Addressing this issue with public service announcements on the proper use of the 911 system and no longer responding fire agencies to the lowest priority medical calls were largely responsible for the decrease in call volume from FY17.

However, this number (12,685) still represents a 63% increase in call volume since FY08, when the department had 105 uniformed employees compared with the 87 uniformed employees on staff today. The loss of these 18 employees reflects a reduction in force of approximately 17%

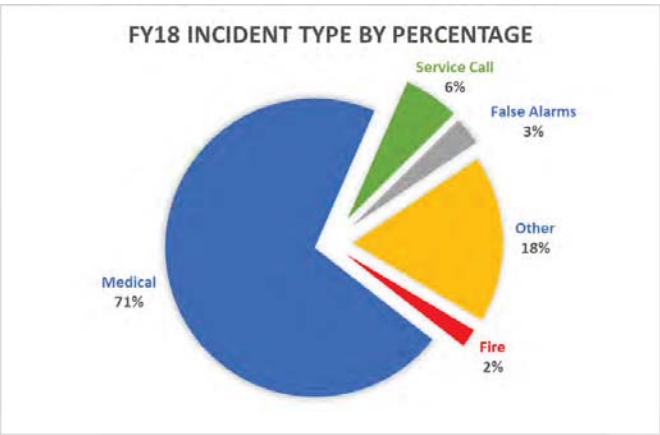
The National Fire Protection Association (NFPA) standard for travel time to Priority 1 EMS and fire emergencies (using lights and sirens) is four minutes or less to 90% of these incidents (90th percentile). Travel time is defined as the time from when the apparatus goes enroute (begins its response) to the time of arrival at the scene of the incident. In FY18 our 90th percentile for travel time to Priority 1 calls was five minutes, fifty seconds (5:50). Unfortunately, our travel times have been getting longer each year since FY16.

Longer response times are not only related to the number of calls we respond to, but also to the occurrence of simultaneous calls that often require apparatus to respond from outside their own district, increased traffic congestion, etc. Delays in response times are also exacerbated by the recent increase in residential construction activity, particularly in the northern portion of the City, and the distance to these areas from existing fire stations.

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. To that end, Fire Department staff have been working with Community Services to identify the best location for Station 6.

Of the 12,685 calls the department responded to in FY18, 8,955, or 71%, were medical calls. This percentage is fairly typical for fire departments nationwide and is due, at least in part, to the overutilization of the 911 system for basic health care needs.

Historically, all our firefighters have been certified to the Advanced EMT level. Although the Advanced EMT level was the industry standard for many years, this is no longer the case. In April 2017, we began staffing our stations with firefighter/paramedics, which 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 Washoe County. At the end of FY18, Stations 2, 4, and 5 were staffed with paramedics on a full-time basis. By the end of FY20, all fire stations in the city should be staffed with paramedics.



SFD continues to actively participate in wildland firefighting operations. In FY18, department personnel logged 802 days responding to wildland fires both locally and nationally. Approximately $1.2 million was invoiced for equipment and personnel during these assignments, and 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 them experience 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 REOC is activated for large, area-wide incidents. SFD personnel also responded to assist with relief efforts in St. Croix, US Virgin Islands, following Hurricane Maria.

FY18 - Significant Events

- July 3, 2017 – Crews responded to the Earthstone fire in the hills above Belmar and the Golden Eagle Regional Park. This wildland fire burned over 45,000 acres. The fire was ultimately turned over to a National Type 2 Incident Management Team, and a command post was set up at Mendive Middle School.
- July 21, 2017 – Crews responded to a vegetation fire that quickly spread to a 4-unit apartment building

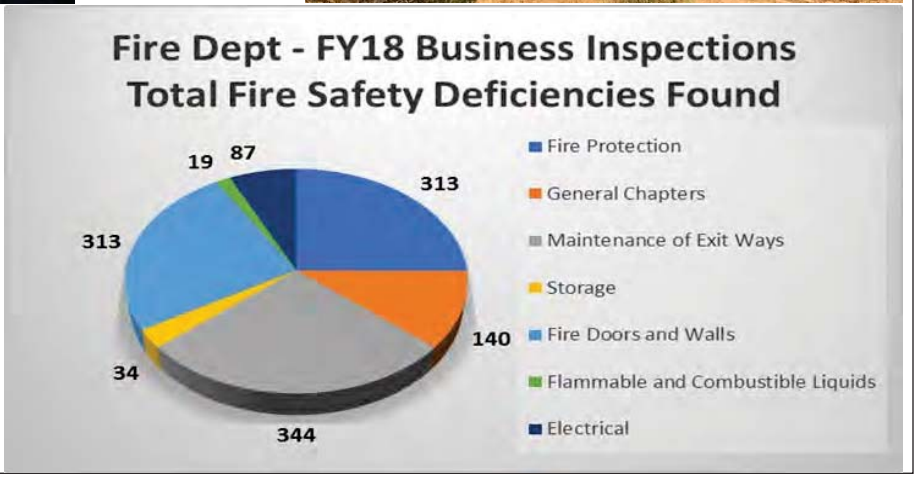
Fire—Operations, Continued

near Prater and C Street. There was extensive damage to two of the units and the common attic.

- August 3, 2017 – Crews responded to a hazmat incident on Greg Street. This was a hydrochloric acid spill inside a structure. Environmental Control, REMSA and SPD assisted.
- August 7, 2017 – Crews responded to the Prater Fire in the hills above Northern Nevada Medical Center. Structures were immediately threatened on Pleasant View Drive. This wildland fire burned 2,816 acres, but no structures were lost.
- August 8, 2017 – Crews responded to a structure fire at a single-family residence. The family was displaced, and Red Cross assisted.
- August 22, 2017 – Crews responded to the I-80 fire in the hills above Vista and I-80. This wildland fire burned 521 acres.
- September 14, 2017 – Crews responded to an electrical explosion with burn injuries. NV Energy, REMSA, SPD, and OSHA assisted.
- November 17, 2017 – Crews responded to a storage unit facility fire on Howard Drive. Multiple units were affected by heavy fire involvement. There were no injuries to firefighters.
- December 26, 2017 – Crews responded to an apartment complex structure fire on Sullivan Lane. Four units received heavy damage and 10 units were less severely affected. Although there were no injuries, damage to the structure was extensive. Temporary housing was found by Red Cross.
- January 23, 2018 – Crews responded to a vehicle into a motel across from Fire Station 1. Extrication was required for the driver.
- March 3, 2018 – SFD responded to a report of a woman in the river. Members of the department's water entry team (WET) successfully located and removed the victim from the river. Resuscitation efforts were performed, and the patient was transported.
- March and April 2018 – SFD responded to a series of set fires at an abandoned property on Dermody Way. To date, one arrest has been made and investigations are continuing.
- April 30, 2018 – Crews responded to a fire at Courtside Gardens Apartments. An aggressive fire attack limited damage to one unit on the second floor of this older, common hallway apartment building.

Courtside Gardens Fire

Brush 51 on a Wildland Assignment



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 Fire Prevention Bureau (FPB) tries 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 misconception that every business in the City of Sparks undergoes an annual site 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 quarterly, annually, or biennially 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 FY18, 1,250 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 damage. The Bureau's two primary public safety education programs are "Project Safe," a program designed to install smoke detectors in older homes in the city; and "Remembering When," a program designed to reduce injuries to senior citizens from fires and falls.

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 incendiary fires or arson. Except for the Fire Plans Examiner, all FPB inspectors are certified as fire investigators through the department. Additionally, two have met the State's Peace Officer Standards and Training (POST) certification. In FY18, 56 fire investigations were conducted. These investigations resulted in four convictions for the crime of arson.

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 FY15, there were 403 new development plans submitted for review. This increased to 463 plans in FY16, 582 plans FY17, and 728 plans in FY18.

FY18 - Highlights

- Completed the eighth year of the Project SAFE residential smoke alarm installation program. This year FPB visited 76 homes and installed 276 detectors. Since its inception, the Project Safe program has installed 3,794 smoke alarms, 854 carbon monoxide detectors, and 66 hearing–impaired devices in 1,238 homes. Additionally, since 2010, the program has provided fire safety education to 2,684 adults and children.
- Implemented a third-party, web-based inspection program called The Compliance Engine (TCE) for fire protection systems such as sprinklers, alarms, and private fire hydrants. TCE tracks inspections of these life safety systems and notifies the Prevention Bureau when deficiencies are found. Consistent monitoring of these systems ensures long-term compliance with the applicable fire codes.
- Updated fees charged by the FPB to cover administrative costs for certain inspection, re-inspection, fire suppression, and fire prevention services.
- Re-started the Business Self-Inspection Program for small businesses in May 2018. This program provides an opportunity for the fire department and the business community to form a partnership in fire and life safety. All businesses not under the Target Hazard inspection program receive a self-inspection form when renewing their business license. Using the self-inspection form, the occupant conducts an inspection to identify potential safety issues and ensure basic compliance with fire code regulations. Businesses may still request a physical inspection in lieu of a self-inspection.
- Held the 28th Annual Fire Department Pancake Breakfast. This event showcases the Sparks Fire Department and invites the public to Station 1 for fire safety and emergency operation presentations. This year 536 guests visited the station. The breakfast raised approximately $1,200 to purchase fire safety education materials and 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. In FY18, over 400 senior citizens participated in the Remembering When program.

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 in a variety of emergency situations. 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 FY18, 24 task books were issued for the positions of probationary firefighter/paramedic, firefighter II, firefighter III, apparatus operator, company officer, and shift commander. These task books are extensive and generally take about one year to complete.

Propane Training at Station 1

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 November 2017, the Battalion Chief assessment center was conducted and an eligibility list created for three Captains for future vacancies. In May 2018, a Captain assessment center was held, which resulted in eight FAOs (Fire Apparatus Operators) being eligible to promote to Captain as vacancies occur.

In April 2018, two new firefighter/paramedics were hired at the department. The Training Division conducted a two-week academy for the initial training of these new firefighters and will continue to monitor their progress throughout their first (probationary) year

FY18 - Highlights

- The Water Entry Team (WET) focused on training with adjoining agencies. This included swift water rescue drills in the Truckee River with REMSA and still water drills in the Marina with the Washoe County Hasty Dive Team.
- The Hazardous Material Team (HAZMAT) conducted numerous drills. These included dealing with radioactive transportation shipments, propane emergencies, and a joint training exercise with Union Pacific on rail car incidents.
- A big emphasis was placed on Active Shooter/ Active Assailant incidents and working in conjunction with Sparks Police and other agencies for joint responses to these types of incidents. Class topics included ballistic PPE (personal protective equipment), simulated active shooter incidents, TECC (Tactical Emergency Casualty Care) and RTF (Rescue Task Force) training. New ballistic vests were purchased and placed on all fire apparatus to replace older models.
- Fire Suppression – Classes were taught on ladders, ropes utilizing horizontal standpipes with high rise hose packs, commercial fires, garage fires, "Reading Buildings," RIC (rapid intervention crew) operations, firefighter behavioral health and safety, SCBA (self-contained breathing apparatus) confined space, and air consumption drills, among others.
- Personnel were sponsored to attend a live fire training instructor class, RIC instructor class, Active Assailant conferences, and a week-long class on mitigating petroleum tank farm fires. SFD also hosted a regional class for SCBA Technicians.
- Wildland Fire – Annual refresher training was conducted, which included a multi-agency drill with TMFPD and BLM.
- SFD assisted with a regional MCI (mass casualty incident) and active shooter drills at the Reno/ Tahoe International Airport.
- SFD implemented ALS (Advanced Life Support) or paramedic level EMS care at Station 2 and coordinated the training and support needed to make this happen.
- SFD participated in numerous promotional exams with neighboring fire agencies.
- SFD participated in a regional "sand table" exercise with the Sierra Front Wildfire Cooperators.

Active Shooter Training

Fire Administration

The goal of the Administration Division is to identify, acquire, 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 a fiscally responsible budget
- Coordinating and assigning employees to work related committees and teams
- Revising and updating department policies and procedures
- Procuring operating supplies, equipment, and apparatus
- Collecting and analyzing fire department data for risk assessment
- Maintaining department records
- Long-range planning
- Working with other agencies to continually improve fire and EMS delivery throughout the region

Fire administration staff participated in the development of the City's Strategic Plan and as part of the Emergency Management Team.

Administrative staff was successful in obtaining an Assistance to Firefighters Grant (AFG) through the Department of Homeland Security to purchase four advanced cardiac monitors to support the department's paramedic program. The department took delivery of these monitors in March 2018.

Personnel Changes:

- Captain Bill Macaulay retired in September 2017 after serving in the Sparks Fire Department for almost 29 years.
- FAO Keith Mullen, FAO Colin Ancina, and Captain Tyler Gayton were promoted to their current positions in October 2017.
- Firefighter/Paramedic Patrick Johannessen and Ryan Ramos were hired in April 2018.
- Former Fire Chief Andy Flock passed away on June 23, 2018. Chief Flock was a member of the department for 30 years and was the Chief from 2007 to 2013.

Sparks Fire Department Honor Guard at Chief Flock's Memorial Service

Parks & Recreation

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

Parks and Recreation

The programming, services and facilities orchestrated by our dedicated team of 11 full-time and 200+ temporary part-time employees contributes directly to the quality of life our residents experience daily. Over the course of the year, we monitor our progress in meeting the needs of our growing community through

THE department

outcomes tied to the city's strategic and comprehensive plans. This report offers a snapshot of the results of our efforts in FY 2017-18.

Our team's fiscal responsibility is something to be celebrated with the achievement of a 75% cost recovery rate in FY18. According to the National Recreation and Park Association's (NRPA) 2017 Performance Review, the typical agency recovers 29% of operating expenditures through revenue generation. At the time of this report, revenue in Parks & Recreation Fund 1221 totaled $3,019,472 with expenses of $4,025,345. The cost recovery rate accounts for recreation, administration and special event expenses. If the parks maintenance budget was added to these expenses, the cost recovery would be near 40% which is still well above the national average.

Value of Community and Neighborhood Parks

The "Support Our Parks" campaign initiated by the Truckee Meadows Parks Foundation this past winter brought attention to the value of an adequately funded parks system. The Sparks Parks and Recreation Commission endorsed and shared this message to encourage a reinvestment in public parks given the role they play in the health and well-being of residents living in our community. The 51 parks and recreation facilities operated by the city not only provide common space for play, sports, swimming, the arts and public events, they are also drivers for economic growth. Citizens develop a deeper appreciation for their community as they spend time in parks and gain from the physical and mental benefits.

Following are park improvement projects initiated in FY18 to enhance our parks system:

New Silverton Shores Park

The Wingfield Springs community has waited for more than a decade for Silverton Shores Park to be built. The design highlights natural landscaping, a half-court basketball court, playgrounds for ages 2 to 5 and 5 to 12, back-to-back benches with a shade shelter, and connection of the regional path to the park and Vista Blvd. The total cost of construction for Silverton Shores Park and the Regional Trail connection is $572,583.

Synthetic Turf Replacement and Asset Management Plan

Parks and Recreation staff collaborated with Engineering, Maintenance, and a consultant to develop a long term asset management plan for synthetic turf replacement at the Sports Complex at Golden Eagle Regional Park. This plan took into account the challenging funding the City faces along with looking at actual field conditions and test data that will help develop the yearly CIP and path forward for field replacement.

The turf replacement project began this past June with fields 7 and 8, and will be wrapping up in early August. This first field replacement uses new technology of an under pad system that will help ensure our fields maintain safe impact standards for play. The project consists of removing 222,350 square feet of turf and replacing it with new Sprinturf Synthetic Turf with a Brock pad system. This is an investment of $1,150,547 for our Golden Eagle Regional Park Complex.

Parks & Recreation, Continued

Aimone/Burgess Shade Structures

The shade structures at Aimone Park and Burgess Park were replaced in FY18. The original structures were 30 + years old and had outlived their useful life. The new structures are much taller which helps prevent access to the shelter roofs and reduces vandalism.

New Bottle Filling Station at Alf Sorensen Community Center

For more than a year, our Alf Sorensen Community Center patrons had been asking the City to consider modifying or replacing the existing water fountain with a fountain-bottle filling unit. With increased sensitivity to our environment, we are seeing a large percentage of people using refillable water bottles. Since installation, numerous patrons have applauded the center's staff for the upgraded amenity and showing a conscious effort to look for projects that not only serve their needs but also are environmentally friendly. A great success for a project with a minimal cost.

Updating Sparks Municipal Code for Park Activities

In an effort to ensure a safe and accessible experience and environment for all park users within the City of Sparks, the following park rules became law in the Sparks Municipal Code in FY18: Inflatables, golfing, smoking and vaping are prohibited in all parks in Sparks. Archery, metal detectors and organized sports are prohibited without a permit.

Sparks Parks and Recreation Commission

The City of Sparks Parks and Recreation Department has joined nearly 1,300 other municipalities across the country in enacting a smoke free ordinance. The smoking and vaping prohibition is a regional effort that will include City of Reno and Washoe County parks.

Success of Golden Eagle Regional Park

Since opening to the public in 2008, the Sports Complex at Golden Eagle Regional Park has been filled with players and spectators of all ages and skill levels. The state-of-the-art complex continues to draw more than one-million visits annually for sports related events. In FY18, the softball fields were booked solid with tournaments on weekends from February through November, bringing more out-of-town teams from as far away as Alaska, Hawaii, and Florida. Live-streamed games on the Internet, social media, and our reputation for a great complex and good weather have made Golden Eagle Regional Park one of the premier sports complexes in the country.

Numerous regional and national events for organizations such as USA Softball, Senior Softball USA, Athletx, and Triple Crown Sports have been featured at Golden Eagle including national televised tournaments. Visitors traveling to the area for the 52 events held at the complex last year filled 45,000 room nights and provided an estimated $27.74 million to our regional economy.

Did you know?

- Golden Eagle is home to more than 500 local adult softball and kickball teams who play ball 11 months out of the year. Games and practices are also held seven days a week/ nine months out of the year for Sparks Babe Ruth, Sparks Centennial Little League, Sparks National Little League, Sparks Centennial Softball, Pop Warner Football, Sierra Youth Football League, AYSO Soccer, Great Basin Youth Soccer, and the Northern Nevada Soccer League.
- Approximately 9,300 games were played on the 15 synthetic-grass fields this past year, comprised of 2,700 city league softball games and 5,600 tournament games which increased by 3% from the previous year.
- Direct income from field rentals increased 15%.
- Two new field sponsors were secured in FY18 - Dolan Automotive and Chad Kendall-Chase Realty-State Farm. Pioneer Meadows-Raley's continued their facility sponsorship for the tenth straight year and Nevada Health Link joined the sponsorship program.

Parks & Recreation, Continued

Aquatics

Kids Night Out-Parents Night Off

In FY18, the Alf Sorensen and Deer Park pools accommodated 65,302 attendees and 23,644 spectators for a total of 88,946 visits. Programs include lap swimming, open swimming, punch and season passes, physical therapy, Adapted Aquatics, Senior Aquacise, Senior H20 Fitness, Toddler Time, Washoe County School District swim teams from Reed, Sparks and Spanish Springs high schools (January – May) and Sparks Piranhas swim team. The benefits of working out in water are best described in a letter submitted by resident Trish Swain:

"I am a 75 year old senior with advanced arthritis in both hips. My doctors told me aquatic exercise would be good for me (instead of the local gym). What a good decision! The classes are well designed and provide a good overall workout. I immediately noticed improvement in my energy level and flexibility. I wasn't sure what to expect joining a class of all seniors and I was afraid it would be dull or full of complaints. Another happy discovery – these folks are fun and friendly and welcoming."

Did you know?

- There were 1,751 enrollments for swim lessons in FY18. Of the 400+ parents who completed program evaluations, 92% rated their overall satisfaction with the swim program as above average to excellent and 99% indicated they would recommend the program to others.
- The Sparks Marina had 4,490 swim visits in the designated swim area.
- New Dive-In Movie Night and Kids Night Out/Parents Night Off programs were held at the Alf Sorensen pool in December 2017 and February 2018. Port of Subs sponsored the inflatable movie screen.

Programming at Larry D. Johnson Community Center

Enrichment classes like yoga, meditation and art instruction have become well established at the Larry D. Johnson Community Center. Word has also spread regarding the niche the facility serves with increased interest in community group rentals for activities such as quilting. The center's Teen Club partnership with the Boys and Girls Club of Truckee Meadows has been successful in serving youth living in the surrounding neighborhoods by giving them a safe place to go. The community center is also home to Community Services Agency's Head Start Early Childhood Education Pre-K program. These services include meals and snacks, as well as vision, hearing and dental screenings.

Recreational Sports

Most of the youth sports programs provided last year maintained their participation levels despite the ongoing increase in similar private sector programs offered. Enrollments for the Mini Basketball League, geared for ages kindergarten to 2nd grade, increased 48% over FY17. Revenue from drop-in usage of the Alf Sorensen basketball courts increased 53% with revenue jumping from $15,218 to $23,296.

Did you know?

- For the past two years, Sparks Parks and Recreation has co-partnered with Washoe County, City of Reno and Carson City Parks and Recreation to provide a fun, non-competitive Kids Triathlon series during the summer. The program received a Nevada Recreation and Parks Society award in FY18.

Growth in Youth Watch Programs

Managing the increase in participation in out-of-school programs for children this past year has been challenging for the youth watch staff. Kid Konnection before/after school enrollments increased 8% in FY18 with 17,194 enrollments and 147,422 participations. Attendance in holiday break programs also increased while the Summer Outburst program reached maximum capacity many weeks. These programs provide a vital resource for working parents and the need for programming continues to grow. The impact on staffing, operations and related expenses has been significant. It has also become increasingly difficult to accommodate schedule changes implemented by the Washoe County School District in reaction to community growth.

Parks & Recreation, Continued

Special Populations

The Nell J. Redfield Foundation continued to support Sparks' special population programs in FY18 by providing a grant to assist with expenses. Thanks to this support, a fun lineup of activities include a weekly bowling outing culminating with a Special Olympics bowling tournament in November. Program participants can also take part in a weekly arts and crafts class through a partnership with Arts for All, an Adventure Day event held in the summer, and a popular holiday party in the winter. A new dance series, Dance for All, was introduced in cooperation with the City of Reno. By joining forces, participation increased and the program received a Nevada Recreation and Parks Society award.

Special Events: Community Engagement through Special Events

For three decades, the City of Sparks has been home to major festivals and events such as the Best in the West Nugget Rib Cook Off, Hot August Nights and the Hometowne Christmas parade. With the influx of new residents in the downtown corridor, events have begun to evolve. The event calendar has filled with smaller events like the 39 North Marketplace and 39 North Pole, more niche events like the Honey and Lavender Festival and PumpkinPalooza and more Marina events like Lantern Festival and Dragon Boat racing.

In order to adjust to decreased parking in downtown, the City of Sparks pooled resources with City of Reno, Lime Bike, rideshare companies 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) through the "Don't Drive, Arrive" campaign.

Since 2016, the City of Sparks event staff along with Public Works, Police, and Fire representatives have been researching proper road closure equipment and plans. The city established new closure plans for each of the different layouts of events. The Tourism and Marketing Committee has committed a portion of their funds to purchase the permanent bollard system.

Did you know?

- In FY18, there were 54 special event days at Victorian Square and the Sparks Marina combined, with an event attendance reaching 560,000.
- 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.
- Scheels Turkey Trot proceeds benefitted Keep Truckee Meadows Beautiful projects ($3,300) and the Sparks Youth Scholarship Fun ($3,000). The scholarship fund also received $14,000 from Sparks Mayor's Cup Golf Tournament.

Arts and Culture Advisory Committee: Large Scale Projects

The Arts and Culture Advisory Committee (ACAC) completed a 3-year strategic plan for 2017-2020, which was approved by the Sparks City Council in September 2017. The plan includes mission, key objectives and budget. The objectives cover Community Engagement/Communication and Projects: Public Programming, Planning and Design, Economic Development and Education.

In FY18, City staff secured a $50,000 National Endowment for the Arts "Our Town" grant. This grant will support "Together, We See Sparks," a community engagement project built to cultivate a place-making plan for downtown Sparks. The goal is to foster community, build a collective identity, promote economic development and embrace arts and culture citywide.

Did you know?

- The City of Sparks Our Town grant was the largest award given in the State of Nevada for this funding cycle.

Partners in Parks and Recreation

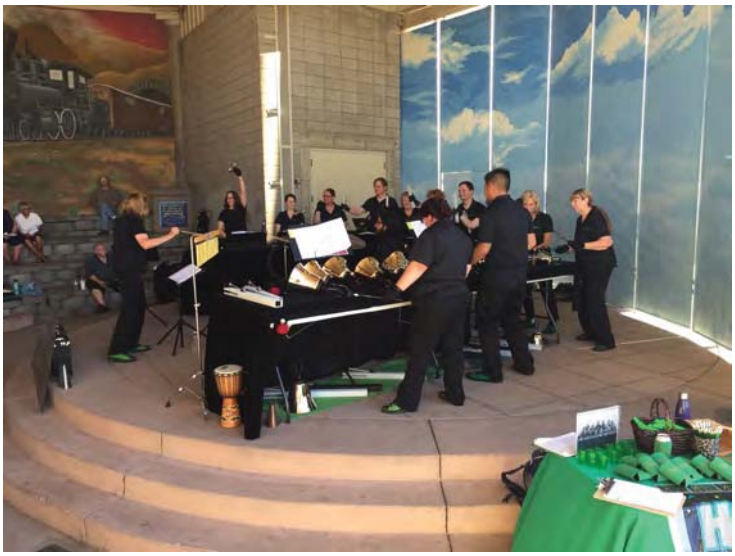
Community projects supported by local organizations and individuals help fill unmet needs in the parks system and

Parks & Recreation, Continued

contribute to the quality of life our citizens enjoy. An example is the Rotary Club of Sparks and Sparks Centennial Sunrise Rotary Club jointly partnering with the City to plant 30 Austrian Pine trees at Shadow Mountain Park. The trees that once lined the park had to be removed due to a bug infestation. The Nevada Division of Forestry provided funding for the purchase of the new trees. More than 40 Rotary Club members logged volunteer hours to contribute 50% of the cost of just over $4,900. The two Rotary groups also stepped forward to purchase new benches installed at the Sparks Marina peninsula.

Here are just a few highlights of other community assistance provided this past year:

- Volunteer service provided in FY18 totaled 15,915 hours. This includes volunteers who give their time to help coach youth sports and assist with other recreation programs.
- More than 800 volunteers assisted with park projects and cleanups during the year.
- Adopt A Park partners contributed 1,029 volunteer hours and helped monitor their respective parks.
- KTMB joined with the City of Sparks to recycle more than 3,000 Christmas trees.
- Palabra Miel Church facilitated a cleanup at Pah Rah Park with 100 members of their congregation.
- Daniel Kaminski and his children acknowledged their departed wife/mother, Nancy Kaminski, by donating one-third of the funds to purchase the Pah Rah Park rock sign.
- Ameri-Corp volunteers spread playground bark in three parks for a 9-11 project.
- Eagle Scout Connor Smith stained the playground equipment at Jacinto Park.



Police Department

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

Sparks Police introduce Body Worn Cameras, Axon Enterprise, Inc to enhance efficiencies and citizen transparency

During the 2017 Nevada State Legislature, Senate Bill (SB) 176 was introduced requiring certain peace officers in the State of Nevada to wear portable event recording devices or body worn cameras. This bill was passed by both the State Senate and the Assembly being enrolled into law when signed by Governor Sandoval. This law gave those required law enforcement agencies until July 1, 2018 to enact their body worn camera programs. The new law did provide a funding source through the 911 Technology surcharge or E911 Funds.

The Sparks Police used this opportunity to look at and review existing technologies in related fields and have a holistic approach to collecting, storing, managing digital evidence. Prior to the implementation of the Axon system, three disparate systems were utilized to collect photographs of crime scenes, process in-car camera footage and manage detective interview rooms. Internal Affairs Lieutenant Chris Crawforth was designated as the Project Manager.

Lt. Crawforth initially looked at our current systems to determine if any of our current systems could manage all three areas of evidence collection. Unfortunately, none of our current providers could manage the complexities of all three areas of evidence collection. Upon completing his research, Axon, Inc. provided a comprehensive evidence management system with Evidence.com and had the technology to manage all forms of digital evidence to include photographic and video. In addition, our regional law enforcement partners also determined Axon, Inc. was the best choice for their body worn camera programs.

The conversion began in the Detective Section where all interview rooms were upgraded to the Axon cameras and the implementation of Evidence.com. By utilizing Evidence.com, digital evidence can now be sent to local prosecutors via “links,” reducing the amount of time a Property and Evidence Technician must spend preparing the evidence for court. The department utilized drug seizure funds to pay for the upgrade at no cost to the City’s General Fund.

The development of the body worn camera program was the largest component of this process. Lt. Crawforth worked with Doug Campbell and Matt Dryden initially to determine the technology needs for the body worn camera program. The Department had to install a dedicated internet line and create dedicated electrical circuits to manage the amount of data and power required to properly manage the system. In addition, the Sparks Police hired a dedicated information technology employee to manage the Axon system. Our new employee, Tracy Reuck, began in May of 2018 just in time for training and implementation of the Axon body worn camera system. All sworn members of the Sparks Police were issued their own body worn camera and were provided training on the use of the camera and Evidence.com. The body worn camera system went “live” on June 11, 2018. All hard costs associated with the body worn camera program were paid for utilizing the E911 funds. Personnel costs associated with the program were approved by the City Manager and included in the FY19 budget.

The Sparks Police is currently testing the Axon Capture app with select employees and will have full implementation of the app in early August 2018. This app will allow officers to utilize their department issued cell phones to collect photographs and video of crime scenes or on-scene interviews. This evidence will be directly stored in Evidence.com. In addition, the Axon Capture app will allow officers to send victims a “link” to transmit their personal video into the Evidence.com platform. In late Fall 2018, the Sparks Police will implement the Axon Fleet program with the new Axon Fleet 2 system. This system will fully integrate with the Axon Body Cameras and provide a seamless process for collecting officer footage.

A project this size doesn’t get accomplished without a lot of employee participation; however, a huge shout out needs to go to Lt. Crawforth and the IT crew of Doug Campbell, Matt Dryden and Tracy Reuck.

Special Event Security Enhancements

The City of Sparks prides itself on the special events hosted at either Victorian Square or at the Sparks Marina Park. Historically, events such as Hot August Nights and The Best of the West Nugget Rib Cook-Off have highlighted the special event season. These events draw hundreds of thousand participants over a multiple day period.

Police, Continued

The Sparks Police have monitored national and world-wide events looking for vulnerabilities in the security of our special events. In coordination with the special event staff, the Sparks Police began implementing enhanced security features during the major events. Concrete road barriers, known as K-rail, was placed on Victorian Ave. at the end of Victorian Square and other key entry points to slow down a potential vehicle borne attack which is increasingly common, especially in Europe. Sparks Special Weapons and Tactics Team (S.W.A.T.), was deployed at these events with three key components: Overwatch, Contact Teams and Rescue Teams. Security cameras with live feed to the Sparks Police Mobile Command Center or dispatch were put in place along the east end of Victorian Square. Additional cameras will be added once the major construction and design of downtown is complete. These functions increased our ability to respond to a violent or terror act during the events.

A key component to the safety of our citizens during our special events was the development of the Rescue Task Force Teams in conjunction with the Sparks Fire Department. The Rescue Task Force concept was developed around providing the best quality service during active assailant type incidents throughout our City; however, it was determined to have a Rescue Task Force presence at our major special events. Sparks Fire personnel are teamed up with and staged with Sparks Police S.W.A.T. elements to respond to the initial threat and begin triaging as quickly as possible to save lives. After a year of planning, training and policy development, the Rescue Task Force concept was put into practice at the Star-Spangled Sparks event on the 4th of July 2018. This partnership between the Sparks Police, Sparks Fire and REMSA EMS is unique and should be commended.

In addition, the Sparks Police has purchased of acquired over $100,000.00 of equipment to provide for the safety of our citizens and our personnel over the course of the last year. All of these funds were paid for utilizing federal drug seizure funds or using the Federal 1033 program at no cost to the City. Equipment includes: side by side all-terrain vehicles, ballistic helmets, rifles rated plate carriers, pole cameras, patrol carbine rifles, riot shields, .308 semi-automatic AR-10 rifles and two .50 caliber rifles. Unfortunately, the need for this type of equipment was tragically shown during the 1 October event in Las Vegas last year.

In FY2018 the Sparks Police took the lead working with city staff to develop a long-term solution to replace the K-rail system with a permanent solution for road safety on Victorian Square. Though the K-rail system is functional, it is very time consuming to put into place, has limitations and is not very aesthetically pleasing. Deputy Chief Krall has worked with special event and city staff to develop "special event zones" which required road closures. Utilizing a system of either more heavily fortified road blockage systems or bollards, the city will be able to customize road closures to the events being held on Victorian Square. This will be a phased approach, but we are hopeful to begin implementation during FY19.

Sparks Police in conjunction with Sparks Public Works take lead on Truckee River Path clean-up and public safety measures

During the spring of 2018, Sparks saw a drastic increase in individuals "camping" along the Truckee River adjacent to the Truckee River Bike Path. This increase fueled complaints to the City regarding trash, hypodermic needles, fecal matter and aggressive panhandling from the "campers" with users of the bike path. A large amount of debris and campsites were near a primary water source for Washoe County residents. City Manager Driscoll received direction from the Mayor and City Council to address the Council's concerns and provide for a safe place for users of the bike path. Sparks Police was given the lead in the project with direct assistance from Public Works.

Lieutenant Greta Woyciehowsky was assigned this project from the Police Department. Sparks Police wanted to maintain its service first approach in dealing with the campers along the river path followed by enforcement of the Sparks Municipal Code (SMC) violation of camping with 350 feet of the Truckee River. Sparks Police pulled a sergeant and four officers from normal patrol duties to address this problem. Lt. Woyciehowsky then brought together Public Works, Volunteers of America, Washoe County Animal Control and officers providing safety and legal training to all who would be participating in the enforcement and clean-up efforts.

Lt. Greta Woyciehowsky giving an interview on what happens along the river to have the river parks system safe for all who visit.

The efforts began with nearly two weeks of education and the offering of assistance to those camping along the bike path. Lt. Woyciehowsky and the officers in conjunction with Volunteers of America and Washoe County Animal Control walked the entire length of the bike path contacting campers, providing the opportunity for them to utilize the services offered by Volunteers of America and warning of the upcoming enforcement of the SMC. Several arrests were made during these contacts for outstanding warrants and in one camp, two stolen bikes,

Police, Continued

totaling approximately $4,000.00 in value, were recovered and returned to their owner. As campers either took services or began to "move out," trash was being left behind. Public Works personnel would accompany and assist in the removal of the trash being left behind.

Once service was offered and warnings provided, the Sparks Police began posting individual campsite with notices advising it was illegal to camp along the river. Over 100 notices were posted on the first day of enforcement. Once campsites were posted, the real work began, especially for Public Works. As campsite were being abandoned, the amount of trash, garbage and rubbish left behind was intense. These areas were left with rotten food, human fecal matter, hypodermic needles and/or general trash. In all, approximately two five-gallon buckets of hypodermic needles were removed from the area. All items which appeared to have value or personal information was collected, marked and tagged with location and stored in case the owner wanted to retrieve their property. Once the campsites were cleaned, Public Works would go through and trim bushes, remove vegetation and implement crime prevention through environmental design concepts.

Though the highest concentration of camps were between Fisherman's Park and Gateway Park, the teams of city employees work the entire length of the path between Fisherman's Park and Larkin Circle. As city employees were completing their work, numerous citizens approached staff and thanked them for cleaning up the area and providing a safe place for them to use the path and enjoy the Truckee River. Sparks Police and Public Works continue to work the Truckee River Bike Path further cleaning up the area and implementing safety measures.

Sparks Police calls for service, violent crime rates increase with City population while property crime rates and staffing remain level

As reported in last year's opening remarks by City Manager Driscoll, since the Tesla announcement and ground breaking in 2014, the Truckee Meadows has gained international attention and is seeing unprecedented growth throughout the city from Victorian Square to the northern reaches of Spanish Springs. This growth in population has resulted in an increasing trend in total calls for service and the violent crime rate. Though there were increases in the number of property crimes, the overall rate per 1,000 residents remain level. Staffing increases over the last four years have been limited to grant funded position in Community Resource Officers or non-sworn positions based on new NRS requirements.

The growth rate in the City of Sparks is approximately 7.25% over the previous five years. Accordingly, the call for service increases for the Sparks Police is approximately 7.0%. This indicates the increase in people drive the increase in total calls for service. Unfortunately, staffing levels in the Patrol Section has remained the same since the end of the Great Recession. In 2012, the Sparks Police re-prioritized and eliminated certain responses to calls for service, such as incorrigible juveniles and non-injury private property automobile crashes. Even with those reductions, the Sparks Police considers itself a "full-service" police department in that if you request an officer, we will do our best to get an officer to you. A growing trend at the Sparks Police is officer generated field activity is being outpaced by citizen generated calls for service. The amount of pro-active field work is being reduced by the demand for service. In August of 2017, we eliminated the taking of domestic call reports to "free" up officers time. These reports documented non-criminal domestic incidents. If the trend continues, officer's self-initiated pro-active work will continue to decrease, or elimination of services will be required.

An alarming statistic is the violent crime rate is increasing at a rate higher than the population growth. Though there is a growing trend nationwide in violent crime, the Sparks violent crime rate out-paces the national rate. This is mainly due to an increase in aggravated assaults. Since 2013, the City of Sparks has seen an increase of nearly 75% in the reported cases of aggravated assault. Fortunately, the Sparks Police has not seen a drastic change in the murder rate. Weapons and firearm related cases are on the rise regionally. The Reno Police Department was able to place an additional Detective in the Regional Crime Suppression Unit solely to focus on firearms related cases. In conjunction with the ATF, this detective will attempt to track firearms from the burglary or theft to the use in crime. Additionally, the detective has been assigned to link weapons related incidents to each other through crime analytics and evidence based policing techniques.

The Regional Crime Suppression Unit is still effective in fighting property-based crime. Property crimes still effect more citizens daily than any other type of crime. The increase in property crimes, mainly burglary and auto theft, has remain consistent with the City's 7.5% growth rate. The use of Tactical Crime Analysis is still working for the region. In 2017/2018, increased focus was placed on the communication between the regions law enforcement crime analysts and the Regional Crime Suppression Unit. This communication has increased the effectiveness of the Unit and addressing crime trends which cross jurisdictional lines.

City of Sparks Nevada

The FY17-18 Annual Report has been brought to you by the Annual Report Team.
A special thank you to:
Brian Cason, Capital Projects Manager
Kathy Clewett, Legislative Liaison and editor
Teresa Gardner, City Clerk
Chris Maples, Fire Chief
Staci Hemmerling, Budget Administrator
Shauna Liles, City Attorney's office
Dan Marran, Purchasing Manager
Pete Krall, Deputy Police Chief
Andre Stigall, Recreation Supervisor

Summer Outburst Day at the Sparks Marina