



# Annual Report

FISCAL YEAR 2014 - 2015



Newly revamped Shelly Park. This park offers a safe, cross-generational experience and the rubberized surface makes the park accessible to everyone.

[www.cityofsparks.us](http://www.cityofsparks.us) or [www.SparksItsHappeningHere.com](http://www.SparksItsHappeningHere.com)

## Message From Steve Driscoll, City Manager



*Stephen W. Driscoll*

Our city has seen important, enriching changes in the past year. I am uplifted by improvements in our region's economy, improved unemployment figures, improved business opportunities, housing and business growth and improving property values. Throughout our gradual recovery from the great recession, Sparks has not lost sight of our vision to *"Be the City of Choice for Residents, Business, and Visitors."*

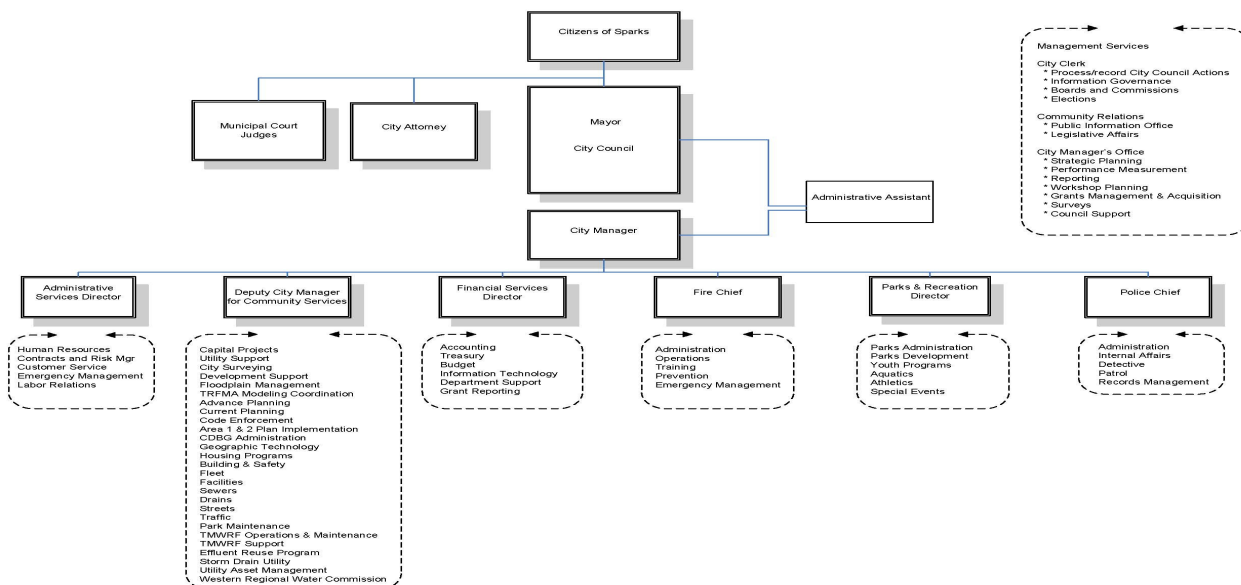
The City of Sparks is a competent, reliable full service city and an active regional partner. Our city Council and city staff continue supporting Sparks' strategic goals through thoughtful regional planning, supportive issues involving county-wide emergency services, and collaboration with neighboring cities and state agencies for infrastructure improvements.

Our city's services, which include police, fire, planning, maintenance, parks, water quality, special events and so much more, continue to work in tandem to support our goals.

As our city's fiscal stability grows stronger, so does our commitment to weigh every plan and opportunity enhancing economic development opportunities and providing quality of life assurances for our citizens and visitors. Our annual report highlights our customer service focus and the innovative measures taken to address – and solve – the numerous issues that can be settled at our one-stop customer service desk at Sparks City Hall.

Over this past year, City staff in all departments did their research, planned, and then pushed forward to keep Sparks running, even in the face of flash floods, hazards and unforeseen obstacles that might slow down another city of our size. Sparks Police and Fire continue to stay informed and prepared for trends affecting the safety and wellbeing of our citizens, businesses and visitors each and every day.

I remain enthusiastic, proud and optimistic for our city. Sparks remains at the forefront of stimulating changes for our region as we find ourselves on the cusp of the most exciting times in our city's history. With business and economic development growing, the city's gradual return to fiscal stability, and the increasing numbers of engaged citizens working alongside Sparks, we can all feel assured "It's Happening Here" in the City of Sparks.



06/30/15

## Message from Mayor Geno Martini



We are happy to welcome Charlene Bybee, our newest addition to the Sparks City Council. Representing Ward 4, Ms. Bybee adds an enthusiastic dimension to our legislative body. Her community involvement began more than 30 years ago and as such, Ms. Bybee is an experienced, diverse civic leader. Sparks is fortunate to have an engaged and participatory council representing the citizens of Sparks, and equally fortunate to welcome Ms. Bybee to that group.

Just a decade ago Sparks saw an economic boom, largely structured around accelerating real estate values. Then our city's economy, like so many others in America, came to a near-crashing halt. We have had a difficult recovery from the economic downturn, and we are just now beginning to emerge from those dark times. I remain cautiously optimistic about the region's future, and especially that of Sparks.

Our city leaders, department heads, advisors and council are tuned in to the quickly changing business climate here in northern Nevada. We have many entities in our corner, all working toward the same goals other cities aspire to – economic development, fiscal stability and quality of life for our citizens.

Sparks stands out from other cities. We did not stop looking forward and we did not stop moving forward during the economic downturn. Rather, as we fought to keep our heads above water, our leaders and citizens used available resources to continue working toward the city's vision and goals. Our economy now looks stronger and we are prepared to take on the potential of a rebounding work force, growing housing opportunities and making day-to-day life here in Sparks even better than it has ever been.

I am grateful to our business community for choosing Sparks, staying with us, and expanding with us. Sparks has introduced new economic development tools and we anticipate strong growth in housing and general sales over the coming year. Special events will continue to bring locals and visitors to our area and in fact, we expect to grow our special events in the coming year.

To all this, I thank the dedication, hard work, and forward thinking of every person who works toward making Sparks the City of Choice, whether that person be a City employee, a volunteer, business or community leader. Together we will continue our rebound toward the positive outcomes we are seeing every day.

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## Sparks' Mayor & City Council



*Julia Ratti, Ward 1; Ed Lawson, Ward 2;  
Ron Smith, Ward 3; Mayor Geno R. Martini;  
Charlene Bybee, Ward 4; Ron Schmitt, 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

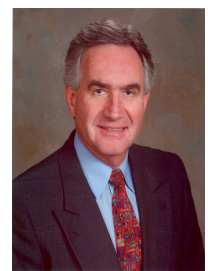


*City Attorney, Chet Adams*

### 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: Fiscal Stability, Employee Relations, Infrastructure and Technology, Public Safety, Economic Development and Citizen Engagement

- 1) **Fiscal Stability:** Maintain fiscal policies to ensure a prosperous, sustainable city.
- 2) **Employee Relations:** Provide a successful and effective work environment.
- 3) **Infrastructure and Technology:** Manage resources to keep pace with technology, infrastructure and sustainability needs.
- 4) **Public Safety:** Promote the safety of our residents, businesses and visitors.
- 5) **Economic Development:** Explore and promote opportunities for economic development and special events.
- 6) **Citizen Engagement:** Encourage our stakeholders to interact with their city government and build strong alliances with other government entities.

## Sparks' Senior Staff



*Left to right: Kathy Clewett, Senior Admin Analyst; Steve Driscoll City Manager; Tony Pehle, Recreation Supervisor—Parks & Recreation; Teresa Gardner, City Clerk; Dan Marran, Contracts and Risk Manager—Administrative Services; Tom Garrison, Fire Chief; Neil Krutz, Deputy City Manager; Chet Adams, City Attorney; Debi Kinder, Accounting Manager—Financial Services; Adam Mayberry, Community Relations; Cyndi Boggan, Administrative Assistant. Undercover Brian Allen, Police Chief*

## 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

### Santa at the Senior Christmas Party hosted by SPD



## 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.

The Legislature prefers to adopt amendments to the City Charter which have been agreed upon by both the Charter Committee and the City Council. 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.





## Management Services Department

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

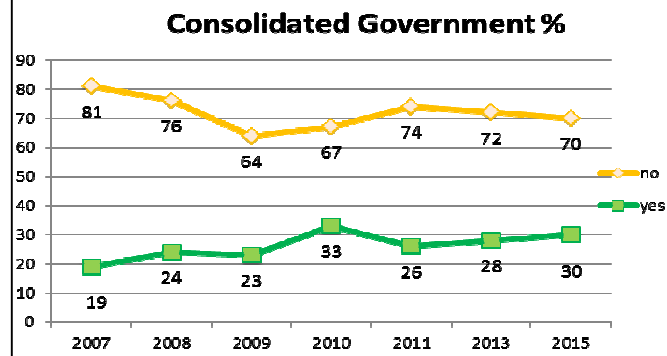
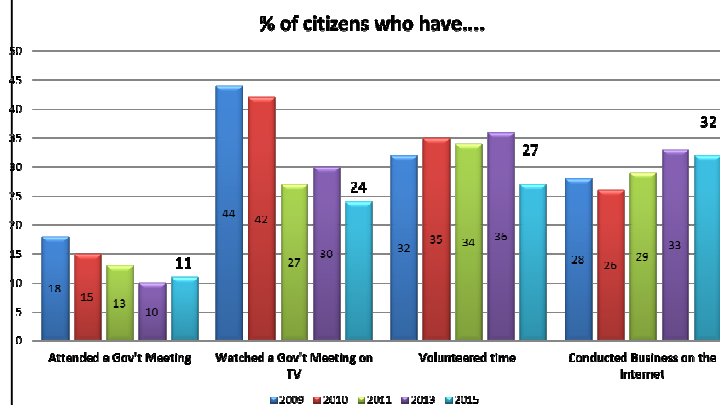
### City Managers Office

The City Manager's Office is run by the administrative assistant to the Mayor, Council and Manager. Cyndi 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; and general secretarial duties.

The senior analyst who reports directly to the City Manager coordinates long term planning for the city. Part of the process is the creation and implementation of the Strategic Plan. This year, employee focus groups were held to help management better understand implementation techniques of the plan. Also included in the process are SWOT analysis and Environmental Scans for the departments.

Senior staff workshops and city council workshops are planned, implemented and managed in the office.

The citizen survey, internal employee survey and employee focus groups also took place this year. The employee survey had an almost 50% participation rate. The citizen survey is implemented every other year and took place in July of 2015.



### Community Relations

#### 2015 Nevada Legislative Session Concludes with Progress for Cities

The 78<sup>th</sup> Session of the Nevada Legislature came to an end on June 1, 2015. The session was one for the history books as the Republican majority held both the Nevada Senate and Assembly, and all six constitutional offices for the first time since the early 1900s. Early expectations suggested major reforms to collective bargaining and the public employee retirement system (PERS), along with changes to prevailing wage measures. Additionally, a new revenue package to fund education reforms was expected to receive little support from the majority party. In the end, a tax package totaling nearly \$1.4 billion to fund new public education measures was enacted, and only tepid reforms to the aforementioned initiatives were enacted.

The City of Sparks' legislative platform focuses on legislative initiatives that have a significant and substantial positive or negative impact for the City of Sparks and its residents. Traditionally, the City measures a legislative session based on the potential of how much the City may lose through unfunded mandates or added regulations.

Overall, the 2015 session was exceptional for the City of Sparks, and cities across the state. In fact, the City gained additional autonomy through Assembly Bill 493, a measure that provides functional home rule (a modified form of Dillon's Law) for Cities across Nevada. This last minute bill, a small miracle, was heard and passed in both houses on the final day of the legislative session. Functional home rule essentially grants Nevada cities the right to enact ordinances - or the ability to initiate new programs and policies - so long as the measures do not conflict with state law, or as long as those measures are not addressed in current law. Functional home rule however, does not include the right for cities to enact new taxes or fees. This form of home rule is referred to as fiscal home rule.

And while modest, reforms to workers compensation benefits (heart & lung), collective bargaining, and PERS will offer long term savings to the City and its taxpayers.

A special thanks to State Senators Debbie Smith and Don Gustavson, along with Assembly Members Mike Sprinkle, Ira Hansen, and Jill Dickman for their tireless efforts in serving our state, and their dedicated support to the City of Sparks.



## Management Services Department

### City Clerk

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

According to Sec. 3.040, the City Clerk shall "Keep the corporate seal and all public records" and "Supervise the central filing system for all departments of the City". The Clerk's office does this by maintaining centrally located and secure storage for paper documents, kept according to record type and by lifecycle needs. The Clerk's office also keeps documents that are of historical significance to the City.

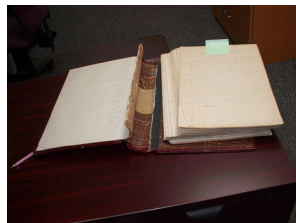
The Clerk's Office maintains an electronic document system (ApplicationXtender) to manage the electronic originals of permit information, engineering documents, survey documents, planning documents, contracts, agreements, resolutions, ordinances, documents generated by council meetings, historical City documents and other City business documents.

The City of Sparks has adopted the current and future revisions of Nevada Local Government Records Management Program Manual and the Local Government Records Retention Schedules per Resolution No. 3163, passed and adopted October 12<sup>th</sup>, 2009. The Retention Schedules contain the legal minimum retention periods and the disposal requirements of records beyond their lifecycle.

The office also maintains all the city's permanent records. However, time is not kind to paper records and the very first book of minutes, (May 1905) for the

Top: Original minute book from May 1905.

Bottom: Restored pages and new flame retardant book.



City of Sparks was in very poor condition, having been created prior to the era of lignin free, acid free paper and permanent ink.

Through our membership in ARMA, the clerk's office was introduced to a company that does restoration and preservation of documents. We entrusted them with our

deteriorating minute book and they did a fantastic job of preserving the book for generations--500 years into the future. The Clerk's Office will be looking into grant opportunities and other funding sources to preserve additional minutes books.

During FY14-15, the Clerk's office responded to 252 customer requests for records (17% increase from FY13-14); approximately 4,748 building permit entries (39% increase from FY13-14) and 959 business license documents have been scanned or imported and indexed into electronic storage. The multi-year project to scan the backlog of planning entitlement files was completed as 1,103 files were scanned totaling 38,782 pages. The Clerk's office also processes the City's daily mail and is the "go to" for assistance with the copiers and other mail room equipment.

The City Clerk's office continues to look for process improvements and is considering a mobile version of the electronic public binder, a customer service kiosk and improved indexing for efficient records retrieval.

Records Technician Carrie Brooks, along with volunteers and a temporary employee, Sharon Strobel, continue to work on customer requests for records, electronic imaging of building permits and business licenses, document verification prior to destruction and electronic file indexing. This fiscal year, two volunteers, Donna Cameron and Loretta Hadlock, provided 287 hours of assistance, which provides an IRS equivalent of \$5,094.

City Clerk Teresa Gardner earned the Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC) and was elected Vice President of the Nevada Municipal Clerks Association (NMCA).

Donna DiCarlo, Assistant City Clerk/Records Coordinator, is a Certified Municipal Clerk (CMC), a Certified Records Manager (CRM), and provides mentoring for others professionals entering the Institute of Certified Records Managers (ICRM) certification process. Ms. DiCarlo was named President of Sierra Nevada Chapter of ARMA (Association of Records Managers and Administrators) International.

Records Technician Carrie Brooks is a member of ARMA.

## Administrative Services Department

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

Stephen Driscoll, as the new City Manager, carefully considered the organizational structure that he believed would best support his vision for the Management Services Department. After meeting with the Mayor and Council members to discuss his ideas, he rolled out the Administrative Services Division, which consolidates interrelated functions in the department under one director and supports collaboration and coordination of efforts of these functions.

In October of 2014, after City Council approval, Chris Syverson accepted the role of Administrative Services Director. Chris has been with the City for 12 years. She first joined the City as Human Resources Manager, and later became the Employee and Customer Relations Manager before taking on her new role.

### 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, 2015, the City spent \$37.2 million through the use of 1,620 Purchase Orders and 9,106 credit card transactions.

Of the roughly \$37.2 Million, \$28.1 Million of purchases (76%) was transacted with businesses in Nevada.

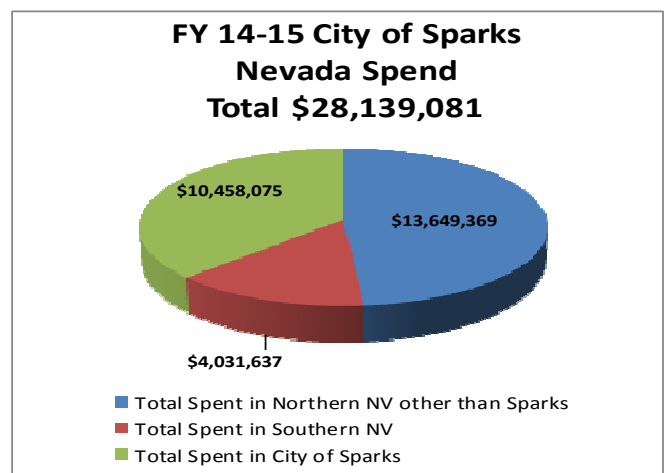
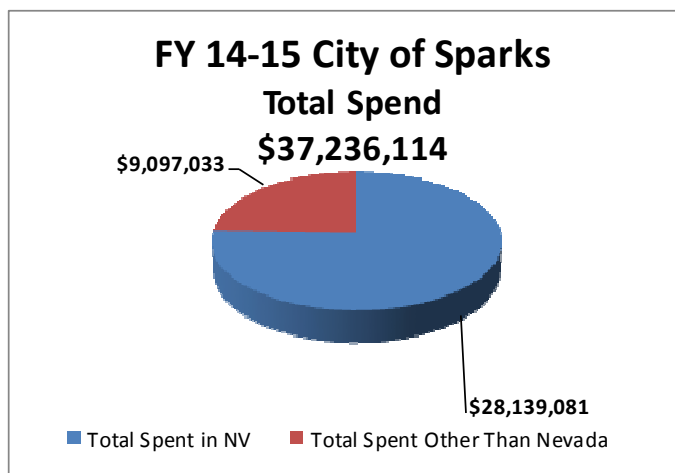
Of the \$28.1 Million spent in Nevada, \$24.1 Million (86%) occurred in Northern Nevada.

\$10.5 Million was purchased from vendors holding a Sparks address. This represents 28% of the total spend and 37% of the Nevada amount.

The balance of transactions that left the State (24%) 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
- Replacement Public Safety Equipment (SCBA's and Radios)

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



## Management Services Department, Continued

### Customer Service, Emergency Management, Labor Relations, Risk

#### Customer Service

The Customer Services staff is now under the direction of Jessica Easler, Customer Services Manager. Jessica moved to the Customer Services area from the Finance Department to deliver managerial oversight and vision in the Customer Services area. This is often a citizen's primary contact with City representatives, and it is important to afford customers an excellent reception and first impression. The Customer Service staff helps guide callers and visitors to the correct department and service within the City. Within the past year, the bilingual staff at the Customer Service desk has risen to three. Not only is Jessica's staff able to provide bilingual services to people at City Hall, they are also able to assist other departments with bilingual services. Jessica's staff includes Lisa Hunderman, Business License Specialist and four Customer Service Specialists: Michelle Harper, Roxana Portillo, and two new additions this year Patricia Cruz and Jazmin Lozano.

In a cooperative relationship with the Building Division of the City, the Customer Service Division is responsible for many essential City functions including: Business Licensing, Passport Processing, Sewer Billing, and overall Customer Care. The division has had two major initiatives this year, assisting in the establishment of medical marijuana businesses in Sparks, as well as working toward a unified system of permitting and licensing with the Accela project. This project joins Sparks, Reno, Washoe County, and the District Health Department in one integrated computer system of data management and on line capabilities.

The improving economy can be seen in many ways in Customer Service, which is reflected in the increase in volume in several areas

- New sewer accounts established in Fiscal 15 – 3,616, an increase of 25% over Fiscal 14
- Number of Business Licenses renewed in Fiscal 15 – 6,669 – an increase of 5% over Fiscal 14
- Number of new Business Licenses Issued – 985, a slight decrease of 3.6%
- Average Number of Passports monthly since January 1, 2015 – 210 – an increase of 60% over the average passports issued in Calendar 2014.

#### Emergency Management

A strong contingent of City employee, led by City Manager Driscoll and Councilman Ron Smith attended emergency management training at FEMA headquarters in Emmitsburg, Maryland. The training, attended by over 70 personnel from the Sparks, Reno, Washoe County agencies, public and private partners, focused on a large scale, unified command situation. The ability to train with members from across our community, focusing on cooperation, was a great step forward for the area Emergency Management. The City of Sparks must regularly prepare for its professional response to natural disasters, weather related incidents, pandemic disease outbreak, and a variety of other potential threats to citizens and visitors.

#### Labor Relations

Labor negotiations were key this year, with 7 bargaining agreements and 6 employee resolutions expiring June 30. During the negotiation process, staff from Human Resources, Finance, Legal, and the negotiating committee reviewed each contract and resolution end to end to work towards continuity and ease of understanding to each document.

7 bargaining agreements and 5 resolutions were completed by June 30, 2015 which are enforce for a 2 year agreement period.

#### Risk Management

The city has successfully obtained competitive insurance products to safeguard the City against large losses. Dan and Nancy Rose, Human Resources/Risk Technician II, process claims against the city, work with departments to mitigate risk, and bring claims before the Risk Committee on a regular basis for review.



## Administrative Services Department, Continued

### Human Resources

#### Human Resources

Mindy Falk took the helm as Human Resources Manager in January of 2015. She came to the City of Sparks with prior Human Resources experience, and has worked in Human Resources at the City for 10 years, giving her a total of 19 years of experience in the field. Mindy has a number of important skill sets, from expertise in rolling out the City's new timekeeping system, to employee relations, class and compensation, and recruiting and benefits. Challenges on the horizon for Human Resources include planning for a smooth transition through the many retirements expected at the City over the next 5 years. Mindy Falk's team includes Jen McCall, Senior Human Resources Analyst, Jill Valdez, Human Resources Analyst II, Desire Barker, Human Resources/Risk Technician II and Nancy Rose, Human Resources/Risk Technician II. Continuing efforts to bring electronic timekeeping to the City has been a great endeavor this past year.

#### Recruiting

Human Resources began taking online applications for temporary and seasonal positions with the Parks and Recreation Department this year, allowing applicants to view many more job opportunities online at the City's website. It has been a busy recruiting year. Human Resources established 33 job postings for full time positions and 12 job postings for temporary positions. During the year, 151 people were hired or re-hired, and of those 36 were new full time employees. 91 requests for new-hires, re-hires or promotional opportunities were received in the fiscal year. HR was instrumental in the negotiation process providing countless reports and scenario developments to the table.

#### Wellness

The City's Wellness Program continues to offer fitness and nutrition counseling to full time, benefited employees and retirees, spouses and dependents. Prevention is a key message, especially in light of rising healthcare costs. During the year, delegates from the City attended "Train the Trainer" courses to learn about fitness, nutrition and injury prevention. They returned to the City prepared to pass these skills along to fellow employees. Employees participated in wellness challenges this year, with winners receiving fit-bit activity trackers to help keep them engaged in physical activity. Based upon an employee suggestion, bicycle lockers have been ordered for City Hall to encourage employees to bicycle to work or at lunch. The City completed a noise study at the Fire Department, and began job analyses in order to maintain safe and healthy working environments for employees.

#### Learning and Development

The City Council once again prioritized funding for the learning and development to keep employees' skills and education current. Across the non-public safety departments, 71 employees took training courses in the fiscal year to obtain or maintain certificates, or otherwise learn skills required for their jobs. A total of 173 employees participated in Harassment Training with renowned attorney Gordon Graham.

#### Employee and Retiree Benefits

Human Resources staff stays well-informed of changes in benefit laws and plan updates that affect employees are retirees and communicate changes throughout the year. They encourage employees and retirees to call or walk-in with questions or changes. Staff also participates in regular Group Health Committee meetings. Chris Syverson and Jen McCall have been actively involved in hospital contract negotiations through a coalition of government entities and businesses, striving to provide the health plan with the best pricing and service available.

#### Timekeeping

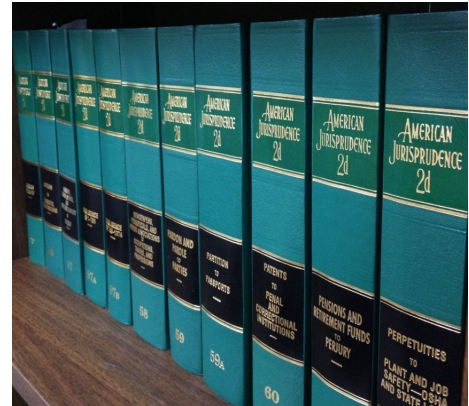
Human Resources, the Finance Department and Payroll are actively working together to implement an electronic timekeeping system throughout the City. The program is being rolled out in phases throughout the City as a collaborative effort with departments.

## 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

#### 2014-2015 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.

#### 2014-2015 Key Accomplishments

- ◆ Assisted approximately 397 victims of domestic violence to ensure meaningful court representation
- ◆ Provided bilingual and interpretive assistance to victims and to city departments.

### Civil Division

#### 2014-2015 Primary Performance Measures

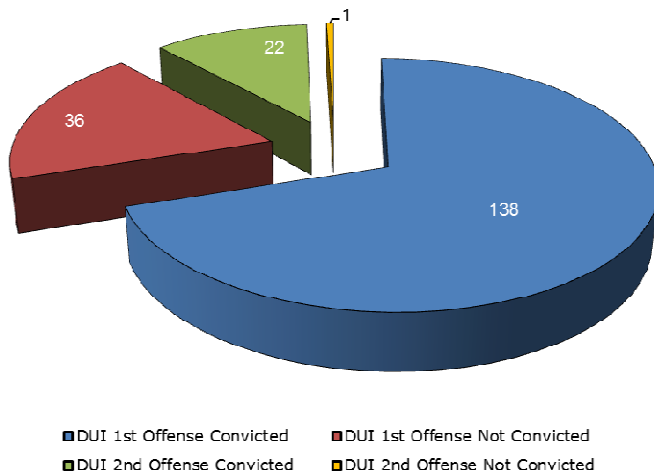
- ◆ From July 2014 through June 2015, there were seven civil lawsuits filed against the city; one of them did not pray for monetary relief; the other six (6) civil lawsuits sought damages in the amount of \$1,704,500 and the City paid \$0.00 on those claims
- ◆ From July 2014 through June 2015, the City Attorney's Office filed 3 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 \$12,471.59 from these efforts.

#### 2014-2015 Key Accomplishments

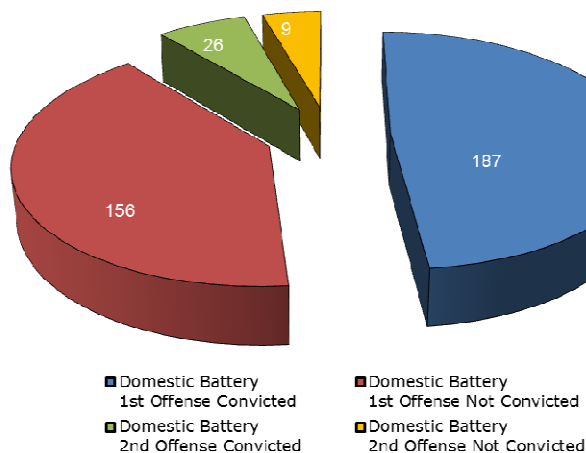
- ◆ Protected the city treasury by successfully defending state and federal lawsuits and thereby paying minimal amounts in adverse court judgment
- ◆ Continually provided the City Council, City boards and commissions with advice to reduce liability for the City.

## City Attorney, Continued

### 2014/15 DUI Prosecutions



### 2014/15 Domestic Battery Prosecutions



### Criminal Division

#### 2014-2015 Primary Performance Measures:

- ◆ DUI Prosecutions for FY2015 were: 138 convicted/36 not convicted: First Offense; 22 convicted/1 not convicted: Second Offense
- ◆ Domestic Battery Prosecutions for FY2015 were: First Offense = 187 convicted/156 not convicted; Second Offense = 26 convicted/17 not convicted.

#### 2014-2015 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 55%.

## 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

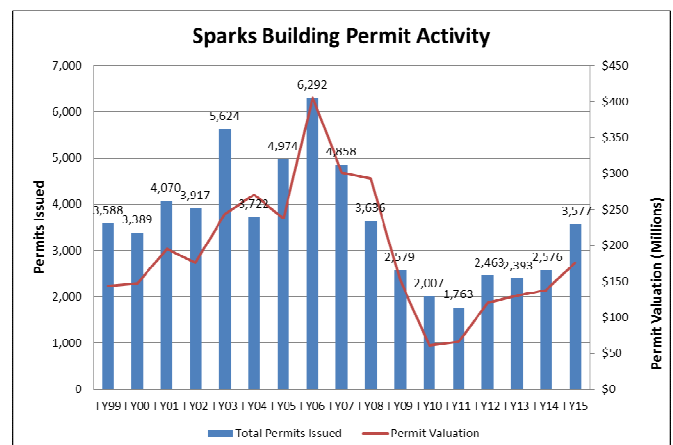
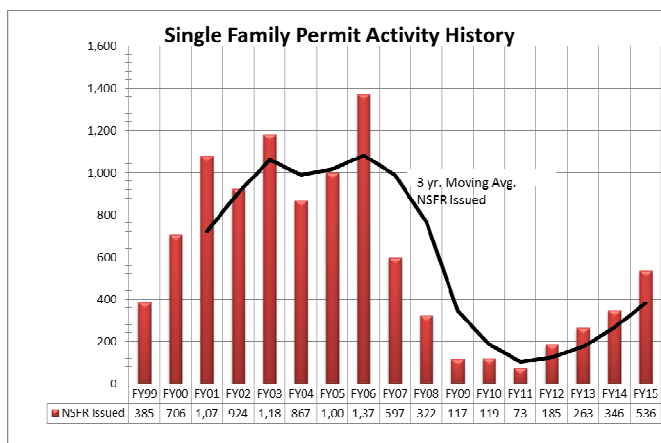
No one in the construction industry can argue that the economy in Sparks hasn't rebounded with a bang! The single family housing market is roaring again and new commercial businesses are migrating to our area. In addition to the traditional growth associated with economic recovery and the *Tesla Effect*, we've also seen medical marijuana establishments begin operation. Permits have been issued for 3 dispensaries, 4 independent grow facilities and 2 labs. These state of the art facilities require the latest in automated lighting and irrigation. It appears this will be a strong industry in the future for our area.

There has also been a significant increase in solar energy permits. The average residence will support rooftop panels without structural modification since panels are typically engineered at only three pounds per square foot. With proper installation methods, a solar panel install can be accomplished in as little as two days. Substantial energy savings are realized immediately upon activation. Many homeowners are adding solar photovoltaic panels to their rooftops as an investment in their property and some home developers are offering solar energy as a standard or optional upgrade feature on new homes.



The Truckee Meadows Water Reclamation Facility continued to improve the plant with multiple repair and replacement jobs. The Nugget Hotel improvements include a Noodle Hut, Sushi Bar, High Roller VIP area and conversion of the Nugget Courtyard into a weekly/daily rental facility. The Legends at Sparks added two new buildings on the east side of the mall which are now home to Jimmy John's, Dunkin Donuts, Menchie's yogurt, and a new dentist office. The Horizon Church opened a new building on East Prater and Jenson Precast continued their expansion to the recently completed projects on Dunn Circle with an on-going large addition to the plant on Bergin Way. Baldini's is enjoying a new brewery and sportsbook. Round-About Catering and Sunstate Rentals both completed expansion projects and the Taco Bell on Prater has recently finished their major reconstruction.

New home permits continue to be the driving force behind the permit numbers here in the Building & Safety division. There has been a steady increase in the number of new single family residences throughout D'Andrea, Kiley Ranch, Wingfield Springs, The Foothills at Wingfield, and Pioneer Meadows. New homes are being constructed to the north of Costco in the Galleria and several custom homes went up in Wingfield Springs. You'll see a new 45 unit senior living apartment complex underway on the corner of Lincoln and 4th Street and there are plans in for review of several more apartment buildings in downtown Sparks. Lennar has almost completed the first phase of a new rental community in Frontera at Pioneer Meadows and has begun the infrastructure for phase 2.



## Community Services Department, Continued

### Engineering Division - Building & Safety, Continued

The improved economy has impacted all aspects of building permits, plan review, and inspections. It was a struggle to meet the expectations of the community with the previous staffing levels and it became necessary to expand our division. It is with great pleasure that we welcome Bryce Lallement to our family of inspectors. Bryce transferred to the Building Division from the Public Works division. Les Van Winkle also joined our building inspectors on a fulltime, temporary basis. He comes to us with plenty of inspection experience from the City of Reno. Curt Weagel, Senior Plans Examiner, retired this year and we were fortunate to find Jim Green, CBO, to fill his position. Jim has several years of experience with California and Nevada building divisions in many different capacities. Last year we also added another outside plan review agency, West Coast Code Consultants, to our tool belt. Currently, with one in-house plans examiner and two outside firms being utilized, we are able to maintain expected turnaround times for plan review. Small projects and revisions continue to get priority and are typically handled within a week to ten days of submittal. The position of Permit Technician was opened to the public in June and interviews have been scheduled for August. We look forward to meeting our new co-worker soon.

The conversion to new permit software from Accela continues. It has been a concerted effort on the parts of all four jurisdictions, (Sparks, Reno, Washoe County and Washoe County Health) to cooperatively implement a new regional business license and building permit program. Many hours have been dedicated to a smooth transition and we expect to meet the go-live date in February 2016 without too many surprises. We are looking forward to being able to offer such an interactive convenient tool to our community.

Arbor Day at  
Lincoln Park  
Elementary  
School



New curb and gutter on  
Fargo Street.



Firefighters saved a kitten after a  
house fire.



## 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, utility infrastructure, parks/pathways, and improvements to the roadway network using the Pavement Management Program (PMP). We work hard to provide a cohesive partnership with all City Departments along with consultants and contractors selected to design and build various projects. We strive to maintain open communication with these departments to ensure projects are prioritized properly and taxpayer funding is used in the most efficient and cost effective manner.

#### Park/Park Enhancements:

2014 brought forth the completion of a major renovation of the Alf Sorensen indoor pool facility. With the facility aging and the original design providing an inefficient means of removing moisture, the facility was in substantial need of major renovations. The new facility includes greatly improved ventilation, new architectural ceiling and roof, LED lighting, updated paint colors, and new windows. All these items combine to create a much improved comfort level and aesthetic appearance, along with a more efficient facility. This will help Alf Sorensen to continue to provide swimming enjoyment and exercise to the Sparks Community for many years to come.



This past fiscal year the City began phase 1 of a plan to improve the sidewalks and landscaping along Victorian Avenue from Pyramid Way to 10<sup>th</sup> Street. The goal is to create an area that is more uniform in its aesthetic appearance and improve safety along the corridor. This was phase 1 of a multi-year project that will continue from east to west along Victorian Avenue from Pyramid Way to the west side of Victorian Plaza Circle.

At Golden Eagle Regional Park the construction of a new restroom and storage facility was completed that will provide much needed facilities to the soccer and football fields. This project also provides a water bottle filling station to promote the reuse of water bottles.



#### City Facility Rehabilitation/Refurbishment Projects:

The Capital Projects staff continues to maintain our current facilities to ensure they are in good working condition. This has been a great challenge over the last few years due to a decrease in funding, but as the economy slowly recovers we are working diligently to be more proactive instead of reactive. Over the past year we have performed maintenance projects that include repainting Fire Station #4, replacing an aging main electrical switch at Fire Station #2, completing the design that will replace most of a 40 year old HVAC System at City Hall, with construction of the HVAC project occurring in fiscal year 2016. The Capital Projects Division strives to work as a team, not only within our division, but also with all departments within in the City of Sparks. This ensures we perform projects that use current funding in the most efficient and cost effective manner to keep up with the maintenance needs of current City facilities.

#### Community Development Block Grant Projects:

Typically every fiscal year Capital Projects Staff works with our Planning Division to review the census map, detailing low income areas and their need for public improvements. During the past fiscal year the City invested approximately \$422,000 of Community Development Block Grant funds to rehabilitate the curb, gutter, and sidewalks, along with installing disability compliant access ramps on 6<sup>th</sup> Street from Victorian Avenue to Prater Way and also adjacent to Dilworth Middle School on Marian Way. This project creates an increased curb appeal and fresh look for a subdivision more than sixty years old. We are currently in the planning process to kick off a new five year plan to continue improving curb appeal within the lower income neighborhoods of Sparks using CDBG funding.

Pedestrian improvements on 6th Street





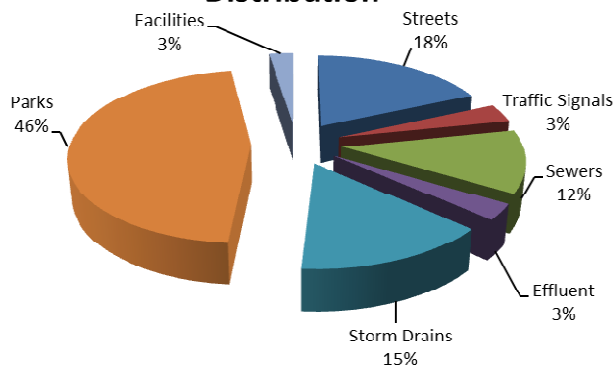
## Community Services Department, Continued

### Maintenance Division

During the 2015 fiscal year the Maintenance Division restructured and combined two positions to create the new position of Public Works Manager. This position is responsible for the entire division. As part of the new organization, we were able to utilize the salary savings to add an additional Facility Maintenance Worker.

5,920	Acres of park grass mowed
12,452,775	Square feet of roadway crack sealed
630,504	Linear feet of sewer line cleaned
674,089	Linear feet of sewer and storm drain pipe televised and inspected
10,315	Lane miles of roadway swept
25,070	Graffiti tags removed from public property
996,084	Linear feet of roadway striping repainted
1,466	Street signs replaced
100,729	Trash cans emptied in City parks
3,050	Repair orders for City fleet vehicles completed
4,746,807	Square feet of weed spray applied

**Maintenance Labor Hours Distribution**



Maintenance Management is a software product that tracks the work that we do and what it costs to do the work. This is a program that we have had for many years. Last year, with the help of IT and GIS we have begun to upgrade the software that will allow our staff to utilize many new technologies, from one platform in the field, and will provide the ability to "drill down" into maintenance expenses. As part of this upgrade, the

staff from the maintenance division is beginning the process of taking inventory all of the City's assets in the field.

The City's fleet of vehicles makes up a large segment of the assets owned and maintained by the City. This year several large pieces of equipment were purchased including the replacement of two new pumpers for the Fire Department. Our fleet of fire apparatus is aging, and these two new trucks are the beginning of a fifteen year program to refresh the fleet. Other large purchases include two new trucks for the maintenance of the City's sewer and storm drain system.

In the Parks Maintenance Section we worked during the winter to tackle some big projects including rebuilding the play structure at Burgess Park, resurfacing the decks at several play structures in the parks system, rehabilitating the planters at the recreation office, removing, and replacing several large dying trees on the river path, as well as throughout the city.

Staff also spent quite a lot of time working to refine the computerized watering system for the parks. Another change in the parks maintenance program was to permanently assign a play structure specialist to oversee the maintenance and repair of the 72 play structures in the city.



NV Energy power pole replacement project.

## Community Services Department, Continued

### Maintenance Division, Continued

#### Maintenance Division Accomplishments

##### Traffic Signals

- ◆ We responded to 462 emergency calls for service
- ◆ Performed preventative ground maintenance on every intersection, and performed overhead maintenance on 75% of the City's signalized intersections.

##### Facilities

- ◆ Completed facility maintenance asset inventory
- ◆ Worked with Capital Projects on rehab of Alf Sorensen pool
- ◆ Covered 25,070 graffiti tags.

##### Fleet

- ◆ Total repairs = 2335
- ◆ Total PM's = 715
- ◆ Completed FY 15 vehicle replacement program.

##### Streets

- ◆ 15,211 lbs. of material used to repair potholes
- ◆ 45,582 s.f., 1253 tons of H.M.A. for patch program. hand)
- ◆ 21,864 lineal feet of saw cutting
- ◆ Snow and ice control, 135 tons of salt sand material applied, 2505 lane miles patrolled
- ◆ Wide crack sealing, 32.5 tons H.M.A., 2501 lbs. cold mix, applied to 1,392,969 s.f. of roadway
- ◆ Crack sealing, 63,727 lbs. material applied to 12,452,775 s.f. of roadway
- ◆ 15,543 yards of waste hauled to landfill.

##### Sewers

- ◆ Sewer cleaning 630,504 FT
- ◆ Assessments 144,085 FT
- ◆ Root removal 75,284 FT
- ◆ Missing manholes 73 located for GIS
- ◆ Effluent lids and vaults painted 226
- ◆ Screen Maintenance 3,800 removed and cleaned
- ◆ Inspected Effluent storage tank
- ◆ Chemical treated sewer line for roots 14,041 FT

##### Traffic P/S

- ◆ Long Line Street striping – completed the entire City
- ◆ All schools were painted red and yellow curb and school markings
- ◆ All fire lane curb markings painted red.

##### Signs

- ◆ Completed JE 06 rehab area
- ◆ Replaced all Street name signs and Stop signs
- ◆ Removed and replaced all round post with Unimate post as part of rehab.

##### Drains

- ◆ Cleaned all the catch basins in the entire City
- ◆ Cleaned and burned the Sparks Blvd ditch from Shadow Ln to Baring Blvd, and the Wingfield ditches.

##### Parks

- ◆ Mowing 5734 hrs. 5920 acres
- ◆ Trash pick-up 9072 hrs. 100,729 cans checked
- ◆ Restroom cleaning 3625 hrs. 5879 cleaned
- ◆ Weed and leaf removal 8903 hrs.
- ◆ Special events 3744 hrs.
- ◆ Christmas events 1481 hrs.
- ◆ Sporting events 1191 hrs

## Community Services Department, Continued

### Planning Division

The Planning division of the Community Services Department plays a vital role in promoting the public health, safety, and general welfare of the community. The Planning division is responsible for: development review, plan checking, permitting, and entitlements, including planned developments; subdivisions; zoning changes, master plan amendments, and code amendments; site plan reviews, special use permits, and variances.

This past fiscal year the Planning division processed 66 land use entitlements, as reflected in the following table:

Entitlement / Action	FY 2014/15	FY 2013/14	FY 2012/13	FY 2011/12	FY 2010/11
Annexations	0	1	0	0	3
Administrative reviews	15	6	2	13	0
Tentative map	2	3	2	1	2
Final map	3	4	1	3	4
Boundary line adjustment	3	1	3	4	1
Parcel maps	4	8	7	2	3
Planned development reviews	7	3	3	4	1
Special use permits	7	8	13	16	7
Site plan reviews	19	7	11	14	13
Master plan amendment	2	3	0	6	0
Totals	66*	44	42	63	34

The Planning division is also responsible for focusing on the long range needs for the community, including updating both the City's annexation program and masterplan, and participates in the regional planning process and other regional programs and committees.

Additional duties include code enforcement, housing, grants administration (primarily the City's Community Development Block Grant), redevelopment and economic development.

*Selected highlights from this past year include the following:*

#### Zoning Code Update

In 2014/15 the Planning division completed amending the City's zoning code (Title 20 of the Sparks Municipal Code). After undertaking a series of targeted, discrete "quick fixes" and other amendments in 2013/14, Planning initiated a comprehensive overhaul of the City's development ordinances including zoning, landscaping, and design standards. Planning contracted with a team comprised of the firms White & Smith, LLC, Reno-based CFA, and Winter & Company. The Planning division worked with the consulting team through 2014/15 to overhaul Title 20 to incorporate current

best practices in zoning and consolidate multiple documents, regulations, and land use and development standards into a single document. This included creation of a new master table of permitted uses, a major change intended to improve the zoning code's "user friendliness". The update process involved the participation of diverse stakeholders and workshops with the Planning Commission and City Council. In June of 2015 the Planning Commission reviewed the proposed zoning code and forwarded a recommendation of approval to the City Council. The City Council will consider an ordinance for adoption of the revised code in October of 2015.

#### Master (a.k.a. Comprehensive) Plan Update

A citywide objective in the City Council's adopted Strategic Plan for fiscal years 2016-21, includes completing an update of the City's Master (Comprehensive) Plan. This project was initiated in the last quarter of 2015/16. The City's current Master Plan is not truly comprehensive but rather an assembly of individual master plan elements, adopted mostly in the early 1990s. A key component of the project is public outreach and engaging Sparks citizens and stakeholders. Another is involving all the City departments so that there is organization-wide ownership of the Comprehensive Plan. Accordingly, the Planning division will undertake this project in collaboration with the City Manager's office and City department heads. Planning's goal is a collaborative decision-making process, resulting in a better Comprehensive Plan that establishes policies for the City's operation that citizens and city employees can use to guide their decisions and development of the City.

#### Redevelopment

In July of 2014, Silverwing Development approached the Redevelopment Agency expressing interest in developing Victorian Square parcels owned by the Agency. Silverwing subsequently prepared a mixed-use project proposal, called Fountainhouse at Victorian Square, for seven parcels owned by the Redevelopment Agency and an eighth parcel owned by Wolfhound Holdings, LLC.

In December of 2014, the Planning division staff brought to the City and the Agency an Exclusive Negotiating Agreement (ENA) with Silverwing for the proposed sale and development of these parcels. The ENA granted Silverwing time to continue its due diligence, submit a project proposal and negotiate a Disposition and Development Agreement (DDA) with staff for City Council and Agency board consideration. As



## Community Services Department, Continued

### Planning Division, Continued

part of the ENA, the Agency agreed to seek to acquire, through an exchange, a parcel owned by Wolfhound Holdings.

Silverwing submitted a proposal for the Fountainhouse project in the form of a Site Plan Review and a Tentative (Subdivision) Map. The City approved the site plan review application in February of 2015 and a tentative map application in May of 2015.

In June, the City and Redevelopment Agency approved a property exchange agreement with Wolfhound Holdings. That agreement, once fully implemented, enabled the Agency to acquire, through an exchange of real property, the parcel from Wolfhound Holdings that is to be included in the Fountainhouse project.

The City and Redevelopment Agency are expected to consider a DDA with Silverwing in July of 2015. Sale of the property is expected to occur in two escrows. The first is the sale of 6 parcels for \$934,000. Silverwing is proposing to construct 220 multi-family residential units plus a clubhouse and a pool on these parcels. The second is the sale of two parcels in front of the Victorian Square cinema for \$271,000. Silverwing proposes to build approximately 9,230 square feet of restaurant/retail space on the ground floor, plus 16 residences above the retail/restaurant spaces. Total sales price for the two transactions is \$1,205,000. Silverwing plans to begin construction on the Fountainhouse project early in the Fall of 2015.

#### **Community Development Block Grant – 4<sup>th</sup> Street Pedestrian Improvements**

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 2014/15, Sparks allocated \$422,444 to improve the pedestrian environment along 6<sup>th</sup> Street and adjacent side streets between Victorian Avenue and Prater Way, as well as along Marian Way. This included new sidewalks, curb and gutter, and ADA accessibility improvements. This was the fourth year of a CDBG-funded project to improve the area between Pyramid Way on the west, Prater Way to the north, 4<sup>th</sup> Street to the east and Victorian Avenue on the south.

In May of 2015, the Planning division prepared, obtained City Council approval of and submitted to the U.S. Department of Housing and Urban Development the City's five year Consolidated Plan

and 2015/16 Annual Action Plan for the use of CDBG funds. The 2015/16 plan includes over \$424,000 for similar pedestrian improvements in the area bordered by Rock Boulevard on the west, G Street to the north, 15<sup>th</sup> Street to the east and F Street on the south.

#### **Code Enforcement**

In November 2013, the City Council directed the Planning division to work on a limited set of property conservation and maintenance amendments to the Sparks Municipal Code which addressed some of the most common complaints (e.g., inoperable vehicles in front and side yards, dirt front yards, boarded windows) of which the City lacked sufficient authority in the code to effectively mitigate.

These proposed amendments to Chapters 7.16 (Nuisances) and 20.35 (Recreational Vehicle Storage) of the Sparks Municipal Code were adopted by the City Council in August of 2014.

The City Council also directed staff to bring forward proposed changes to the municipal code to grant code enforcement officers the ability to issue civil citations to those failing to correct violations and, equally important, to provide a process to appeal violation notices, citations, fines and fees.

In January of 2015, the City Council approved an ordinance amending Chapter 2 of the municipal code to provide code enforcement officers and other appropriate City officials (e.g., police officers, building official, city manager) the authority to issue and record notices of violation, issue civil citations and fines, and, if the violation is not corrected, lien properties.

The ordinance established uniform minimum requirements for administrative enforcement and adjudication procedures and provided for an administrative hearing and appeal process.

The use of these procedures would generally be in lieu of criminal sanctions which may be pursued to address violations of the Code. Since approval of these changes, the Planning division has worked with the City Attorney's office to select and contract with a hearing officer to hear appeals. Utilization of the new administrative citation process is anticipated to begin prior to the end of the first quarter of fiscal year 2015/16.

**Community Services Department, Continued**  
**Planning Division , Continued**



Victorian Avenue



Valley Forge Street



Street  
cut  
work





## 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) is the largest water reclamation facility in the Truckee Meadows, serving all of the City of Sparks' residents and businesses along with a majority of the City of Reno and some of the unincorporated county. The facility began operation in 1966 and has been upgraded and expanded numerous times since. The discharge from the treatment plant flows via the Truckee

River to Pyramid Lake, consequently, the facility has some of the most stringent discharge standards in the U.S. TMWRF currently treats approximately 29 million gallons of wastewater every day. About 6 million gallons of this treated water is used daily for the irrigation of golf courses, athletic fields and other crops during the irrigation season. The effluent reuse season typically runs from April through October, allowing fresh water to remain in the Truckee River during the summer months.

TMWRF is beginning year five of a comprehensive Capital Improvement Plan. This plan addresses infrastructure at or near the end of its service life. The improvements will allow TMWRF to be a dependable resource for the community and extend the service life of the plant. Included in the CIP is the energy services project, designed to reduce operational costs through reductions in energy and chemical usage. This \$24 million effort has been under construction for more than a year and will finish around December, 2015. TMWRF expects to see a reduction in annual operational costs of more than \$1.1 million.

#### Administration Division

The TMWRF Administration Division consists of the support roles necessary to keep the plant operational. These roles include the plant manager, safety officer, process engineer, two computer systems analysts, two budget and finance analysts and one warehouse technician.

While the mission of the plant is to properly treat and dispose of wastewater, the number one goal is safety. TMWRF experienced two OSHA reportable accidents in the last 12 months, serving as a reminder of the dangers in an industrial setting. The safety officer has re-formed the Safety Committee, meeting monthly to review and discuss plant safety concerns. Additionally, there are monthly safety tail-gates for each division and an expanded new-hire orientation. The IT, finance and warehouse staff in the Administration Division work closely with all other divisions to ensure plant equipment is functional, needed materials are available and managing the \$21 million annual operational budget.

#### 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. This was accomplished with zero discharge permit violations in the last 12 months. Two TMWRF Operators were selected for statewide awards this year. Angel Lacroix was selected as the 2014 Nevada Wastewater Rookie Operator of the Year and Brett Warne was selected as the 2014 Nevada Wastewater Operator of the Year.

One of the most important tasks for this division, apart from the primary responsibility of treating the wastewater, is the transfer of knowledge to the newer staff. The Operations Division has the most senior staff of all TMWRF divisions. The division continues to refine and improve training and reference materials with the Electronic Operations and Maintenance Manual (EOMM) project. This project has led to a comprehensive revision of equipment numbering affecting over 8000 individual pieces of equipment. Over 400,000 individual documents have been scanned dating back to the original plant construction in 1964. When completed in 2015,





## Community Services Department, Continued

### Truckee Meadows Water Reclamation Facility (TMWRF), Continued

the manual will provide a comprehensive resource for operator training and enable new operators to virtually practice some larger plant evolutions.

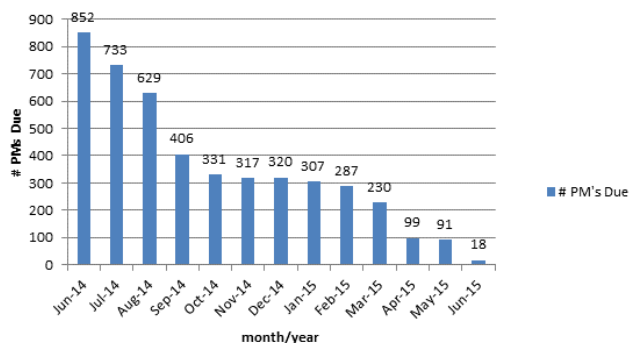
The operations staff also performs preventative maintenance (PM) tasks, completing nearly 5000 PM work orders and more than 1500 hours of in plant maintenance on process systems.

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

The Maintenance Division is tasked with maintenance and repair the equipment needs to meet the discharge permit requirements. The division is now staffed with 7 mechanics and 4 electricians. Working with contracted staff the electrical section was able to eliminate the backlog of electrical preventative maintenance this year.

**Past Due Electrical PM Orders**



Additionally, the maintenance division continues to succeed in supporting operations with zero permit violations as a result of equipment failure.

In addition to maintaining thousands of pieces of equipment, the division supports the numerous contactors and consultants currently designing or constructing 12 capital improvement projects and numerous smaller projects. Finally, the maintenance division will play a key role in the implementation of a new Computerized Maintenance Management System (CMMS) this year. Once fully functional the CMMS will track all preventative work orders,

corrective maintenance and warehouse inventory, as well as track life cycle costs of the equipment. This effort will assist in deciding when replacement is more economical than repair and identify equipment that may be at the end of its service life prior to a catastrophic failure.

#### Laboratory Division

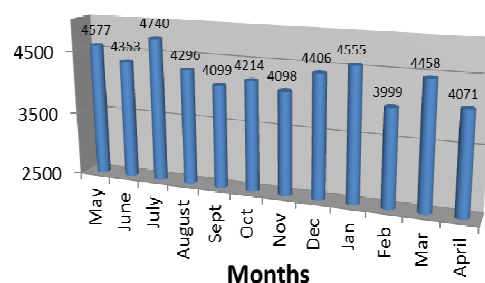
**Vision Statement:** The vision is to be an efficient public utility laboratory while providing leadership, analytical data, technical assistance and expertise to our customers.

**Mission Statement:** With an unwavering commitment to environmental stewardship; the mission is to provide services and data of defensible quality that is economically viable in a professional manner within a responsive amount of time.



The laboratory is staffed with a Manager, Quality Assurance Officer and five 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.

**Lab Produced Data Points 2014 - 15**



## Community Services Department, Continued

### Truckee Meadows Water Reclamation Facility (TMWRF), Continued

Duties include the calibration, documentation, and maintenance of instruments throughout the plant; analytical testing that supports TMWRF's operations and permits. This accounts for approximately fifty thousand analyses annually. Additionally, lab staff has been involved with testing and monitoring of the Truckee River, reuse irrigation system and Sparks Marina Lake.

Sparks Marina Lake samples are collected and analyzed monthly and the reuse irrigation system is tested on a daily basis to insure the water quality meets or exceeds its permitted quality standards

#### Environmental Control Section

The City of Sparks Environmental Control (EC) Section consists of four staff members who perform a variety of duties to protect the sanitary sewer, storm drain, Truckee Meadows Water Reclamation Facility and the Truckee River.

Staff members are deputized public servants that guide the local community in the proper handling, treatment and disposal of wastes that may be incompatible with the environment. This is accomplished in the industrial community with education, on-site inspections, wastewater monitoring and issuance of EC Permits which contain specific requirements for the sanitary sewer and storm drains. Supplemental Forms, Notices of Violation and misdemeanor citations are issued for non-compliance of regulations.

Summary of Activities	14-15	13-14	12-13	11-12
Scheduled Inspections Performed	983	1016	1012	997
Sparks Business Licenses Reviewed	1136	1159	1158	988
Sparks Plan sets reviewed	81	60	85	71
Samples Collected	108	115	115	129
Notice of Violations issued	53	54	59	68
Illicit Discharge Incidents	132	102	93	100

The City of Sparks ECS also maintains a twenty-four hour spill hot line - 775-691-9227. Staff and equipment are available at all times to respond to any incident that may threaten the sanitary sewer or storm drain systems. This year EC hired new staff member Cody McDougall to fill the open EC Inspector I position.



Senior Patrol Ice Cream social  
hosted by SPD

## Community Services Department, Continued

### Engineering Division - Traffic Engineering

#### Signal Timing 4

With the rising cost of expanding roadways and intersections to keep pace with our growing community, it is vital to make our signal system as efficient as possible before costly improvements are required. Timing along the Pyramid Way corridor has been reviewed and implemented. Minor adjustments to the intersections in the Galleria area and along Victorian Avenue have also been applied. The adjustment of the north McCarran Boulevard signals, from El Rancho to Greenbrae, will be on hold until after the Pyramid Way and McCarran Boulevard intersection improvements have been completed. The widening of Southeast McCarran Boulevard from Greg Street to Mira Loma by Regional Transportation Commission (RTC) and the maintenance activities on I-580 by the Nevada Department of Transportation (NDOT), has kept us busy adjusting the Rock Boulevard and Greg Street corridors in an attempt to carry the increase in traffic from drivers attempting to avoid the construction areas.

#### Street Cut Program

The Street Cut Program was established to be a self-funded program paid for through permit fees. It is administered by the Community Services Department Transportation Division. The program issues and tracks excavation permits allowing a contractor or utility company the ability to perform work within the public rights-of-way. Right-of-way is "any street, alley, sidewalk, curb and gutter or driveway within the City of Sparks dedicated rights-of-way or easement". Two notable projects that continue to keep the street cut inspector busy are listed below.

The first major project is the **housing demolition** that has occurred due to preparation for the new Pyramid and McCarran intersection. Working with Aspen Developers, the Street Cut Program has administered the removal of utilities within the City of Sparks right-of-way, prior to demolition of each house. It was a long and highly scrutinized process that required a lot of time and effort from the street cut inspector. A total of 34 houses were demolished to prepare for the Pyramid Way corridor widening project planned occurring over the next few years.



The second notable project was the replacement of nearly 10,000 feet of black wrapped 12" gas main on Oddie Blvd. This was part of NV Energy's black wrap coated gas main replacement program. These gas mains were installed in the 50's and 60's and have reached the end of their useful life cycle.

In all there have been 336 permits issued this year. Public utilities, like NV Energy, TMWA and AT&T, are responsible for approximately 63% (211) of the permits issued. NV Energy has once again kept us on our toes pulling 128 of the 211 permits issued to Public utilities. The remaining 37% were issued to private companies like excavating contractors, concrete contractors and plumbing contractors. The number of Street Cut permits issued this year rose by nearly 8.5% over totals from last year.

The Street Cut Program is a very important program that ensures street cuts are coordinated properly to enable documentation and mapping of existing and new utility lines. This allows future construction projects to be safer and more efficient and with increased construction activity throughout the City of Sparks, the number of street cuts will most likely continue to grow over the coming years.



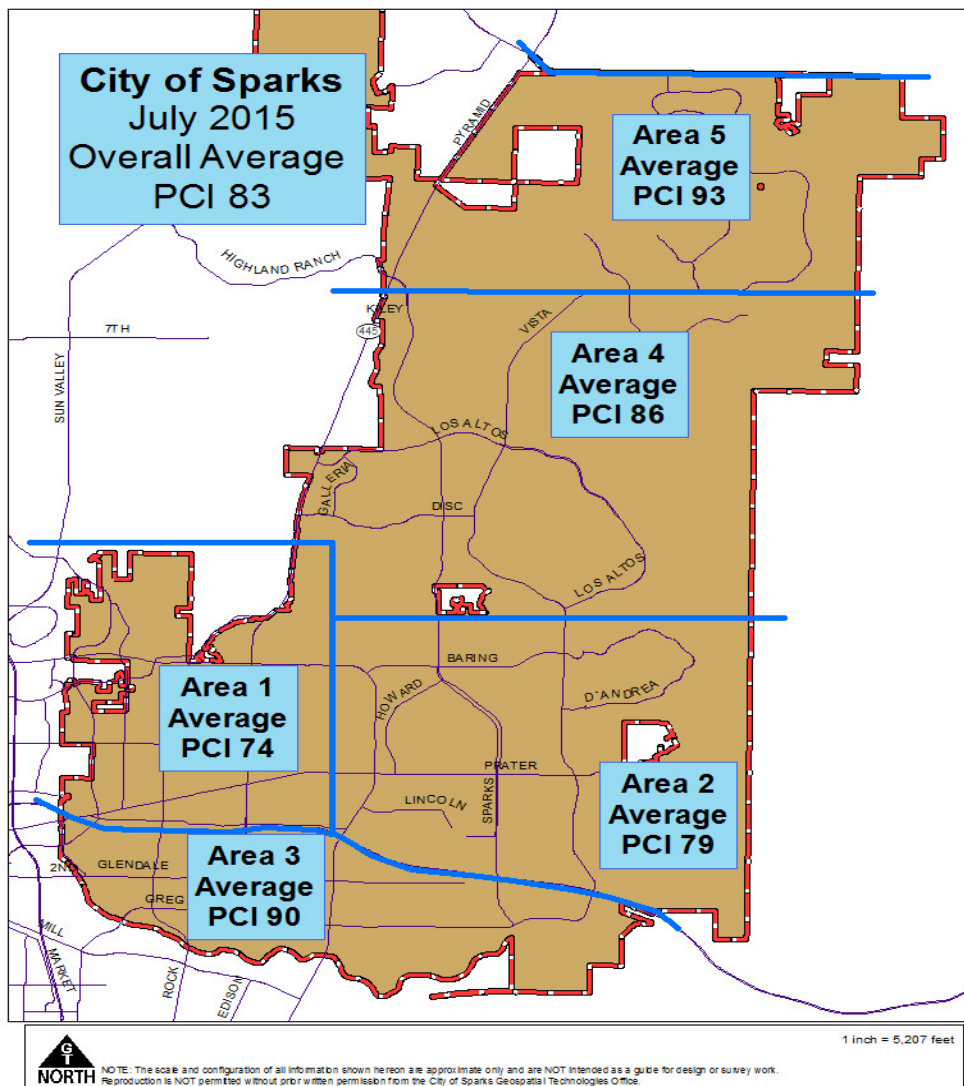
## Community Services Department, Continued

### Engineering Division - Traffic Engineering Continued

#### Pavement Management Program (PMP)

The City of Sparks Pavement Management Program is committed to serving the citizens of Sparks by utilizing different procedures to help 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.

In Fiscal year 2015, the preventive and corrective maintenance program slurry sealed over 2.5 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. The 2015 Rehabilitation program this year repaired over 440,000 square feet of pavement. The rehabilitation program included the following roadways: Rosemary Drive from O'Callaghan Drive to Howard Drive, Fargo Way from O'Callaghan Drive to Howard Drive, Valley Forge Way from Emerson Way to Lepori Way, Lepori Way from Valley Forge Way to Farr Lane, Sorensen Way from Baring Boulevard to Del Rosa Way, Del Rosa Way from Sorensen Way to Blossom View Drive and Sycamore Glen Drive from Springland Drive to Ficoni Ranch Road.



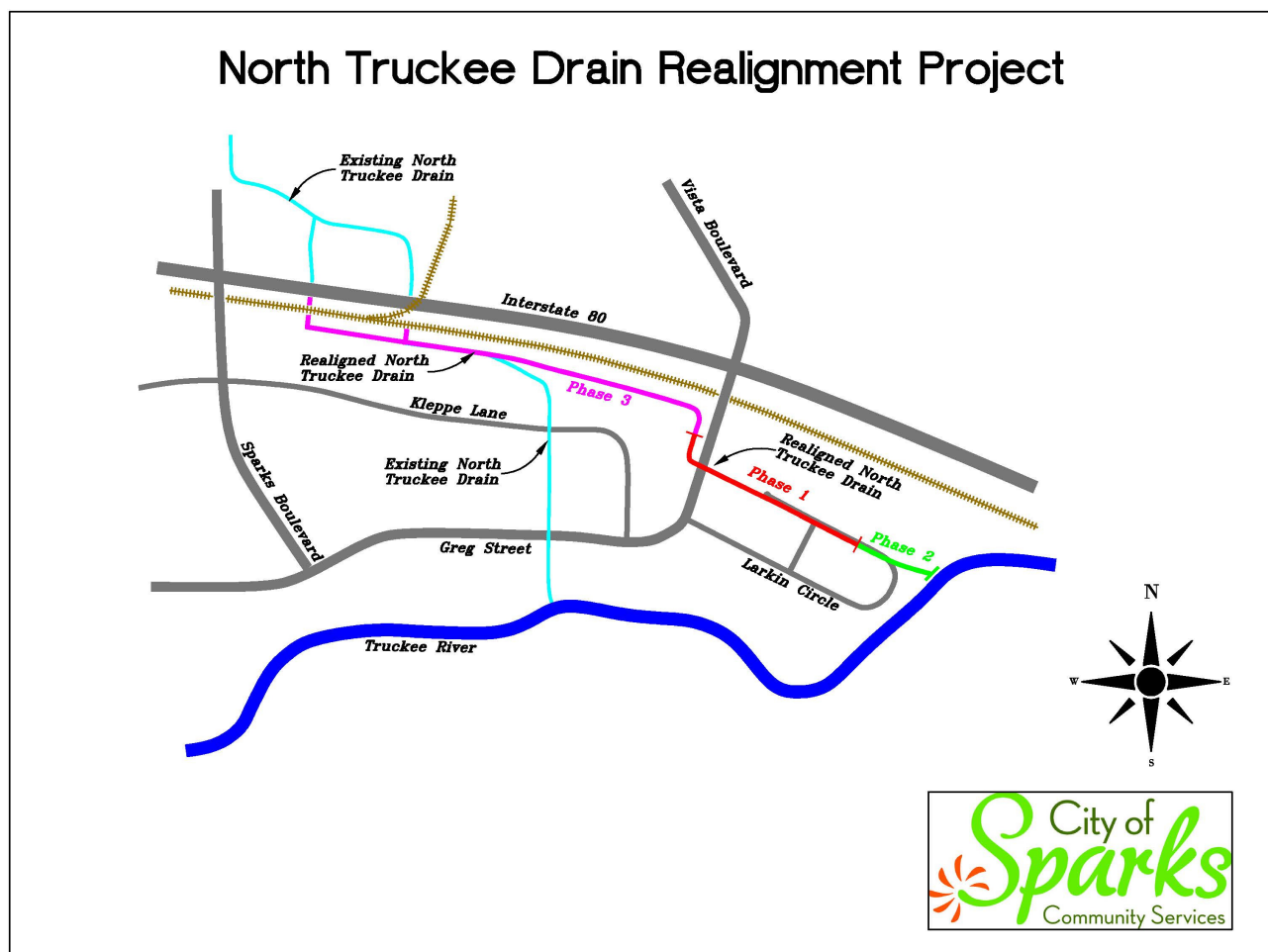
## Community Services Department, Continued

### Engineering Division - Utility Engineering

#### North Truckee Drain Realignment

The initial phases of the North Truckee Drain Realignment project were completed in November of 2014, on time and under budget. This is great news for the citizens of Sparks, yet there is still much work to do before the substantial flood reduction benefits of this great project can be realized.

At this point, plans and specifications for the final portion of the project are being finalized, with bid solicitation anticipated in 2016. Final permitting with the Union Pacific Railroad, property acquisition, and funding remain to be completed in early FY15/16.



#### Effluent Reuse

For over 15 years many of Sparks' parks, roadway medians, and golf courses have been watered using effluent produced by the Truckee Meadows Water Reclamation Facility (TMWRf). By using effluent, annual savings of over 2,000 acre-feet of domestic water have been realized. That's enough water to support over 4,000 homes in the Truckee Meadows area! This provides a valuable water savings during the drought we are currently experiencing as well as an additional method of disposal for TMWRf, which helps to keep costs lower for Sparks' sanitary sewer rate payers.

## Financial Services

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

### City Financials

The Fiscal Year 2016 Annual Budget was adopted by the City Council on May 19, 2015, and submitted to the State of Nevada Department of Taxation on June 1, 2015, in accordance with Nevada Revised Statutes (NRS) 354.598. The current city budget contains 21 governmental funds with expenditures of \$90.5 million and 7 proprietary funds with expenses of \$81.0 million. A copy of the City of Sparks Final Budget can be viewed on the City of Sparks official website [www.cityofsparks.us](http://www.cityofsparks.us) under City Services – Departments – Financial Services.

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 judiciary department.

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](http://www.cityofsparks.us) under City Services – Departments – Financial Services.

The City of Sparks has been awarded a Certificated of Achievement for Excellence in Financial Reporting for its CAFR by the

Government Finance Officers Association of the U.S. and Canada (GFOA) for 34 consecutive years. This award is considered the highest achievement in financial reporting for a government agency.

Our annual audit will be performed by Eide Bailly (formerly Kauforey, Armstrong and Co.). The final audited financial statements are scheduled to be complete by November 2015.

The Financial Services accomplishments include:

#### IT Operations:

- ◆ Migrated from a 20 year old in-house phone systems to a cloud based VoIP phone system
- ◆ Hired and trained 4 new employees
- ◆ Worked with Finance staff to upgrade Agresso to latest version
- ◆ Brought the City into the 21st Century by updating network management software and upgrading the backbone network to run 200% faster for outlying areas.

#### Finance:

- ◆ Achievement for Excellence in Financial Reporting for its CAFR by the Government Finance Officers Association of the U.S. and Canada (GFOA) for 34 consecutive years
- ◆ Receiving the Distinguished Budget Award from the GFOA for 2015 fiscal year budget
- ◆ Successful upgrade to financial system
- ◆ Implemented new time-keeping system for all salaried and temporary employees.

#### Sparks Bunny Run

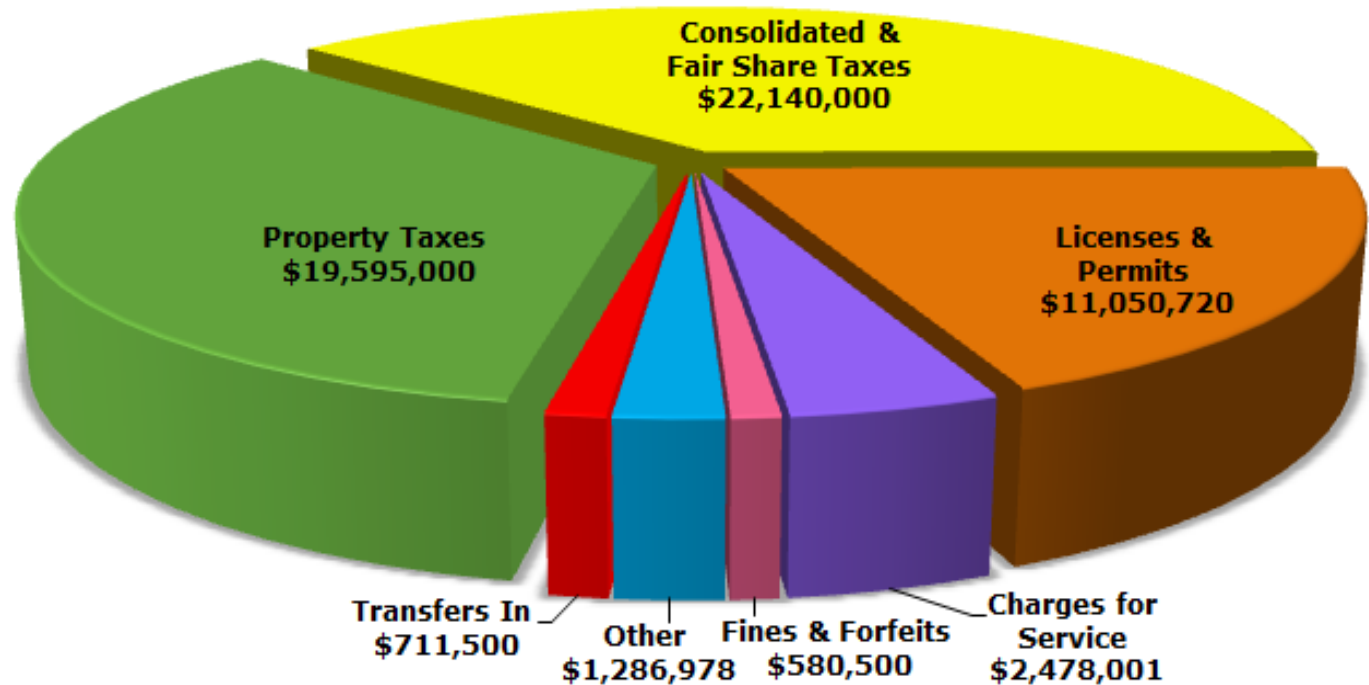




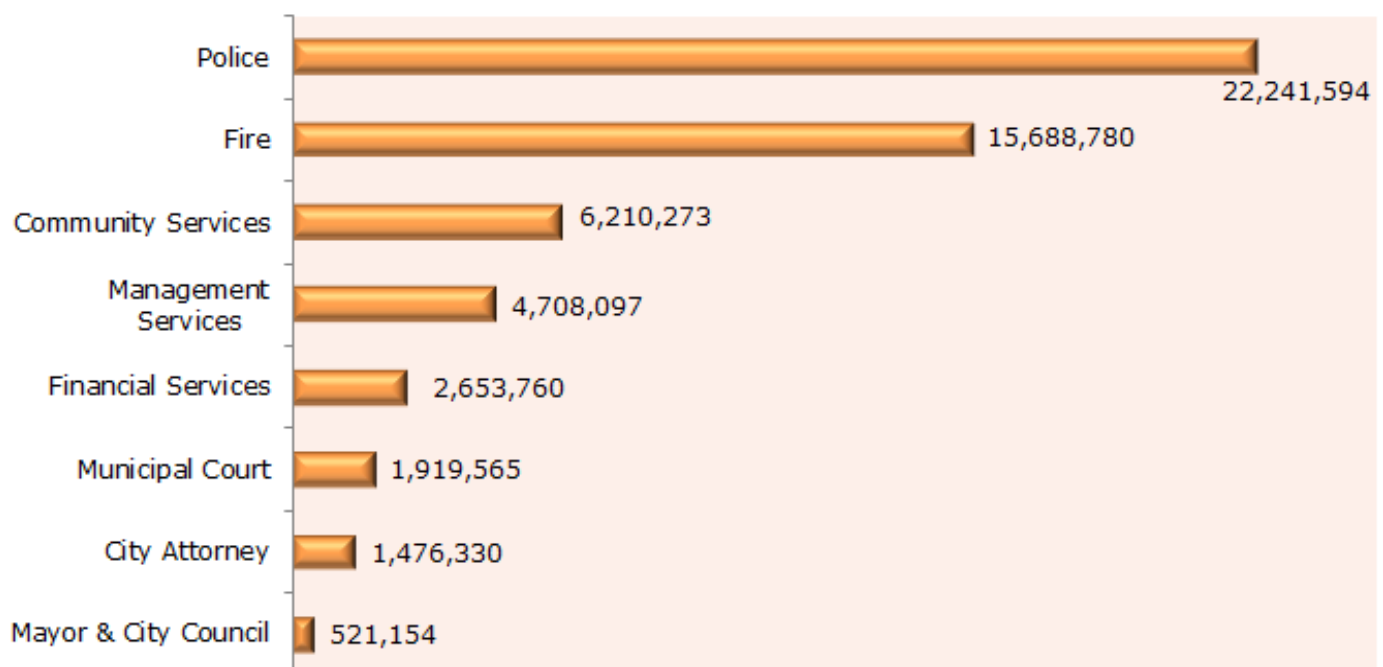
## Finance Department—continued

### Estimated Actual General Fund Revenues Fiscal Year 2014-15

(Both graphs shown are in whole dollars)



### Estimated Actual General Fund Expenditures by Department Fiscal Year 2014-15



## Fire Department

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

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

All Departmental actions support Strategic Goal 4 of the City's Strategic Plan – *"Promote the safety of our residents, businesses and visitors."* The Department continually evaluates the effectiveness of its emergency and preventative services in order to ensure these services are addressing the risks within the community. We understand that in order to remain relevant we must have the ability to recognize new and emerging threats to the community and quickly adapt our service levels to meet these threats.

We also understand that our success depends on earning the respect, trust, and confidence of the City's residents and businesses, and that this same respect, trust, and confidence must be developed in our employees and in the political leadership of the City. Each of these groups expect Fire Department staff to exhibit good stewardship, to be fiscally responsible, to be open to innovative ideas, to explore more efficient ways to do business, and finally, to always be planning for the future.

In FY15 the Department spent considerable time in activities designed to ensure emergency and prevention services would continue to be provided in the community. These activities included:

- ◆ Worked with Fleet Management and Finance to implement the new apparatus replacement program which included the delivery of the first two fire engines of the new fleet
- ◆ Worked with Finance to design a budget performance report to graphically illustrate the status of the Department's budget
- ◆ Fire Prevention staff began the process of reorganizing the Bureau in order to provide proportional efforts in its four primary service activities
- ◆ Training Division staff improved the certification process for Department personnel to include State Fire Marshal supported and accredited firefighter and officer development programs.

The Fire Department continued to be a good regional partner in FY15 and personnel participated in numerous efforts to address regional problems. This involvement included:

- ◆ Discussions to address State Legislature mandated automatic aid in Washoe County (SB 185)
- ◆ Spearheaded the request to the Nevada Public Utilities Commission to launch an investigation to determine the cause of fires involving smart meters
- ◆ Discussions to improve the emergency medical response system in the region including revisions in REMSA's response map, developing response protocols to emerging health threats like Ebola, and designing the compliance criteria for the new franchise agreement
- ◆ Spearheaded the efforts to understand the operations of the new marijuana industry and designed regulations to manage it.

With the support of the Mayor, City Council, City Manager, and the other City Departments, the Sparks Fire Department continues its efforts to be an exemplary organization that prides itself on being proactive, efficient, innovative, and exceptionally effective in the delivery of services.



## Fire—Operations

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

The Emergency Operations Division provides response and management to four major categories of emergencies - fire, emergency medical, rescue, and hazardous materials. In order to affect positive outcomes for each type of emergency, the Department must provide rapid response, adequate manpower, appropriate equipment, and proper training for all responding personnel.

In FY15 there were 11,163 emergency calls for service. This was an increase of 1,108 more calls than last fiscal year's total of 10,055, an increase of 11.0%. This increase continues the trend of rapidly increasing call volume in our Department. Since FY11, when the Department responded to 8,200 calls for service, there has been a 36.1% increase in total call volume. Even with this increase, however, the Department was able to respond to 70.2% of Priority 1 emergencies within the Department's goal of 6 minutes, with an overall average of 5 minutes and 29 seconds. This compliance percentage has seen a moderate but steady improvement in the last three fiscal years, with percentages in FY13 of 62.9% and FY14 of 67.7%. However, the percentage of 70.2% still measures well below the Department's goal of 90% compliance.

**Summary of Incidents**

Incident Type	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Fire	28	28	19	14	22	16	14	12	23	17	18	26	237
Rupture/Explosion	2	0	0	0	0	0	0	1	1	0	0	0	4
EMS	742	821	790	752	694	753	729	626	749	716	831	828	9031
Hazardous Condition	33	16	15	25	14	26	19	17	18	23	15	12	233
Service Call	59	37	54	56	41	34	57	31	49	48	49	52	567
Good Intent	52	57	57	44	60	65	45	44	48	46	60	66	644
False Call	41	23	37	28	30	42	33	44	30	42	34	46	430
Severe Weather	2	0	0	4	0	0	0	2	0	0	0	3	11
Other	0	1	0	1	0	0	0	0	1	1	2	0	6
<b>Total Calls</b>	<b>959</b>	<b>983</b>	<b>972</b>	<b>924</b>	<b>861</b>	<b>936</b>	<b>897</b>	<b>777</b>	<b>919</b>	<b>893</b>	<b>1009</b>	<b>1033</b>	<b>11163</b>

The Fire Department was once again able to keep all fire stations open and all engine and truck companies staffed every day this past fiscal year. This was due not only to the Department's three-person staffing model, but more importantly to the budgetary support, policy decisions, and customer service emphasis of the City Council and City Manager. This staffing level allowed fire companies to effectively respond to the majority of all incidents, in all areas of the City, in a timely manner.

EMS once again represented the highest number of calls at 9,031, which represent 80.9% of the total calls for the fiscal year. The Department continues to certify all firefighters to the EMT-Advanced level and

licenses its emergency response vehicles - engines, trucks, and brush trucks, to the Intermediate Life Support level. The Department actively supports the two-tier system of EMS delivery in the Truckee Meadows and immediately responds to all medical emergencies. This system has proven to provide the citizens and businesses in the City of Sparks with excellent EMS service in a cost-effective manner.

The Department maintained its reputation as a reliable regional partner by responding to numerous mutual and automatic aid requests this past fiscal year. Locally, Sparks Fire has a strong alliance with the Truckee Meadows Fire Protection District (TMFPD) and enjoys a mutually beneficial automatic/mutual aid agreement. Last year, the Department responded to assist TMFPD 239 times, and in return received 138 responses from TMFPD to assist us. This was the first year reciprocity was not equal and will be an issue Fire Staff monitors in the future. On a state and national level, Sparks Fire responded to 13 requests for mutual aid to fight wildland fires, and invoiced \$519,159 for services rendered.

### FY15—Highlights:

- ◆ Hired five new firefighters to fill vacant positions, and started the hiring process for five additional firefighters in May
- ◆ Acquired two new Rosenbauer fire engines to replace aging vehicles in the fleet. These acquisitions were the result of the Department's sustainable apparatus replacement program
- ◆ Replaced the inventory of the Department's self-contained breathing apparatus (SCBA). This was made possible with the acquisition of a Federal Emergency Management Administration (FEMA) Assistance to Firefighter grant in the amount of \$515,066
- ◆ Completed the Operational Guideline manual for the Regional Hazardous Material Response Team
- ◆ Co-sponsored an Emergency Management drill with the Reno-Tahoe Airport Authority.

### FY15—Significant Events:

- ◆ **July 5, 2014** - Crews responded to a structure fire at 512 Spring Meadows Drive. On arrival, two second-floor apartments were fully involved with fire. An



## Fire—Operations, Continued

exposure to the south, a shed in the backyard of a bordering residence, was also on fire and two propane tanks located there were venting. Hand lines controlled the exposure fire while master streams were used to control the apartment fires. Three units in the eight-unit building were heavily damaged. The Sparks Police Department assisted with evacuation. There were no civilian injuries but three pets were lost in the fire

- ♦ **July 6, 2014** – Crews responded to a wildland fire on BLM land between Sparks Station 5 and Golden Eagle Regional Park. Sparks Fire assisted in the control of the fire along with the BLM and the Truckee Meadows Fire Protection District. Two helicopters and other small aircraft assisted. The fire burned 81 acres
- ♦ **July 13, 2014** – Crews responded to the Truckee River for a six-year old child pulled from the river unresponsive. Personnel assisted REMSA on scene and to the hospital. The child was responsive and crying when delivered to Renown Emergency Room
- ♦ **November 8, 2014** – Crews responded to a single vehicle rollover accident with one person trapped at the corner of Pyramid Highway and Sparks Blvd. The vehicle had hit a concrete signage wall, flipped over the wall, and came to rest leaning on the wall's back side. Crews worked to stabilize the vehicle, then used extrication tools to remove the patient who was transported to the hospital
- ♦ **November 28, 2014** – Crews responded to a structure fire at Parkside Gardens Apartments finding a fully involved apartment on the second floor of the eight-unit building. There was heavy fire coming from the rear deck and front door on arrival. A transitional attack was used to control the fire, which also resulted in moderate to minor damage from fire, smoke, and water to two adjoining apartments
- ♦ **December 10, 2014** – Engine 31(B) responded to three industrial accidents on the same day:
  - Hand crushed in printing press. Crews extracted the patient
  - Fingers severed in a large metal cutting press. Crews provided medical care
  - A male patient entrapped in large industrial metal lathe which resulted in fatal injuries.
- ♦ **January 26, 2015** - Crews respond to a structure fire at 40 C Street finding a male patient on the sidewalk with burns to his face and hands. The fire resulted from the occupant making hash oil with butane which caused an explosion significant enough to knock a rear wall out from the framed-in sun room
- ♦ **February 3, 2015** - Crews responded to a hazardous materials incident at 1662 Victorian Avenue, the Wagon Train Motel. In attempts to clear a drain, maintenance personnel mixed chlorine and muriatic acid resulting in the production of chlorine gas. Exposure to this gas resulted in three residents being transported to the hospital. Environmental Control, Washoe County Health, OSHA, and H<sub>2</sub>O Environmental assisted with the investigation and clean-up
- ♦ **February 26, 2015** - Crews responded to a structure fire at 1930 A Street. Two dogs were found inside. Crews provided oxygen to both dogs, reviving one. This fire was investigated as a possible arson
- ♦ **April 19, 2015** - Crews responded to a structure fire at 560 Howard Drive, the Marina Garden Apartments. A tree on fire at the corner of the two-story eight-unit building was spreading into the attic. Significant damage occurred to the outside of the building, the roof trusses, and a second story apartment. The fire was intentionally set by juveniles
- ♦ **June 14, 2015** - Crews responded to a tree on fire threatening a structure. Multiple hand lines were needed to get this fire under control as it involved multiple piles of lumber, the tree, and other items stored on the residential lot. Because of several previous illegal burns at this address, the homeowner was cited
- ♦ **June 18, 2015** - Crews responded to a tree on fire threatening a structure. Due to high winds, the fire eventually involved both surrounding homes. Six SFD apparatus and one Truckee Meadows engine were needed to suppress this fire
- ♦ **June 30, 2015** - Thunderstorms produced major flooding in the Vista/Prater to Vista/Los Altos area that spread west to Sparks Blvd. Fire crews worked for over three hours running calls, directing traffic, and ensuring people were not injured by the dangers caused with missing manhole covers and rocks and debris on the roadways.

## 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 primary goal of the Fire Prevention Bureau is to proactively reduce the chance of a fire occurring in homes and businesses in the City of Sparks. This reduction minimizes the inherent risks of a fire - loss of life and extensive property damage. The two primary programs used to achieve this goal are the fire safety inspection/enforcement program and the fire safety education program.

In the fire inspection/enforcement program, site visits to businesses are made to observe and make recommendations to eliminate hazardous conditions which could result in a fire. In FY15, 1,707 safety deficiencies were identified by Bureau inspectors and subsequently corrected by the businesses. Site visits are also used to educate business owners and employees in all aspects of fire safety. Inspections are conducted using the International Fire Code, Title 14 of the Sparks Municipal Code, and nationally recognized fire safety standards. When considering what business will be inspected, those that have special hazards to life or property because of the nature of business they conduct are given the highest priority. These businesses are categorized as Target Hazard businesses. The frequency of when inspections will occur is based on the potential risk of a fire occurring, resulting in an annual, biennial, or triennial inspection schedule. For those Target Hazard businesses not inspected annually, a self-inspection form is filled out during the non-inspection years. The Bureau's goal is to inspect all Target Hazard businesses on their scheduled inspection dates; however, the current staffing level makes staying up-to-date extremely difficult.

In recent years the staffing level in the Bureau has had the greatest negative impact to its fire safety education program. This program is designed to increase the public's awareness of fire hazards, which in turn helps to reduce injuries, loss of life, and property loss caused by fires. In past fiscal years a conscious choice was

made to place more emphasis on the inspection/enforcement program and less on educational efforts. This decision has recently been reconsidered, and Prevention staff are in the process of reorganizing the Bureau in order to re-proportion the efforts in its four primary service activities. Special emphasis was given to increasing the amount of time dedicated to educational activities, a decision based on statistical analysis. In the last three fiscal years, 261 structure fires have occurred in the City of Sparks. Of these fires, 197 or just higher than 75%, have occurred in single family homes or multi-family apartment structures. As the inspection program primarily targets businesses, these types of occupancies have received less attention. The reduction in fire education may also explain why a large number of children are being referred to the Washoe County Youth Fire-Setter Intervention Program. In FY14, 47 children participated in this educational program, 26 of them being children living in Sparks. In FY15 these numbers were 26 children in the program and 12 living in Sparks. Even though these figures dropped last fiscal year, the sheer number of participants in the program remains alarming. Because of these statistics, future emphasis will be placed on educational activities to homeowners and renters, resulting in less time available for fire



safety inspections. This re-proportioning of duties in the Bureau will require close monitoring in the next few years to ensure the increased emphasis in educational activities produces the desired result of reducing fires, especially those fires occurring in the home environment.

Fire investigation continues to be a critical component of the prevention program. In FY15, 48 fires were investigated. All 6 members of the Bureau have fire investigator certifications, 4 are Nevada State certified and 2 are Peace Officer Standards and Training (POST) certified. This past year the entire investigative staff went through a rigorous training program to improve the skills of the investigators. In all, 18 four-hour classes were delivered with NFPA 921 – Guide for Fire and Explosion Investigations, serving as the source document for information. A recent conviction of an arsonist is evidence that these investigations are making a difference in the community.

The Fire Prevention Bureau remained active this last fiscal year by participating in City, regional, and State efforts to solve emerging issues. In March, the Fire Marshal traveled to Denver, Colorado, along with other



## Fire—Prevention, Continued

Fire Marshals in the region to learn about the marijuana industry and how officials in Denver were handling code enforcement issues. On his return and armed with a wealth of information, the Fire Marshal designed a PowerPoint point presentation in order to pass along what he had learned. This trip and subsequent presentations proved to be a critical piece in terms of getting ahead of the learning curve to meet the demands of this growing industry.

Another example of the Bureau's leadership in the region was their lead role in the attempt to discover if smart meters were responsible for numerous fires in the last couple of years. In September, Fire Department staff met with officials from the Nevada Public Utilities Commission, eventually convincing them that an in-depth investigation was needed to determine the cause of these smart meter-related fires. Although this investigation is not yet complete, it is proof that the Bureau remains vigilant to ensure the highest level of fire safety for the citizens of Sparks.

Low staffing remains a point of concern for the Fire Prevention Bureau. As discussed above, a complete re-organization and re-prioritization of the Bureau and its activities are in progress. Another emerging challenge will be the increase in new development in our City. For example, in FY14, 597 construction inspections were done and 292 new development plans were reviewed. These numbers increased in FY15, to 652 construction inspections and 403 new development plans checks. This is certainly a situation to stay aware of, and a justification for additional staffing is being considered.

### FY15 Highlights

- ◆ Completed the fifth year of the Project SAFE Residential Smoke Alarm Installation Program and this year visited 110 homes and installed 471 detectors. In the program's five year existence, 3,067 smoke alarms, 562 carbon monoxide detectors, and 53 hearing-impaired devices have been installed in 1,038 homes. Also in this five year period, the program has provided fire safety education to 2,414 adults and children
- ◆ The 5th Annual Project SAFE Golf Tournament Fundraiser was held on July 27, 2014. This tournament raises funds for the purchase of life-saving smoke alarms and fire safety paraphernalia in support of Project SAFE. The tournament raised \$18,410
- ◆ Organized the 25<sup>th</sup> Annual Sparks Fire Department Pancake Breakfast. This event showcases the Sparks Fire Department and invites the public into Fire Station 1 for fire safety and emergency operation presentations. This year 384 guests visited the station resulting in \$3,476 raised for the purchase of fire prevention paraphernalia and the Project SAFE Program, to support the International Association of Firefighters Local 1265 Victims of Fire Fund, and to support the Firefighter's Association Benevolent Fund. New additions this year included the 1<sup>st</sup> Alarm 5K Run and free pictures for kids posing with Sparky the Fire Dog
- ◆ Introduced the First Alarm Newsletter. This newsletter is distributed to members of the Emergency Operations division and contains articles on fire investigations, safety messages, new developments in the City, and a listing of issues discovered by Bureau personnel in order to keep personnel abreast of the risks in the community. To date, two editions of this newsletter have been released.



Fire Inspection Program															
Activity		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	
Target Hazard Inspections	Inspections	94	75	54	61	53	51	77	90	92	84	60	65	856	
	Re-Inspections	33	46	32	39	25	32	35	44	59	52	41	58	496	
Construction Inspections	Inspections	50	49	66	62	34	35	45	55	65	56	63	72	662	
	Re-Inspections	7	0	1	0	2	0	0	1	1	2	0	0	14	
Complaint / Code Enforcement	Inspections	8	5	4	3	0	2	5	3	5	6	7	2	50	
	Re-Inspections	1	0	1	1	0	0	0	1	1	1	0	1	7	
Special Events / Other		8	2	1	1	1	0	0	0	0	0	5	2	20	
New Business Inspections	Inspections	30	29	24	27	18	17	27	29	17	28	21	27	294	
	Re-Inspections	16	17	13	13	13	10	9	14	22	20	18	16	181	
Self-Inspection Program	Fax-In	38	0**	9	11	25	20	13	10	10	0	0	0	136	
	Mail-In	37	1**	32	5	1	2	8	6	10	0	0	0	102	
	Email-In	104	1**	4	21	24	27	51	38	55	0	0	0	325	
Convention Inspections	Reviewed	0	1	1	1	3	1	1	1	0	1	0	1	11	
	Inspections	0	1	1	0	1	1	2	1	0	1	0	0	8	
	Re-Inspections	0	0	0	0	0	0	0	0	0	0	0	0	0	
Miscellaneous		17	14	19	16	26	23	15	28	21	33	14	16	242	



## 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 fire, rescue, prevention and administrative services.

In order for us to achieve positive outcomes during emergencies, responding personnel need to be highly skilled and extremely knowledgeable. Ensuring personnel are trained to these levels is the responsibility of the Training Division. Personnel are provided the right amount of realistic and meaningful training, and are exposed to expected and unexpected situations, in order to ensure they have the ability to respond to all types of emergencies in an effective and professional manner.



*Five new firefighters train on vehicle extrication practices*

A primary responsibility of the Training Division is to ensure the Department has trained and certified personnel ready to assume critical roles as apparatus operators,

company officers, and shift commanders. To be certified in these positions, personnel must complete an extensive list of tasks designed to prepare them for the demands of the position. Tasks include skill acquisition, learning new information, practice scenarios, and practical testing drills. These task books are continually revised to address the challenges of each position and the risks in our community, and recently were improved by incorporating the Nevada State Fire Marshal's accredited certifications which meet National Fire Protection Association (NFPA) guidelines.

Closely related to the responsibility of training and certifying personnel for advanced positions is the responsibility of designing and delivering in-house promotional testing. A New Firefighter recruitment was completed in the fall and a Fire Apparatus Operator Assessment Center took place in the spring. The firefighter recruitment process underwent numerous changes with the intention of achieving higher qualified applicants and to significantly reduce the expense of the recruitment process. New applicants must now be Firefighter 1 and EMT-Intermediate certified prior to being hired. This eliminated the need for the Fire Department to provide this basic training. We also required each new applicant to obtain a CPAT (Candidate Physical Ability Test) certification as part of the initial application. This requirement eliminated the

need for the Department to conduct a physical agility test, saving the Department and City approximately \$25,000 in estimated expenses. In January, five new firefighters were hired from this recruitment list. The Training Division oversaw the hiring process, designed and conducted a four-week orientation for these new employees, and will monitor their progress throughout their entire first (probationary) year with the Department.

Training Division personnel were also highly involved with regional issues. They played a key role in the development of a new Operational Guideline manual for the Regional Hazardous Material Response Team by writing several sections of the manual. Additionally, several key EMS issues faced the Department this past fiscal year. Training personnel were instrumental in the design of the Ebola response protocols for the entire region, and are currently in the process of designing operational response guidelines for the lowest acuity non-emergency EMS calls, termed Omega calls by REMSA. Training Division personnel also assisted four other fire agencies with their promotional assessment centers by being guest evaluators.

### FY15 Highlights

- ◆ Achieved an 85% attendance rate in Suppression and EMS training for the fiscal year
- ◆ Hosted regional classes in Modular Emergency Response Radiological Training (MERRT), Traffic Incident Management (TIM), and Wildland/Urban Interface (WUI) training courses
- ◆ Supported an in-depth noise study done by an Industrial Hygienist for the City
- ◆ Successfully transitioned all EMT-Intermediates to the new Nevada State EMT-Advance certification level
- ◆ Negotiated a long-term agreement with the Alamo Petro Truck Stop on E. Greg Street for fire personnel to utilize their facility for apparatus driver training
- ◆ Converted the majority of training files from paper to digital format
- ◆ Conducted the Fire Apparatus Operator Assessment Center in May. Twelve candidates were tested and ten passed to be on a two-year promotional eligibility list.

## Fire Administration

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

Internal to the City, Fire Administration worked with other City departments to revise and improve the City's Strategic Plan. Included in this effort was a comprehensive SWOT (strengths, weaknesses, opportunities, and threats) analysis for the City. The Strategic Plan's main goals were revised, and all performance metrics are scheduled to be updated in the near future in order to more accurately describe each department's performance in achieving these goals

Several improvements were also made within the Fire Department itself. The Department finished its FEMA Assistance to Firefighters grant and new self-contained breathing apparatus were purchased. With assistance from City Council, emergency funding was secured to replace our portable 800 MHz radios. These radios had experienced numerous failures and the situation was posing a severe safety hazard for emergency responders. A new press release logo was designed, and these releases now automatically populate to the Department's website, as well as to our Facebook and Twitter pages. Finally, an ambitious plan was started this spring to comprehensively revise all fire Standard Operating Procedures and Rules & Regulations.

Externally, Fire Administration participated in discussions to resolve several regional issues. The issue posing the greatest threat to the City and Fire Department was the recent effort in the State Legislature to mandate automatic aid. At one point, it appeared that the intent of this legislation was heading toward mandating regionalization of all Washoe County fire departments. This situation was closely monitored by the City's Legislative Team, our lobbyists and Fire Administration, and was successfully opposed. Currently, Fire staff is actively involved with negotiating new automatic aid agreements with both the Reno Fire Department and the Truckee Meadows Fire Protection District in an attempt to comply with this new legislation.

The second issue that Staff spent considerable time with this fiscal year was the design and implementation of the oversight structure for the EMS systems in Washoe County. Two new committees were formed to oversee and study current and emerging EMS issues. At the primary level is the EMS Working Group, consisting of Washoe EMS staff, area Fire Chiefs, and officials from REMSA. This group studies specific issues in emergency response and EMS protocols. For example, this group is responsible to share and analyze response data. Other current issues under consideration are the development of a set of guidelines to be used to drive changes in the response zone map, designing specific response protocols to emerging health threats, (such as the Ebola threat), and efforts to improve communications between responding units and the dispatch centers. The secondary level of oversight is the EMS Advisory Board, consisting of the City Managers from Reno and Sparks, the County Manager, the District Health Officer and two at-large members from the medical field. This group considers the recommendations forwarded from the EMS Working Group, ensures REMSA is meeting all franchise criteria, and is in the process of developing a five-year strategic plan for the EMS system in Washoe County. The EMS Advisory Board takes specific recommendations directly to the District Board of Health.

Two final regional efforts this fiscal year were the development of a shared CAD (computer aided dispatch) system and participation in regional emergency management training. Sparks has partnered with Reno and Washoe County to implement the Tiburon CAD system. Many hours were spent in learning the new system, programming the response protocols, and training on its operation. With this new system, all three agencies will be on the same operating platform, have the same terminology and emergency call types, and have the ability for both dispatch centers to view the other center's emergency calls and status of its resources. Tiburon CAD will open the door to opportunities to enhance our automatic aid agreements and effectively make each dispatch center a back-up center to each other.

Last November, more than 70 personnel from Reno, Sparks, Washoe County, and several private business partners, traveled to Emmitsburg, Maryland, to train at the Emergency Management Institute. 10 employees from the City including one City Council member, were part of the team. Not only did we learn how to effectively and efficiently handle regional disasters, but we also got the opportunity to network and develop relationships with our regional partners.



*Personnel from the City of Sparks, City of Reno, and Washoe County attend the Emergency Management Institute in Emmitsburg, Maryland*

## Parks & Recreation

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

### Parks and Recreation

The Parks and Recreation Department is small but mighty. With nine full-time staff and 200+ temporary personnel, the department continues to provide programming and services that contribute to the quality of life of residents and visitors alike. As the Director, I'd like to take advantage of this opportunity to thank the entire dedicated Parks and Recreation team for their hard work, integrity, patience and loyalty which is unsurpassed and truly appreciated.

In FY15, our cost recovery rate dropped 9% to 70%, still exceeding the national average while revenues continue to hit the \$2.6 million mark and expenses were \$56,000 below budget. The decrease in the cost recovery rate is attributed to a one-time project cost (\$355,000 from Facility Development fees) to build a final set of permanent restrooms at the Golden Eagle Regional Park. While financial responsibility is key, it is important to point out that the services we provide are social in nature and should accommodate all socio-economic backgrounds. Therefore, in FY16, staff will begin to offer programs at low or no cost in an effort to fill recognized and/or perceived gaps in service.

Although the Parks and Facility Maintenance divisions are in the Community Services Department, we can't do our job without their services and attention. With new parks coming on-line, the park system as a whole needs more attention and with an uptick in daily complaints, it is apparent that more resources and full-time positions are needed in both divisions. If we are to prepare for the Tesla effect, our parks and facilities need to be safe and attractive to not only fulfill Goal 4 citing Public Safety, but to entice future residents, businesses and visitors to make Sparks their city of choice.

*Strategic Goal (3): Infrastructure and Technology – Manage resources to keep pace with technology, infrastructure and sustainability needs.*

*Objective 3.5: Maximize the utilization of major Parks and Recreation facilities by planning for citizen demand and smart development by FY21.*

### Park enhancements

To protect and preserve City facilities, Parks and Recreation took the lead in completing the following projects in FY15:

**Glendale School House** on Victorian Avenue received a much needed update with full exterior and interior painting and refinished flooring. The nearby train depot

replica building was also repainted and repaired.

**Tennis Courts Refurbishment** project in the amount of \$67,000 was completed at Oppio, Burgess, Longford and Aimone Parks where the courts had become unplayable. Removable net poles were installed at three of the sites to accommodate soccer. The



resurfaced courts were marked for pickle ball, which is a sport gaining in popularity in the community. Future tennis court refurbishing projects will be supported by \$20,000 in funding designated annually to fill cracks and keep the inventory of playable courts.

**Park Signage** was installed at trailhead entrances to Wedekind Regional Park and at Pagni and Sage Canyon Parks. The handcrafted natural stone signs with black engraving feature the City logo, park name and new this year – the park address. The signage is consistent with the program



introduced system-wide in 2004 to more effectively identify parks. The signs at Wedekind Regional Park were made possible by a trails grant through the State of Nevada, Division of State Parks.

**Wrought Iron Fencing** from the former Oppio pool site was repurposed and installed around the patio and preschool playground at the Alf Sorensen Community Center and was also used in key areas at Recreation Park.

### Reopening of Alf Sorensen Pool

Closed for renovations since early summer 2014, the pool at Alf Sorensen Community Center reopened in late March 2015 with swimming lessons and other aquatic programs resuming in April.



## Parks & Recreation, Continued

The longer than anticipated closure allowed for key upgrades to the 30-plus year old facility. Renovations were made to the ceiling, lighting and air-handling systems. These upgrades improved the overall year-round indoor temperature, humidity and ventilation in the pool area.



Reinforcement for earthquake safety, electrical and plumbing improvements were also made. Re-plastering the toddler pool rounded out the project which totaled \$1.5 million. Although staff was able to relocate some swim programs to Deer Pool (seasonally) and the pool at Cascades of the Sierra Senior Living, the lack of pool space was a hardship on the community and youth swim teams. It also negatively impacted revenue estimates for the year. Residents were eager to get back to the pool to take part in swim lessons, water fitness classes and recreational/lap swimming.

### Play Ball! Success of Golden Eagle Sports Complex

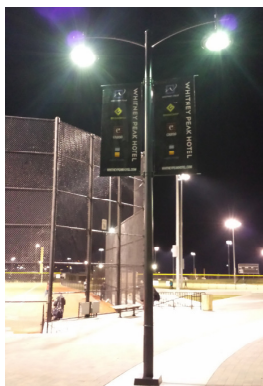
The familiar sound of a bat hitting a ball and the excitement of watching players work their magic has become commonplace at Golden Eagle Regional Park. The sports complex is annually filled with games and tournaments spanning all ages and abilities, including top players from across all 50 states and Canada.

In FY15, the sports complex maintained an annual attendance of one million and contributed more than \$20 million to the local economy. In addition, close to \$90,000 was generated from field rental fees.

The massive facility was booked solid with tournaments almost every weekend. The complex was also home to 500 city league teams playing ball 11 months out of the year. It's a fun destination for tourists and locals alike, with the fun coming in the form of nearly every sport out there, including baseball, softball, soccer, kickball, lacrosse, football and bocce ball.

### Advertising/Sponsorship Sales Help Support Sports Complex

Management of an advertising/sponsorship program for Golden Eagle was restructured and successfully moved in-house in FY15, ending a multiple year agreement with a local marketing firm. By making this change, 100 percent of the program revenue will be directed to onsite park improvements. A sales and marketing handout on the facility was developed and implemented



through funding from the City's Tourism and Marketing Committee. The piece highlights opportunities for fence banners, scoreboards, lightpole signage and field sponsorships. The goal is to one day sell the naming rights for the entire complex. The advertising/sponsorship program gives businesses a vested interest in the facility while gaining recognition from on-site messaging to a sizeable audience. By the close of the year, \$13,764 in sales had been secured in the last quarter alone, exceeding the total revenue amount typically received on an annual basis when the sales were contracted out. Further development of this program will provide a valuable resource to help offset operational costs for the \$30 million complex.

### Replacement of Sports Complex Volleyball Courts

The sand volleyball courts at Golden Eagle were replaced with a hard-court surface in FY15. This resolved an ongoing issue with sand blowing onto the synthetic and natural turf areas of the park. Programming of the hard-court surface will be highlighted in FY16.

### Did you know?

- ♦ An estimated 40,000 room nights were generated last year from more than 1,000 visiting teams.
- ♦ More than 9,000 games were played on the synthetic fields in 2014, including 2,700 City league softball games and 4,900 tournament games.
- ♦ There were 48 tournament and rental events at the sports complex this past year.
- ♦ The facility garnered 5 hours of nationally televised live coverage as host of the Triple Crown Sports 18U Gold National Championship on CBS Sports Network.

*Objective 3.3: Determine the technology needs of the City and incorporate into the 5 year CIP starting FY17.*

### Online Registration

Registration fees collected through the WebTrac online registration system continued to increase in FY15. There were 9,444 transactions totaling \$654,487 – a 63% increase from the prior year. A majority of this growth is tied to Kid Konnection payments. In FY14, online registration was made available for the before/after school program which serves 800+ students.

A pilot program providing tablets for the 15 Kid

## Parks & Recreation, Continued

Konnection sites was also fully implemented. Staff can view rosters and check payments on the tablets instead of contacting the Recreation office to verify information. The tablets will also be utilized by program staff to clock in/out daily as a part of the Novatime (employee automated timecard system) rollout.

*Strategic Goal (4): Promote the safety of our residents, businesses and visitors.*

*Objective 4.2: Improve safety through prevention activities.*

### Investing in Playgrounds & Reinventing Play

It's well known that parks provide a healthy outlet for physical activity. With only one-fourth of American youth engaging in the recommended level of daily physical activity, park amenities such as playgrounds offer an alternative to an unhealthy lifestyle. As a preventative measure, the City evaluates and prioritizes the replacement of play equipment particularly in the older parks. In FY15, the play structures at Burgess Park (circa 1960's) received a facelift. Two parks built in the 1970's were also revitalized with new play equipment -- Recreation Park (project cost: \$83,686) and Shelly Park (cover picture: project cost: \$185,000). The new playgrounds are designed to offer a safe, cross-generational experience. A rubberized surface was installed below the play structure at Shelly Park to make it accessible to everyone. The hope is to secure grant funding to do the same at Recreation Park. From the bright orange slide and web-like climbing structure at Shelly Park to the giant saucer swings and 'comet' spinner at Recreation Park, the new playgrounds are a big hit.



### Before/After School Program Provides Safe Care

Kid Konnection provides local children with a safe and productive place to spend the hours before and after school. The program is run by the Sparks Parks and Recreation Department at schools throughout Sparks and Spanish Springs. Program enrollment was 15,319 with 131,018 participations, a slight increase from the prior year. The before school program reached maximum capacity at several schools. Maintaining staffing levels to match the enrollment needs was a continuous challenge. Weekly enrollment limits were adjusted daily based on the demand for the program and the staff available to support the program. An emerging issue is the ability to recruit and retain staff with competitive wages. This will be addressed in FY16.

The Parks and Recreation Department continued to work with the Washoe County School District as a partner in five 21<sup>st</sup> Century TEAM UP programs in Sparks schools. The City provides support staff for the enrichment programs and supports food preparation costs at two sites for a daily dinner provided by the program. An emerging issue with these types of programs is the Washoe County School District not securing the grant funding needed and leaning on the City to pick up the program.

*Strategic Goal (5) Explore and promote opportunities for economic development and special events.*

*Objective 5.2: Capitalize on events which can elevate the visibility of Sparks as a destination through the creation of a marketing/promotion plan by FY17 to support the objectives of tourism, economic impact and civic pride.*

### Special Events Bring Success and Challenges

The City of Sparks is well known for its events - "It's Happening Here," as the City's tag line suggests. From fundraising walks at the Marina to car shows downtown to 4th of July, the events celebrate heritage, culture, food, sports, and the grand-daddy holiday of them all, Christmas. Five new events were introduced: 39 North Marketplace, Better Together Run, Honor Flight Breakfast, Chrysler 300 Car Show and Ride the River Family Festival. There were challenges along the way this past year with educating new producers on the ins and outs of event production. Through a joint effort with the City of Sparks, Reno-Sparks Convention & Visitors Authority (RSCVA) and California/ Nevada Festivals & Event Association (Cal Fest), a special training seminar was offered to give producers strategies on best practices of event production.



## Parks & Recreation, Continued

### Food Truck Drive In & Pumpkin Palooza

Along with the mainstay of annual events such as Hot August Nights, Nugget Rib Cook-off and Hometowne Christmas, two newer events which continued to gain momentum in FY15 were Food Truck Drive In (now in year 2) and Pumpkin Palooza (year 3). The focus of both events is family fun. The **Food Truck Drive In** brings the urban hipness of food trucks to the familiarity and comfort of Victorian Square. The event makes family "dinner and a movie" night affordable. It's tough to pass up the tasty array of menu items ranging from egg rolls with a twist – think Monte Cristo, buffalo chicken and mac and cheese – to classic fish and chips, pulled pork, salads, crepes, and decadent desserts. **Pumpkin Palooza** is another unique event featuring all things pumpkin. It was named a "Top 10 Event" by Food Network Magazine in 2014. The event is filled with old fashion fun highlighting a pumpkin derby, carnival style games, costume parade and storytelling in the haunted school house.

### Did you know?

- ◆ In FY15 there were 82 special event days at Victorian Square and the Sparks Marina combined - a slight decrease from FY14.
- ◆ Despite the decline in event days, event attendance reached 685,000 which was a 3% increase from the previous year.
- ◆ The Hometowne Christmas parade experienced a significant boost in attendance with a possible all-time high of 20,000 spectators. The tree lighting also had a record turnout of 600 in its new location surrounding the City's living tree.

*Strategic Goal (6): Citizen Engagement: Encourage our stakeholders to interact with their City government and build strong alliances with other government entities.*

*Objective 6.1: Actively engage community stakeholder groups that support City initiatives by FY17.*

### New Art Blossoms in Downtown Sparks

A renewed interest in expanding public art in Sparks led to the beginning stages of exploring the creation of a public art program policy and committee. In May of 2015, a large scale daffodil sculpture, *A Love Letter to Elaine*, was placed on loan from artist Peter Hazel on Victorian Avenue between the historic train display and the train depot replica building. The temporary installation of the massive 9,000 pound sculpture was done in partnership with the organization 39 North. The piece is the latest addition to the lineup of murals and sculptures which reside in downtown Sparks and area parks and facilities.

### Serving Special Populations

**Leisure without Limits** programming successfully reached people with disabilities in Sparks and surrounding communities in FY15. **Mark Wellman's Adventure Day event** had the highest attendance to-date with 142 participants. Supported by grant funding secured from the Nell J. Redfield Foundation, this program provided outdoor adventure sports opportunities to people with disabilities. New in FY15 was the participation of Bay Area Outreach and Recreation Program from Berkeley, CA. They provided several different types of adaptive biking equipment for participants to try.

Also under the Leisure Without Limits umbrella is the weekly arts class for people with disabilities. Artist Tia Flores, the program instructor, has been with Parks and Recreation working with special populations in art for more than 15 years. She is adored by the participants and her classes are well attended each week. During the summer months, Flores also teaches art to the participants of the Nell J. Redfield Free Playground Program. She exposes the arts to children who often are not getting this type of programming through their school.

### Encouraging Community Involvement

The **Partners in Parks and Recreation** program was created in 2008 to spur community involvement and address funding of unsupported programs for at-risk populations and those with disabilities. It has since evolved into a valuable resource to support community assets such as the City's 55+ parks. The program also recognizes businesses that contribute donations, sponsorships and in-kind services. A record number of groups stepped up to provide





## Parks & Recreation, Continued

assistance in FY15, an increase from 180 partners to 243.

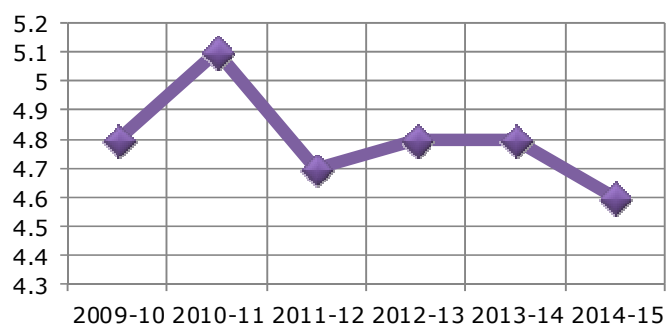
More than 1,200 volunteer hours were logged by individuals and groups who participated in the **Adopt-A-Park program** last year. Volunteers at 24 parks sites (44% of parks system) cleaned and pulled weeds, raked, painted and helped communicate damage and other issues to the City. Following is a small sample of those sharing their time to make a difference:

- ◆ **Banana Republic Factory Store** at Legends Outlet Mall adopted Cottonwood Park to get more involved in the community.
- ◆ **Cub Scout Pack #110** Advisor Scott Chatham and his energetic scouts first adopted Antelope Ridge Park and then opted to add a second location with the adoption of Pagni Park.
- ◆ **James Garner** adopted Maldonado Park because he frequently visits the park and wants to help keep it clean. He does not want recognition or a sign in the park noting his contribution.
- ◆ **The Houston Trio** is a family in Sparks whose son needed a volunteer project as part of a club at Reed High School. They live around the corner from Disc Park detention dam and adopted the area to help keep it clean.
- ◆ **Pat and Tom Hilbert** adopted a section of Golden Eagle Regional Park. They previously volunteered their time at Rancho San Rafael Park in Reno, but after moving to a home near the Sparks park they wanted to pitch in and do their part.

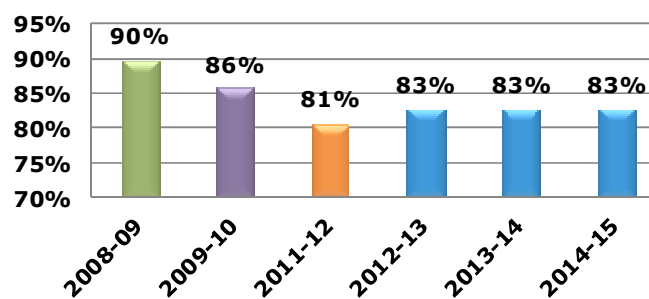
### Did you know?

- ◆ In FY15, volunteer service provided totaled 21,106 hours.
- ◆ Saint Mary's Regional Medical Center sponsors Alf Sorensen Community Center and Shadow Mountain Sports Complex. The sports complex agreement was renewed in FY15 (\$7,500 two-year agreement).
- ◆ The Nell J. Redfield Foundation fully funds the Free Playground Program offered at Ardmore Park every summer.
- ◆ Sparks Mayor's Cup Golf Tournament was reinstated in FY15 and raised \$8,000 for the Youth Scholarship Fund.
- ◆ Many of the youth sports programs rely on volunteer coaches who give their time to teach children good sportsmanship and the mechanics of the various games.

**Parks & Recreation Employees  
per 1,000 Citizens**



**Citizen Rating (Excellent/Good)  
Overall Satisfaction with Park and  
Recreation**

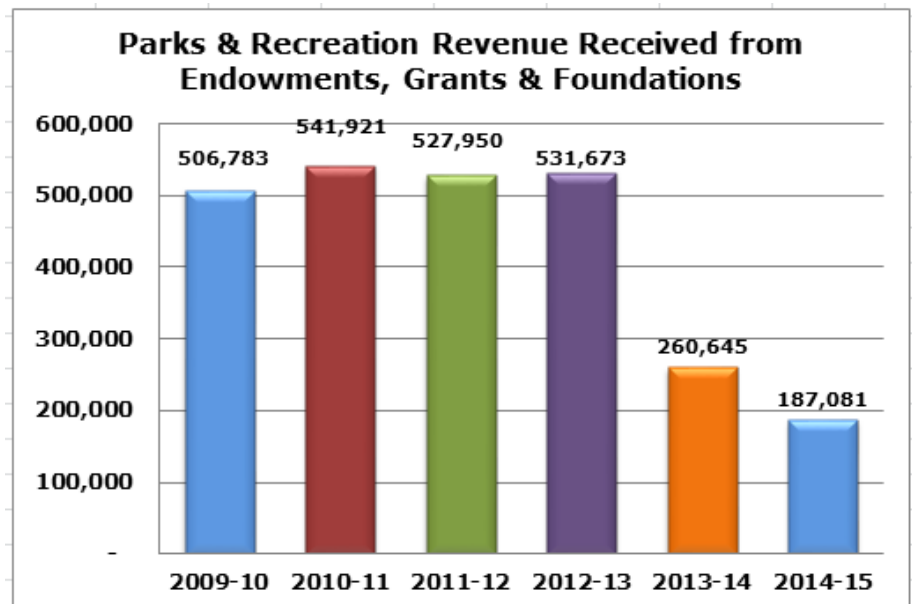


## Parks & Recreation, Continued

Sparks Parks and Recreation collaborates with **Truckee Meadows Parks Foundation** (TMPF) and **Keep Truckee Meadows Beautiful** (KTMB) on a year-round basis. Both organizations promote preservation of recreation areas through education and active community involvement. **TMPF** hosted a series of educational walks in area parks in FY15 and debuted a new Quail Quest all day photo scavenger hunt covering the 200+ parks, trails, and open spaces across the valley. **KTMB** continued to spearhead events such as Great Truckee Meadows Community Cleanup, Make a Difference Day, Christmas Tree Recycling and Truckee River Cleanup Day, all of which directly benefit the City of Sparks. KTMB introduced two new programs in FY15, Adopt-A-River and Adopt-An-Open Space. The programs were approved by the Sparks Parks and Recreation Commission and other local entities. These cleanup and recycling programs save taxpayer dollars and allow park staff to better prioritize projects that address the growing demands of managing the upkeep of parks and facilities.

### Did you know?

- Approximately 571 KTMB volunteers collected 29,860 pounds of trash, tires and noxious weeds at Sparks cleanup sites in FY15.



Sparks Parks & Recreation Department							
	FY 2015	FY 2014	FY 2013	FY 2012	FY 2011	FY 2010	FY2009
Revenues received from endowments, grants, and foundations	\$187,081	\$260,645	\$531,673	\$527,950	\$541,921	\$506,783	\$459,425
Citizen rating for overall satisfaction of Parks & Recreation	83%	83%	83%	81%	74%	86%	90%
Number of citizens using Sparks' Community Centers	299*	457	635	660	585	522	597
Occupancy rate for Golden Eagle Regional park March - October	95%	95%	95%	95%	95%	>90%	90%
Number of participations for recreational programming	327,962	342,906	343,084	373,324	352,019	359,426	370,000

\*Reflects impact of Alf Sorensen pool closure

## Police Department

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

*Strategic Goal 4.1: Continually assess the risks in the City in order to maintain service levels and reduce response times.*

### Response Times:

All calls the Sparks Police Department responds to are prioritized using a matrix that is applied to the characteristics of each particular call. Priority 1 calls are typically the most serious and often involve a threat to a person's safety or well-being. An average response time below 7 minutes for priority 1 calls has been a long time standard we strive to meet year over year. This year our average response time to priority 1 calls was 6 minutes and 29 seconds.



*Strategic Goal 4.2: Improve safety through prevention activities.*

### Regionalization of Crime Suppression Unit



The Sparks Police Department Crime Suppression Unit or "CSU" has been in place for approximately seven years. This unit gathers and analyzes crime trends on a weekly basis then applies aggressive investigative techniques to address manifesting trends. This unit has been shown to be very effective in solving current crimes and preventing future crimes. Much of their effectiveness in reducing crime revolves around the fact that a small percentage of our population is responsible for a large percentage of the crimes committed. A single individual or a group of individuals called a "crew" are often responsible for many crimes which typically show similarities in crime type, how the crime was committed, time of day and/or location of the crimes.

Several years ago the Reno Police Department developed a similar team which they titled the Crime Suppression Team or "CST". This team operated in a very similar way as Sparks' "CSU". As these two units continued to work various investigations over the years, both agencies found each team was working many of the same trends caused by the same suspects. Most of the developing trends showed to have a regional impact as opposed to a definitive "Reno" or "Sparks" impact.

Early in 2015, the Sparks Police Department and the Reno Police Department approved a test period for unifying the two teams. During the test period we found there to be better communication between detectives and departments, improved intelligence on crime trends and an increase in arrests related to those crime trends.

Upon conclusion of the test phase, the two teams were formally regionalized and the Regional Crime Suppression Unit was formed. The unit includes two supervisors, one from Reno and one from Sparks and eight detectives, four from Reno and four from Sparks. The unit is housed at the Sparks Police Department and is overseen by a Sparks Police Detective Lieutenant.



## Police, Continued

### *Strategic Goal 4.3: Enhance city resources supporting response and prevention functions*

#### **Advocacy**

In May of 2008, the City of Sparks Police Department hired its first Victim Advocate. The Victim Advocate works within the Detective Unit and provides services, support and resources to victims of violent crime. The Victim Advocate works alongside police officers and provides support during the investigative stage of the criminal justice process. The Victim Advocate helps to coordinate case information with court advocates and prosecutors. The Victim Advocate assists in completing Victims of Crime compensation paperwork and provides referrals to victims of crime that are eligible for assistance. The Victim Advocate provides community outreach and education on domestic violence, sexual assault and stalking education by participating in various committees addressing domestic violence and teaching Victims' Rights curriculum to Law Enforcement Officers.

Victims of violent crimes are often confused by the criminal justice system and are unaware of the rights available to them. Much of the justice system is based around trying to ensure that the rights of the accused are protected. Victims of violent crime rely on a Victim Advocate to obtain assistance in getting protection orders; registering with the Victim Information and Notification Everyday (VINE); applying for Victims of Crime Compensation Program assistance; and for referrals to appropriate programs.

Each time a violent crime is reported by a victim, a family member, a friend, or a concerned neighbor, an officer begins their investigation. The patrol officer is dispatched to the call, and it is their first priority to assess the safety of the victim and possibly the apprehension of the suspect. Once the police officers have investigated and made a decision about what will happen with the case, it is essential that a Victim Advocate is able to step in and provide the emotional and practical support for the victim and their family. The Victim Advocate assesses the victim's short term needs and long terms goals.

For the Fiscal Year July 2014- June 2015, the Victim Advocate provided services to 352 primary victims and services to 145 secondary victims of violent crime. The Victim Advocate also attempted to reach out to an additional 266 victims of violent crime. The following crime categories reflect the types of crimes in which the Victim Advocate was involved. One victim may be counted in multiple crime categories.

<b>Type of Crime</b>	<b>Primary Victims</b>	<b>Secondary Victims</b>
Child Victim- Physical Abuse	15	1
Child Victim of Sexual Abuse	83	58
DUI Survivor	1	0
Victim of Domestic Violence	214	91
Adult Victim of Sexual Assault	28	1
Adult Survivors of Child Sexual Abuse	6	7
Homicide Survivors	4	4
Assault/Battery with a Deadly Weapon	27	3
Attempted Murder	4	0
Elder Abuse	3	2
Robbery	12	3
Gang Violence	2	2
Kidnapping	3	2
Child Neglect	7	0
Drug Violence	2	0
Physical Abuse- Adult Survivor of Childhood	4	1
Emotional Abuse	2	0
Stalking	17	2

## Police, Continued

The Victim Advocate also provided outreach and training on Victims' Rights to the Department of Public Safety Academy, Safe Embrace, the Crisis Call Center and the University of Nevada Reno Criminal Justice classes. The Victim Advocate also provided training internally at the Sparks Police Department Mini-Academy. The Victim Advocate received a Special Recognition honor at the 26<sup>th</sup> Annual Human Services Network Award for the services that system based advocates in this region provide to victims of crime. The Victim Advocate continued to receive training and completed the 1<sup>st</sup> Annual Victim Assistance Academy of Nevada and attended the 15<sup>th</sup> Annual Family Justice Center Conference in San Diego. The Victim Advocate continues to be a member of the Washoe County Domestic Violence Task Force and the Washoe County Fatality Review Team. The advocate moderates the local Washoe County Domestic Violence Task Force Facebook page and shares information on local and national issues that survivors of domestic violence face.



### Social Media

The Sparks Police Department continues to focus its energy on enforcement efforts that build public value, community trust and a feeling of safety within our community. These efforts strongly support Strategic Goal #1.

The motto of the Sparks Police Department is "Where Community Comes First" and the department has taken that approach when it comes to social media. A primary department goal concerning social media is to improve communication directly with our community. Reliance upon others to share and explain who we are and what we do at the Sparks Police Department has fallen short of what we believe our community deserves. Social media provides the Sparks

Police Department a tremendous opportunity to share insight into department operations, community partnerships and foster public trust. Social media interactions also afford more opportunity for the Sparks Police Department to develop a sense of personality within the global community. In one single post on Facebook, we have reached over forty thousand people with our message! We can engage and communicate online with more people within a few minutes about any given topic than we may otherwise reach traditionally in person over a period of weeks.

In early April of 2015, the Sparks Police Department developed a social media strategy to improve public communication with timely, accurate and relevant information. This included the creation of a policy, guidelines and the current development of a "Playbook" to specifically explain "how-to" for the department to communicate through social media.



The strategy includes personnel dedicated to maintain and monitor department social media platforms for the Sparks Police Department such as: Facebook, Twitter, Youtube and Nextdoor. Dedicating personnel to social media can be challenging; however, the Sparks Police Department has embraced the challenge to ensure communication with the public occurs on several platforms combined with traditional communication methods.



Our community members and many others responded by nearly doubling membership of department social media platforms within the first four months of implementing the social media strategy. Membership to department social media platforms is growing, and we hope the upward membership trend continues. Please join in the conversations with the Sparks Police Department where even online, we proudly serve our community with Honor, Pride and Privilege.

## Police, Continued

### Medical Marijuana

The Sparks Police Department has been working closely with our eight prospective Medical Marijuana Establishments in order to assure a safe and secure business. Businesses are provided security requirements set forth by the Chief of Police, the City Council and the State of Nevada. The City of Sparks currently has two Laboratories which will analyze the medical marijuana submitted to them by other Medical Marijuana Establishments in order to meet the requirements set by the State of Nevada Department of Health and Human Services. Four Production and Cultivation businesses are working with the City and the Police Department in order to obtain their business license.

Our City also has two dispensaries, one of which has been approved for their business license and is expected to open its door in August 2015. The Dispensaries are the retail stores where individuals holding a Medical Marijuana card will be able to obtain their product.

### Crime Statistics

The Sparks Police Department tracks crimes that have been identified as Part I Offenses by the Federal Bureau of Investigations, Uniformed Crime Reports (UCR). The following is a year-to-year comparison between FY14 and FY15 on the FBI's Part I UCR. Crime numbers started to rise last year, and continued this year. Our overall volume of calls and activity in patrol has been rising as well which is also a national trend. It is unknown why this trend is occurring, but it does appear to coincide with the improvement in the economy.

### Regional Sex Offender Notification Unit

The RSONU operates as a regional, multi-jurisdictional, and collaborative entity to carry out requirements of community notifications as set forth in Chapter 179D of the Nevada Revised Statutes. The RSONU is responsible for tracking, monitoring, investigating, public notifications, and the arrest and prosecution of non-compliant sex offenders. The unit works out of the Sparks Police Department and is comprised of a sergeant and a detective from the Sparks Police Department. Detectives from the Reno Police Department and a detective and office manager from the Washoe County Sheriff's Office complete the unit.

During FY15, the RSONU supervised a total of 1,351 offenders that have been "Tiered" by the State of Nevada requiring sex offender registration. This is an increase of .96 % from last year. There are a total of four tier levels with each tier having a different community notification based on the potential to reoffend. For example, a "Tier 3" offender must have registration verification four times a year, where a "No Tier Required" only requires verification once annually. Currently there is a 2.3% non-compliance rate with offenders requiring registration. This is 3.1 % lower than last year.

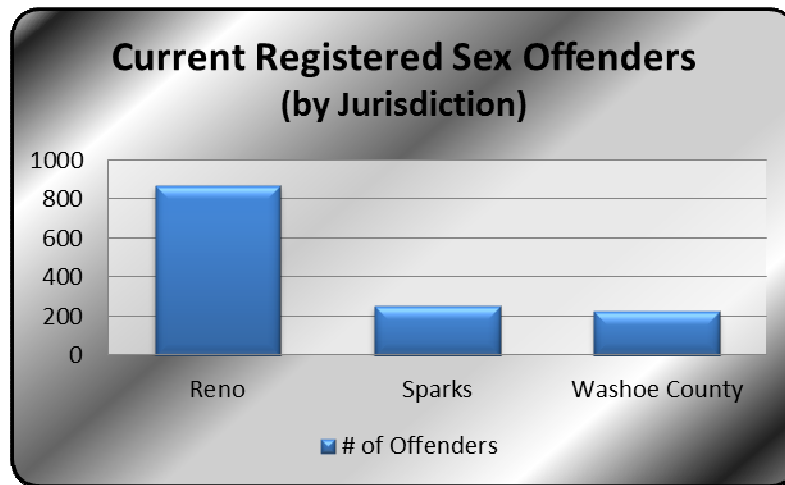
Sparks Police UCR Part I Crime Comparison FY14 – FY15			
Crimes Against Person	FY14	FY15	% Difference
Homicide	3	2	<50%>
Sexual Assault	51	76	52%
Robbery	63	89	41%
Aggravated Assault	159	185	16%
Crimes Against Property	FY14	FY15	% Difference
Burglary	496	623	25%
Larceny	1674	1827	9%
Grand Theft Auto	233	270	17%

Current Regional Registered Sex Offenders (Based on Tier Level)	
No Tier required	374
Tier I (Low Risk)	353
Tier II (Mod. Risk)	526
Tier III (High Risk)	53
Pending Tier	36



## Police, Continued

There are currently 872 registered sex offenders in Reno, 255 in Sparks, and 224 in Washoe County.



Each year the State of Nevada, Department of Public Safety produces the *Crime in Nevada* annual report. This report is in compliance with the Federal Bureau of Investigations, Unified Crime Report guidelines and is submitted to the FBI by the State of Nevada to collect crime data across the United States.

The following four tables show how the City of Sparks compares to the State of Nevada, City of Reno and Washoe County for a variety of FBI, Unified Crime Reporting Part I Index crimes. Part I crimes are those crimes that the FBI has identified as the key indicators in criminal activity across the County. Part I crimes are broken down into two categories, Violent or Person Crimes and Property Crimes.

The FBI also collects a variety of additional information such as Part II crimes, arrest data, officers assaulted and number of law enforcement personnel. The full 2014 Crime in Nevada annual report can be found at <http://gsd.nv.gov/About/UCR/Crime-In-Nevada/>.

Though comparing crime rates provide some insight on overall crime, each jurisdiction is unique and has their own approach and citizen concerns on how to address crime and criminality.

In order to provide a uniform reporting mechanism across the different jurisdictions, Index Crime Rates are based on population per one thousand residents.



## Police, Continued

The following table indicates the specific crime rates for Index Crimes for the City of Sparks compared to the State of Nevada.

Index Crime Rates		
Type of Crime	Sparks (90,264)	Nevada (2,843,301)
	Rates per 1,000 residents:	
Murder	.02	.06
Rape	.75	.48
Robbery	.62	2.09
Aggravated Assault	2.00	3.68
<b>Violent Crime</b>	<b>3.40</b>	<b>6.31</b>
Burglary	6.04	7.66
Larceny	18.84	14.81
Motor Vehicle Theft	2.75	3.56
Arson	.10	.14
<b>Property Crime</b>	<b>27.73</b>	<b>26.18</b>
<b>Total</b>	<b>31.22</b>	<b>32.49</b>

For Uniform Crime Reporting purposes, a crime index offense is cleared when a law enforcement agency has identified the offender, there is enough evidence to charge and the offender is actually taken into custody. The arrest of one person can clear several crimes, or several persons may be arrested in the process of clearing one crime.

There are also approximately ten occasions when crime solutions are also recorded in exceptional circumstances when some elements beyond law enforcement control preclude formal charges against the offender. Clearances are recorded at the time of the clearance and not based on the occurrence of the offense.

The following table shows the clearance rate for Sparks compared to the State of Nevada.

Index Crime Clearance Rates				
Type of Crime	Number	Number Cleared	Clearance Rate	State Average
Murder	2	5	250.0%	74.4%
Rape	68	16	23.5%	23.6%
Robbery	56	29	51.7%	26.2%
Aggravated Assault	181	113	62.4%	49.0%
<b>Violent Crime</b>	<b>307</b>	<b>163</b>	<b>53.1%</b>	<b>39.8%</b>
Burglary	545	113	20.7%	9.4%
Larceny	1701	494	29.0%	22.2%
Motor Vehicle Theft	248	59	23.7%	8.1%
Arson	9	6	66.7%	27.3%
<b>Property Crime</b>	<b>2503</b>	<b>672</b>	<b>26.8%</b>	<b>16.6%</b>
<b>Total</b>	<b>2810</b>	<b>836</b>	<b>29.75%</b>	<b>21.1%</b>
* Offenses cleared do not necessarily relate to the actual offenses which occurred during the calendar year period.				

## Police, Continued

The following table shows crime and clearance rates as compared to the State of Nevada, City of Reno and Washoe County. As can be seen, the City of Sparks has a lower crime rate and the police department has a higher clearance rate than other local jurisdictions.

Index Crimes – State/Washoe County Agencies Comparison					
Agency	Population	Total Crimes	Crime Rate	Total Cleared	Clearance Rate
Statewide	2,843,301	92,376	32.49	19,461	21.07%
Reno	225,221	7,960	35.38	1,761	22.12%
Sparks	90,264	2,810	31.22	836	29.75%
WCSO	435,853	1,010	2.32*	221	21.88%
* Crime rate based on total county population, not population served					

The following table shows crime clock activity rates as compared to the State of Nevada, City of Reno and Washoe County. As can be seen, the City of Sparks has a lower crime rate.

Crime Clock		
Type of Crime	City of Sparks	State of Nevada
	One crime every:	
Part I Index Crime	3.1 hours	5.6 minutes
<b>Violent Crime</b>	<b>1.2 days</b>	<b>29.3 minutes</b>
Murder	182.5 days	2.1 days
Rape	5.4 days	6.5 hours
Robbery	6.5 days	1.5 hours
Aggravated Assault	2.0 days	50.2 minutes
<b>Property Crime</b>	<b>3.5 hours</b>	<b>7.0 minutes</b>
Burglary	16.1 hours	24.0 minutes
Larceny	5.2 hours	12.5 minutes
Motor Vehicle Theft	1.5 days	51.9 minutes
Arson	40.5 days	21.7 hours





The FY14-15 Annual Report has been brought to you by ART (Annual Report Team).

A special thank you to:

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