



# Annual Report

FISCAL YEAR 2012 - 2013



Golden Eagle Regional Park

Sparks' Field of Dreams

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

9/30/13

## Message From Shaun Carey, City Manager



As Fiscal Year (FY) 2012-2013 closes, we are optimistic about the stability of the City of Sparks finances. It is encouraging to see that revenues are leveling out after several turbulent years. Thanks to some overall "belt-tightening" and the wage concessions provided by our dedicated city team, we have weathered the economic downturn and hope to end the current year (FY 2012-2013) with a healthy fund balance and a solid platform upon which to begin the next.

As we embark on the new fiscal year, I can't help but to reflect on the tremendous effort and sacrifices put forth by the employees of the City of Sparks. In a comprehensive effort to streamline expenses while maintaining core services, our team met the challenge. Now that revenues are beginning to rebound, the time is right to return the wage concessions provided by our employees. They've earned it. This action, however, results in an unbudgeted expenditure in FY 2013-2014 that will need to be mitigated through a program called Process Innovations, a comprehensive effort to look across all city services and continue to streamline and reduce expenses.

In this document, you will find a brief overview of the City of Sparks' FY 2013-2014 Budget. The General Fund budget consists of \$54 million in total spending (excluding contingency), up \$714,000 from FY 2012-2013 preliminary estimates, and requires no property tax rate increase, staff layoffs, or service reductions.

Revenue Highlights include:

- ◆ Consolidated Tax Revenue (CTAX) is projected to increase 2.5%
- ◆ Property tax revenues remain flat over FY 2012-2013
- ◆ Business licenses, permits and franchise fees are expected to increase 3.3%
- ◆ The General Fund will continue to be paid back a subsidy given to the Development Services Fund over the course of two fiscal years-- FY 2009-2010 & FY 2010-2011.

Expenditure Highlights include:

- ◆ Public Employees Retirement System contributions will increase from 23.75% to 25.75% for Regular Members, and from 39.75% to 40.5% for Police and Fire Members
- ◆ Redevelopment Area 2 will require support from the General Fund to make its FY 2013-2014 debt service payments
- ◆ A \$1.3M investment by the General Fund in needed capital improvements will be made per fiscal policy
- ◆ A new Employee Wellness Program will be implemented
- ◆ A contingency budget of \$1M is included
- ◆ Additional funding for part-time help to maintain streets and parks is included
- ◆ Health insurance fund contributions will be reduced 8%
- ◆ All General Fund Debt service costs in FY 2013-2014 will be funded by unused bond proceeds.

The City's fiscal policy is to maintain a minimum unrestricted ending fund balance equal to 8.3% of expenditures within the General Fund. The FY 2013-2014 General Fund budget falls short of that goal and results in an ending fund balance equal to 6.6% of expenditures. Our goal in FY 2013-2014 is to utilize Process Innovation to achieve the policy goal of 8.3%.

The financial stability the new fiscal year brings, largely due to the hard work and sacrifice of the entire City team, is a welcomed relief, though the economic challenges remain far from over as revenue streams are well below pre-recessionary levels. This year will permit us to regroup and focus on confronting and finding solutions for the next series of challenges on the horizon, and allow us to strengthen our sustainable city government.

Shaun D. Carey  
City Manager

## Message from Mayor Geno Martini



This year's 2012-13 Annual Report is a true testament to innovation and creativity as our City begins to recover from the great recession. It has been an uphill battle. And while we haven't yet reached the top of the mountain, I'm pleased to report we have it in sight and we continue to conquer the peaks and valleys along the way.

In June 2007, the City of Sparks Team equaled 645 dedicated employees. Today, the City of Sparks has 445 full-time employees, a third less of the workforce that we had just a little more than five years ago.

A half decade ago, the harsh reality of fewer assets in the coffers put us face-to-face with the most common of revenue-saving remedies. Those remedies typically hurt. When cities are forced to deal with less money, tough choices have to be made. This recession brought with it several potential and unpopular possibilities.

Sparks' leaders were forced to face the potential loss of vital programs and services the people of Sparks had become accustomed to enjoying. Postponement of the purchase of essential equipment became a harsh reality for many departments including our fire and police departments.

In these most difficult times, City leaders did not look forward to reducing services to residents. Yet both these scenarios – staff and service cuts – were an unavoidable reality. The City of Sparks simply could not continue to offer necessary and expected services to its residents without making some serious changes.

Since 2007, Sparks has experienced a \$13.2 million decrease in revenues, or 20 percent. This could have a devastating or even fatal affect for any municipality – especially a city in one of the hardest-hit regions of the country. But Sparks' residents, business leaders, City staff and officials rallied against this recession.

Spearheaded and implemented in 2011 by our City Manager, the Sparks Sustainable Services Initiative was a collaboration of efforts by dynamic, forward-thinking individuals throughout our organization.

After more than two years in service, I am happy to report the plan is working. Sparks is still in the game, but there is more work to be done. It has not been easy – and I don't anticipate the remnants of this recession to disappear soon. Even in the best of times, budgets can be harsh realities. Our revenues haven't yet returned to pre-recession numbers. While we may have turned a corner, it is not THE corner.

I have spoken of a sustainable organization that is to endure and meet the needs of the present without compromising the ability of meeting the needs of the future. This IS the challenge for the City of Sparks.

Thanks to our City's Executive Team, we have made substantial progress. We have retooled our organization, combined two departments into one, cross trained employees, and consolidated critical functions with some City divisions, and in some cases, with single employees. We have taken the lead in the Truckee Meadows as a

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local government and have placed a renewed and refocused effort on economic development. And we continue to look across the board the find ways to make it easier to do business in Sparks.

Our residents should be proud of our accomplishments.

Geno R. Martini

## Sparks' Mayor & City Council



*Julia Ratti, Ward 1; Ed Lawson, Ward 2; Ron Smith, Ward 3; Mayor Geno R. Martini; Mike Carrigan, 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.

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

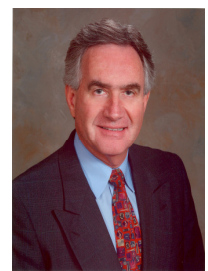


*City Attorney, Chet Adams*

### 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 two core goals: Financial Stability and Employee Relations and five Strategic Goals representing community well-being, sustained growth and engagement.

- A) Financial Stability: Maintain fiscal policies to ensure a prosperous, sustainable city.
- B) Employee Relations: Provide a successful and effective work environment.
  1. Promote the safety of our residents, businesses and visitors.
  2. Explore and promote opportunities for economic development and special events.
  3. Manage resources to keep pace with technology, infrastructure, and sustainability needs.
  4. Encourage citizens to interact with their city government and build strong alliances with other government entities.
  5. Improve and promote quality of life in the City of Sparks.

## Sparks' Senior Staff



Front Row: Tracy Domingues, Parks & Recreation Director; Jeff Cronk, Financial Services Director; Teresa Gardner City Clerk; Steve Driscoll, Assistant City Manager; Cyndi Boggan, Administrative Assistant; Adam Mayberry, Community Relations Manager; Back Row: Chester Adams, City Attorney; Andy Flock, Retired Fire Chief; Brian Miller, Deputy Police Chief; Tom Garrison, Fire Chief; Neil Krutz, Deputy City Manager  
Not Pictured: Shaun Carey, City Manager; Heidi Shaw, Court Administrator; 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



No, Mayor Martini isn't breaking into song. He is introducing the talent at the Star Spangled Sparks contest.

## 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 (Section 1.150(2) of 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 recommendation 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, Community Relations, Employee and Customer Relations, and Contracts and Risk.



Assistant City Manager Stephen Driscoll

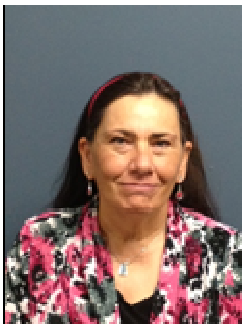
## City Clerk's Office

Teresa Gardner became the City Clerk in February 2012. The Clerk's office is responsible for City Council meetings, documentation of all actions taken by the Council, elections and maintaining records of the city, all in accordance with the Nevada Revised Statutes, Sparks Municipal Code and the Sparks City Charter.

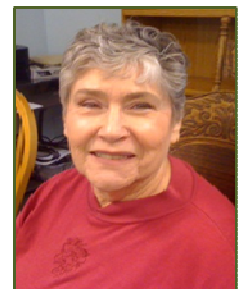
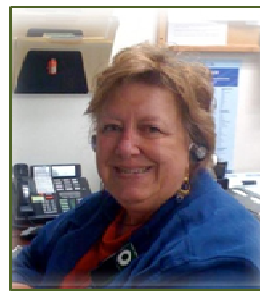


developed for city records including building permits, business licenses, grants, effluent operating manuals, records retention and records destruction, and additional applications will be prepared for effluent systems permits and more. The Clerk's office also provides training for document storage and retrieval and troubleshoots issues. In FY12-13, approximately 3,474 building permit entries (63,171 pages) and 6,858 business license documents (176,978 pages) have been scanned or imported and indexed into electronic storage.

The Clerk's office is continually looking for process improvements. Innovations to streamline business have been implemented including reduced payment for document destruction, paperless notifications, elimination of redundancy between departments handling claims and elimination of office equipment. The next innovation will be to provide a computer in the Legislative Building for public access to Council meeting information rather than preparing a paper copy of the documentation.

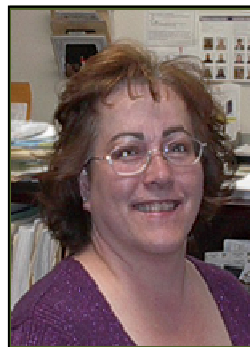


Donna DiCarlo, Assistant City Clerk/Records Coordinator, earned designation as a Certified Municipal Clerk from the International Institute of Municipal Clerks.



The Clerk's Office continues to utilize volunteers to assist in accomplishing our mission. This fiscal year, two volunteers, Donna Cameron and Loretta Hadlock, provided 574 hours of assistance, which provides an IRS equivalent of \$10,187.

Carrie Brooks, Records Technician, earned a Records Information Management certificate from ARMA International.



During FY12-13, the Clerk's office responded to 207 customer requests for records. In addition, e-mail archiving has been implemented in three departments and additional departments will be added next fiscal year. Electronic document storage applications have been



'Keep calm, Clerk on'

## Management Services Department, Continued

### Customer Service

During the last year, the Customer Service Department has continued to work together to provide customers fast, friendly and efficient service. The team is diligently working to cross train in all areas of responsibility in an attempt to make the customer experience the best it can possibly be.

In November 2012, the Customer Service Team manned the EOC hotline for Sparks residents, providing directions and locations of sandbags as well as information on road closures and evacuation areas.

In January and February of 2013, two Customer Service employees completed the US Passport training, bringing the total number of passport agents to four.

In March 2013, the Customer Service Team participated for the first time in National Passport Day. During this Saturday, the Customer Service counter assisted only passport customers. The team processed 61 new passport applications and assisted many customers with the assembly and mailing of their renewals.

In April 2013, a group of team members attended a week long Springbrook conference in Portland Oregon in order to prepare for the upcoming upgrade to our sewer billing system. Implementation is scheduled to begin in 2014.

With the much appreciated assistance of the City Clerk's Office, the Customer Service Department completed the scanning of all business license records into EIMS.

In June of 2013 our Customer Service Volunteer, Louanne Ginocchio, was recognized by the Mayor and City Council for providing four years of volunteer service with the Customer Service Department. She has been a tremendous asset to our team.

In the upcoming year the Customer Service Department will continue to look for innovative ideas that will help the department run in a cost effective manner without sacrificing the excellent service our customers deserve and have come to expect.



Above: City Manager Carey and ASM Driscoll painting their own offices.

Below: HR Jill Valdez participating in maintenance worker testing at Gandolfo Park.





## Management Services Department, Continued

### City Manager's Office and Community Relations Division

#### Nevada Legislative Session Recap

The 77<sup>th</sup> session of the Nevada Legislature ended on June 3, followed by a short special session.

The City's legislative team made up of Mayor Geno Martini, Councilwoman Julia Ratti, City Manager Shaun Carey, Community Relations Manager Adam Mayberry, and the City's contracted lobbyists, Carrara Nevada worked tirelessly for 180 days with important support from key City staff.

The team tracked and monitored key bills that addressed changes to public safety, the public procurement process, transportation and public infrastructure funding, general local government policies and procedures, redevelopment areas and a variety of economic development incentives.

Assembly Bill (AB) 68, which passed, provides a level of consistency and fairness for nearly all local governments in Nevada when it comes to how consolidated taxes (mostly sales taxes) are distributed back to the Nevada's counties and cities.

The City's priority bill rested with Senate Bill (SB) 509. This legislation extended permanently the occupancy/hotel room tax.

SB 457, vetoed by the Governor, would have required ward only voting in the general elections for a select group of municipalities whose residents vote for all members of the council during a general election.

The City's Charter bill easily passed both chambers and addressed some minor clean-up issues that are now law.

Overall, the 77<sup>th</sup> session of the Nevada Legislature did "no harm" to the City of Sparks, always a welcomed conclusion at the end of a session.



Starting the morning right at the Marina.  
Star Spangled Sparks 2013.

## Management Services Department, Continued

### Employee and Customer Relations Division

#### Human Resources/Employee Relations

Human Resources enjoyed another fantastic and busy year. Mindy, Jen, Des, Chris, Nancy & Jill are here and ready to serve!

#### Wellness Program

While changes in healthcare laws have resulted in even more preventative services being offered through the group health plan, we can always do so much more to ensure the health and well-being of our employees and retirees.

Our new wellness program seeks to build upon existing preventative services by providing additional learning opportunities and health solutions. For example, the City will provide expert speakers to educate individuals about the importance of knowing and understanding their risk factors. That's just the beginning! The City will support employees in their efforts and actions to reduce health risks and improve quality of life. Through the wellness program, the City will offer online opportunities to track progress, participate in challenges, and earn rewards. In addition, the City will provide hands on demonstrations of healthy living and cooking plus onsite fitness and nutrition counseling.



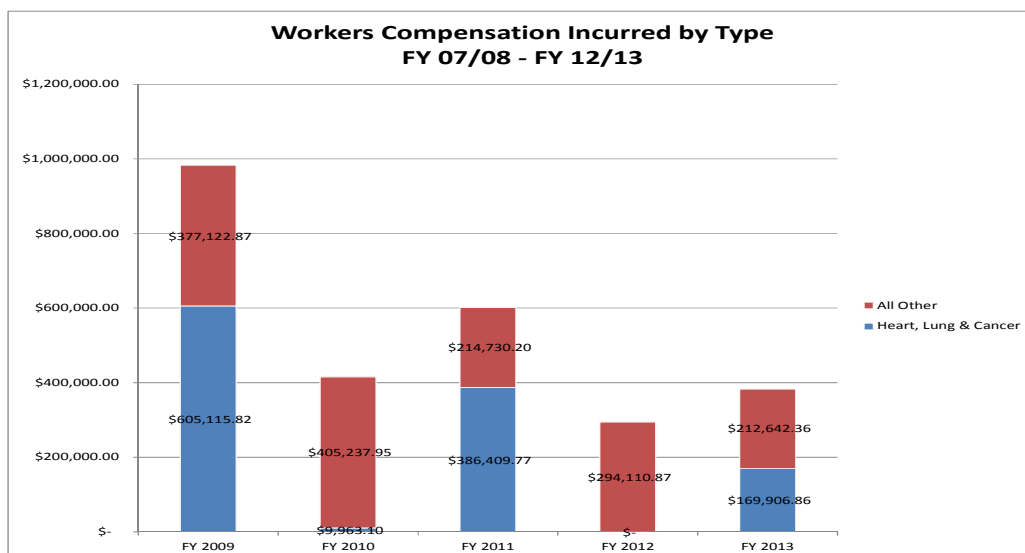
#### Learning & Development

FY13 saw the renewal of the L&D Fund by City Council, providing funding to obtain the necessary certifications and licensures to ensure staff success. At the request of the City Manager, the Sparks City Council approved a \$200,000 training budget to be utilized by non-public safety personnel.

The fund, known as the L&D Fund is managed by Human Resources. This fund provided 235 learning opportunities to over 350 employees. Funds paid for Registration costs, course and material fees; exam fees and preparatory materials; certification & licensure fees; and, travel expenses when necessary.

#### Emergenetics

Emergenetics Training was rolled out in FY13 to over 300 employees. Emergenetics is a fantastic tool for bringing brilliant minds together to accomplish tasks, build teams and communicate more effectively.



# Management Services Department, Continued

## Employee and Customer Relations Division, Continued

### Recruiting

Human Resources continues to manage the selection process; tracking applicants, scheduling and participating in the interview process and selection; administering pre-employment physicals, drug screens and background checks and providing new hire orientation to full-time and temporary employees.

And it was a very busy year! 1289 online applications were received this last fiscal year for 65 requisitions; filling 54 positions throughout the City of Sparks. One position was filled with an employee from the Layoff Register and 31 new employees were introduced to the City. The table reflects the activity surrounding those recruitments. →

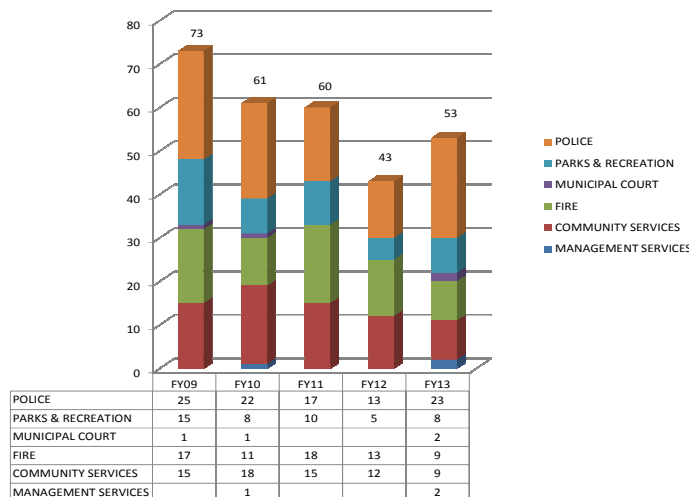
### Group Health and Voluntary Benefits

Human Resources continues to administer the City healthcare plans including medical, dental and vision for employees and retirees. Human Resources also facilitates and coordinates flexible spending accounts, deferred compensation plans, life insurance and long term care insurance.

Human Resources is actively participating in training and seminars for the Affordable Care Act (Obama Care), to ensure federal compliance and be able to provide up-to-date information to employees, retirees and their families.

Positions Filled FY 2013	
Accountant I	1
City Clerk	1
Code Enforcement Officer I	1
Crew Supervisor	2
Customer Service Specialist I	2
Emergency Communications Dispatcher	1
Equipment Mechanic I	2
Fire Apparatus Operator	3
Fire Battalion Chief	1
Fire Captain	4
Fire Information Technology Support Specialist	1
Firefighter	5
Information Technology Support Specialist Senior	1
Laboratory Quality Assurance Officer	1
Legal Secretary I	1
Maintenance Worker I	3
Maintenance Worker III	1
Payroll Technician	1
Police Chief	1
Police Officer	6
Police Sergeant	3
Property Evidence Technician I	1
Public Works Inspector I	1
Systems Analyst Senior	1
TMWRF Treatment Plant Manager	1
Treatment Plant Electrician/Instrumentation Technician I	3
Treatment Plant Mechanic I	2
Wastewater Plant Operator I	3

**Number of Workers Compensation Injuries by Department  
FY 2009 - FY 2013**



### Worker's Compensation

Human Resources administers the worker's compensation program- including the heart lung program and annual physicals - by coordinating information between our third party administrator and our managed care organizations.

## Management Services Department, Continued

### Employee and Customer Relations Division, Continued

Human Resources will continue to provide key services to employees and citizens, while supporting the City's initiatives. Human Resources fully functional team will continue to focus on the needs of the organization and its people.

Human Resources performs a number of essential functions, which include but are not limited to:

- ◇ Administering and managing concessions and happily coordinating the return of concessions
- ◇ Successfully negotiated and renewed contracts for services such as: Stop/loss insurance, life insurance, excess insurance, property & general liability insurance, CDS, Carson Tahoe Hospital
- ◇ Effectively negotiated and renewed contracts for all labor contracts and resolutions, including reformatting all documents for ease of use
- ◇ Providing consultative services to management and employees on the interpretation and management of employee contracts and resolutions and playing a key role in the negotiation process
- ◇ Managing the employee grievance process including providing coaching and mentoring throughout the disciplinary process
- ◇ Acting as the primary liaison in benefit plans including deferred compensation plans, PERS, FSA, EAP, Tuition Reimbursement, FMLA, unemployment, and other agencies as required
- ◇ Coordinating the Civil Service Commission
- ◇ Administering the NDOT Drug Program/Medical Certification
- ◇ Administering the sick leave donation program
- ◇ Coordinating City department restructuring and reorganizations
- ◇ Providing essential information dissemination, both to management and employees
- ◇ Participating in and supporting employee groups such as Project Innovation, the Risk Committee, Safety Team and the Group Health Committee.

The City of Sparks Human Resources Department looks forward to helping employees and citizens and encourages that you stop by and see us whenever you might need assistance.



# Management Services Department, Continued

## Contracts and Risk Division

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, 2013, the City spent \$38,067,610 through the use of 1,968 Purchase Orders and 8,884 credit card transactions.

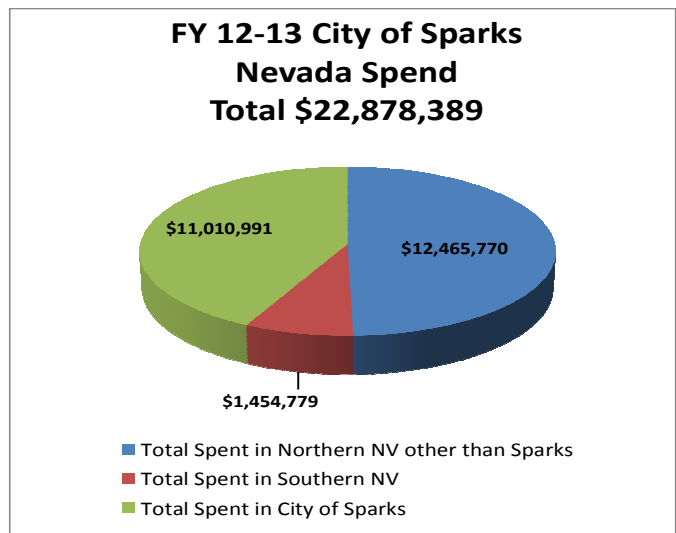
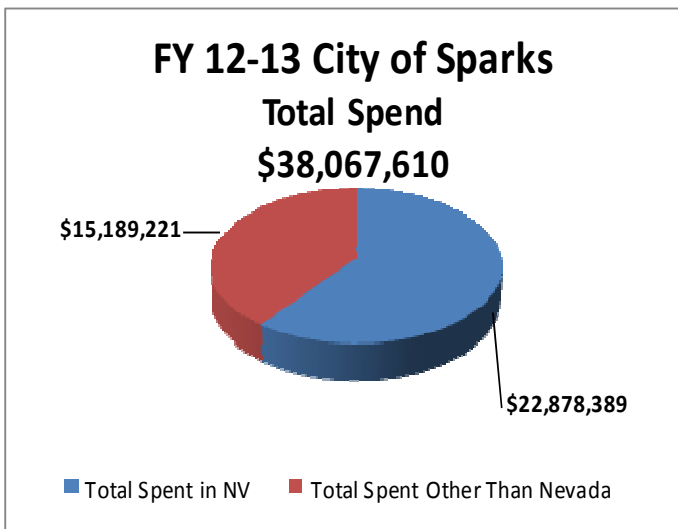
Of the roughly \$38 Million, \$22.8 Million of purchases (60%) was transacted with businesses in Nevada.

Of the \$22.8 Million spent in Nevada, \$21.4 Million (94%) occurred in Northern Nevada.

\$10.4 Million was purchased from vendors holding a Sparks address. This represents 27% of the total spend and 46% of the Nevada amount. The Sparks business share reflects an increase from the previous fiscal year.

The balance of transactions that left the State (40%) can be directly tied to multiple issues, but in most cases are instances where products were competitively bid; were unavailable from local sources; were sourced locally but business is transacted with an out-of-state office; or were procured from a "sole source" located outside of the region. These included:

- Chemicals or specialized equipment at the Truckee Meadows Water Reclamation Facility (TMWRF): \$6.2 Million (16% of total)
- Specialized Vehicles, Equipment or Software: \$1.2 Million (3% of total)
- Golden Eagle Regional Park Expansion (Turf/Lights): \$499,328



### Risk Management

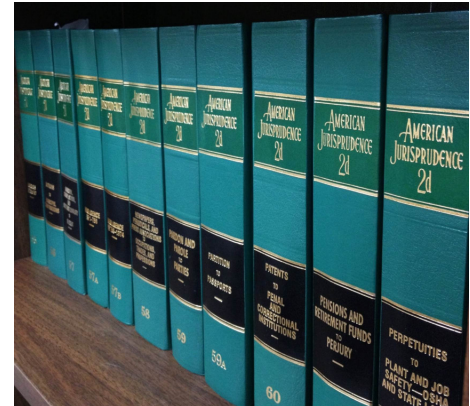
The city has done an excellent job controlling losses and limiting exposure through the Risk Committee and working with departments to identify potential exposures. This has allowed the city to keep most policy premiums close to the same or less than the previous fiscal year, while adding additional insurance coverage for the city's fleet and property.

## 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

#### 2012-2013 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.

#### 2012-2013 Key Accomplishments

- ◆ Assisted approximately 1,900 victims of domestic violence to ensure meaningful court representation.
- ◆ Provided bilingual and interpretive assistance to victims and to city departments.

### Civil Division

#### 2012-2013 Primary Performance Measures

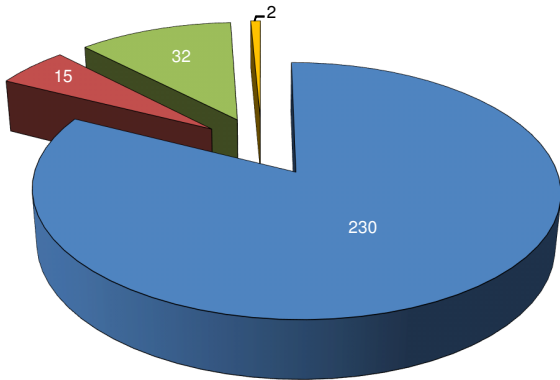
- ◆ From July 2012 through June 2013, there were four civil lawsuits filed against the city; these civil lawsuits claimed a total of \$1,500,000 and the city paid nothing in response to these lawsuits.
- ◆ From July 2012 through June 2013, the City Attorney's Office filed 9 forfeiture cases in an attempt to collect monies for the Sparks Police Department and the City Attorney's Office. We were able to collect approximately \$4,000 from these efforts.

#### 2012 Key Accomplishments

- ◆ Protected the city treasury by successfully defending state and federal lawsuits and thereby paying minimal amounts in adverse court judgment.
- ◆ Maintained and worked within budget guidelines.

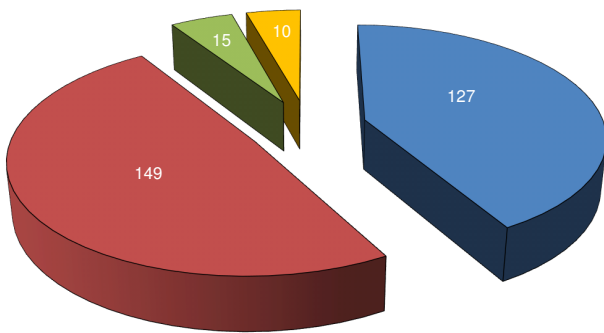
## City Attorney, Continued

**2012 DUI Prosecutions**



■ DUI 1st Offense Convicted    ■ DUI 1st Offense Not Convicted  
■ DUI 2nd Offense Convicted    ■ DUI 2nd Offense Not Convicted

**2012 Domestic Battery Prosecutions**



■ Domestic Battery 1st Offense Convicted    ■ Domestic Battery 1st Offense Not Convicted  
■ Domestic Battery 2nd Offense Convicted    ■ Domestic Battery 2nd Offense Not Convicted

### Criminal Division

**2012-2013 Primary Performance Measures:**

- ◆ DUI Prosecutions for 2012 were: First Offense = 230 convicted/15 not convicted; Second Offense = 32 convicted/2 not convicted.
- ◆ Domestic Battery Prosecutions for 2012 were: First Offense = 127 convicted/149 not convicted; Second Offense = 15 convicted/13 not convicted.

**2012 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.
- ◆ Maintained a 94% conviction rate for DUI prosecutions and experienced only a slight reduction in Domestic Battery prosecutions at 46%. The slight reduction is caused by victims who are scared and unwilling to testify against the Defendant.

## 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

There have been some big changes in building codes this past year! After working together with Building Officials from The City of Reno, Washoe County and Carson City, the 2012 International Codes together with the Northern Nevada Amendments were adopted by all jurisdictions. This was an exciting move toward consistency and open communication throughout the region.

The 2009 International Energy Conservation Code (IECC) adopted at the end of last fiscal year has been successfully incorporated as well. As with any changes, there were growing pains but developers adjusted quickly. We have resolved many issues that arose due to the new energy code and working with the builders we will provide well designed and efficient homes for the future.

Buildings account for 39% of United States energy use. Advances in technology, design, and construction continuously improve the potential energy efficiency of buildings. In response, energy efficiency building codes are continuously updated to reflect new best practices and off-the-shelf technologies, setting more rigorous standards that propel building energy efficiency forward. The IECC addresses energy conservation requirements for all aspects of energy uses in both commercial and residential construction, including heating and ventilating, lighting, water heating, and power usage for appliances and building systems. The latest standards are approximately 30 percent more efficient than earlier versions and represent the largest single increase in the history of the energy codes. Among the major changes to the code were lighting that shuts off automatically in commercial buildings; minimum energy performance standards for heating systems; and more efficient air conditioners. This new energy code will help us to significantly reduce a new homes and/or businesses carbon footprint and make a smaller impact on our precious natural resources.

The Building and Safety Division regulates these codes through a plan review and inspection process. Before a building permit is issued, the plans are reviewed for code compliance. This fiscal year has seen an increase in plan submittals of 13% over last year. 1,130 plan reviews were performed (up from last year's 1004). Of those, 30% were revised before issuance. Small projects and revisions are still given priority and are often completed in 3 to 5 days. Unfortunately, larger project turnaround times are approaching 25 working days.



Currently the Building and Safety Division is experiencing a surge of inspection requests from a very strong and recovering construction industry. The single family housing developments are back to selling homes before they are built and having a hard time finding people to build them. You'll see new growth in the Foothills at Wingfield Springs, D'Andrea, Kiley Ranch and Galleria communities and a new 43 unit apartment complex called Aspen Village on Sullivan (pictured).

There has been no shortage of challenges for the building inspectors. One in particular was the hazardous chemical storage and distribution facility that moved into the building at 2070 Brierley. This was a large and complicated job due to the nature of the materials being handled. Of course, the normal mad rush to complete several school upgrades was a little

crazier with the earlier back to school date. Peterbuilt on Larkin Circle and Cashman Equipment on Glendale Ave have also constructed large additions.

Another of the more interesting commercial projects is the new Galaxy I-max Theater at the Legends mall complete with 12 surrounding theaters and reclining leather seats. And soon, you'll be able to stop for a bite to eat at the new Buffalo Wild Wings before the movie.



# Community Services Department, Continued

## Engineering Division - Building & Safety, Continued

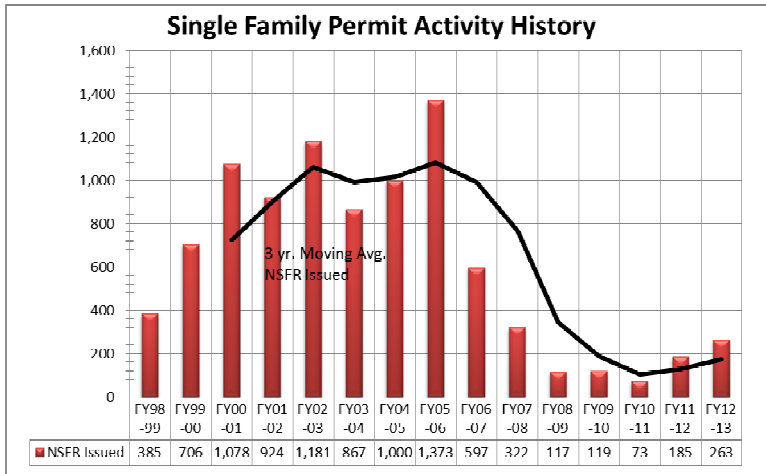
The community swimming pool at The Fairways is nearing completion and a tentative opening date of August 1st is scheduled.

The huge metal beast being built at the Red Hawk golf course will evolve into a 90' faux water tower that disguises an AT&T cell tower.

The new mini storage facility on Roberta Lane has begun construction and there are several smaller tenant improvements going on in existing vacant commercial spaces that seem to signal a return of new small businesses.

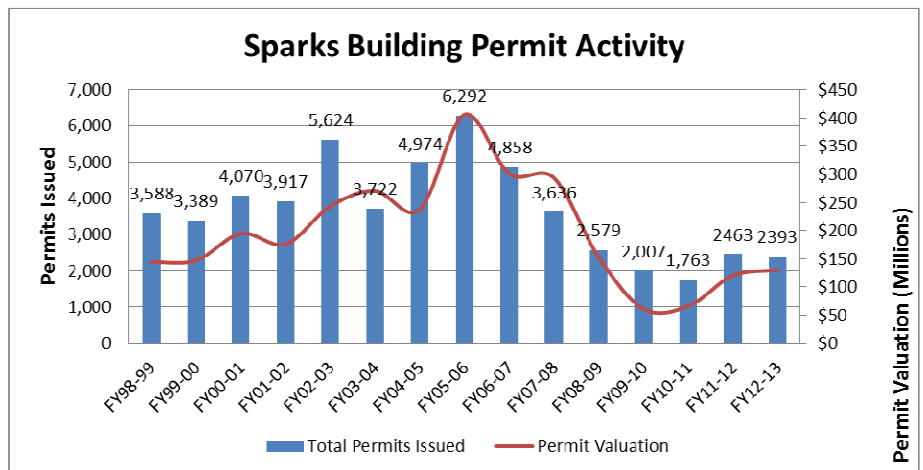


Pictured - Construction of the Galaxy Theater at Legends



We were successful this past year in adding a temporary building inspector position and have been continuing to borrow personnel from the Public Works Division to assist in building inspections.

We will also look at outside plan review services to reduce turnaround times. The steady improvements in the economy have translated directly into a higher demand for services and we look forward to growing strong and healthy with the community.



## Community Services Department, Continued

### Engineering Division - Capital Projects

The 2012/2013 Fiscal Year's projects continues to be a focus on the rehabilitation and repair of the City's existing facilities, rehabilitation of the utility system, parks/pathways, and improvements to the roadway network with the Pavement Management Program (PMP). We also constructed a new Open Space Park and enhanced improvements to two other Parks Facilities.

The continued success in construction of the past fiscal year's projects is due to the open cohesive partnerships with the City's various Departments Finance, IT, Police, Fire, Parks and Recreation; along with the Community Services Divisions of Building and Safety, Planning, and especially our Maintenance, as well as our consultants and contractors selected to design and build the various projects.

#### City Facility Rehabilitation/Refurbishment Projects:

This past fiscal year continued to be a challenging year with projects at City Facilities. Projects are typically ranked on the following criteria:

- ◇ Structural Integrity of Facility (Roofs, Walls, Structure)
- ◇ Mechanical/Electrical (HVAC, Boilers, Generators, etc.)
- ◇ Disability Access/Grant match projects
- ◇ Remodel for Workability/Use of Space Critical to Operational effectiveness
- ◇ Remodel for Comfort/Upgrade

The most notable projects this past fiscal year that were completed and fall within our first priority of Structural integrity were the Bull Pen Building, Fire Station No. 3, and Victorian Band Stand Roofing projects. Each of these projects improves our long term structural integrity of our facilities and reduces overall maintenance cost.

#### Park/Park Enhancement Projects:

This past fiscal year saw the completion of the Wedekind Park. This park was built primarily using a State Trails grant and provides a welcome open space environment experience with minimal impact to the Native vegetation.

The first ever "All Abilities" Playground was added to Pah Rah Park which features play apparatuses for children of all ages and abilities.

Finally, the expansion of two additional Little League fields including a restroom/concession building was completed in April at our Golden Eagle Sports Complex.

#### 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 \$364,000 of Community Development Block Grant funds rehabilitating the sidewalks, curb, gutter, parkways, and installed Disability compliant access ramps on 5<sup>th</sup> Street from Prater Way to D Street. This project creates an increased curb appeal and fresh look for a subdivision more than forty years old.



## Community Services Department, Continued

### Engineering Division - Traffic Engineering

#### Signal Timing 4

The Signal Timing 4 project is part of our continuing efforts to improve traffic signal operations throughout the Truckee Meadows. In partnership with the Regional Transportation Commission (RTC) we review signal timing at approximately one third of the traffic signals every year. The RTC funds data collection for us and then we work together on modeling the intersections to insure that we are meeting the needs of the traveling public. This year we are scheduled to review the Pyramid corridor between I-80 and Sparks Blvd., the McCarran loop between Greenbrae and the US 395/I-580 interchange, and various isolated intersections such as El Rancho and Wedekind. So far we have completed the section of Pyramid between I-80 and Greenbrae and intend to continue modeling and, if needed, alter the timing at the remaining intersections until we reach the final intersection on our list this year. It will take us at least a year to create all the models for these roads, adjust the timing at each intersection to be in compliance with current industry standards, develop new timing patterns, enter all of the changes into each intersection, and then evaluate the performance with the new timing installed. After the year is up, we will then start all over with roads such as Rock Blvd. or El Rancho Drive.



#### Nichols Boulevard-Cycle Track Improvements

The Nichols Boulevard Cycle Track Improvement was completed in the fall of 2012. At a request from the City of Sparks to the Regional Transportation Commission, the new cycle track improvement made a connection from downtown to the Sparks Marina Park.

A cycle track is a separated bicycle facility that runs along a roadway. Cycle tracks are separated by a buffer, which separates the bicyclist from automobile traffic, and consists of a physical barrier, such as parking, hardscape and landscaping. In the case of Nichols Boulevard, all three physical barriers were used.

You might be wondering where the concept of a cycle track originated. Segregated pathways were developed in Europe in the late 19<sup>th</sup> century when concerns arose between cyclists, horse and pedestrian traffic. One of the first segregated facilities in the US was constructed in the Los Angeles area in 1897 but fell victim to urban sprawl and the right-of-way was used for the Arroyo Seco Parkway.

The new Nichols Boulevard Cycle Track Improvement is an important connection from Pyramid Way, along Victorian Avenue and to the Marina. This connection will allow our residents another commute option for special events as well as provide easy access for visitors attending downtown events to safely access a city jewel: The Sparks Marina Park.

#### 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 maintenance, corrective maintenance and rehabilitation for our local roadways. This program has been a great success with the overall Pavement Condition Index or PCI rising from an average of 77 in July 2008 to 84 in July 2013.

In 2013, the preventive and corrective maintenance program slurry sealed over 2.1 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 2013 Rehabilitation program this year repaired over 200,000 square feet of pavement. The rehabilitation program included the following roadways: Parkland Drive (Waterfield Dr. to Ridgeland Dr.), Ridgeland Dr. (Parkland Dr. to Waterfield Dr.), E. Gault Way (York Way to Probasco Way), La Grange Court and Sheffield Court.

## Community Services Department, Continued

### Engineering Division - Traffic Engineering cont'd—Utility Engineering

#### **Street Cut Program**

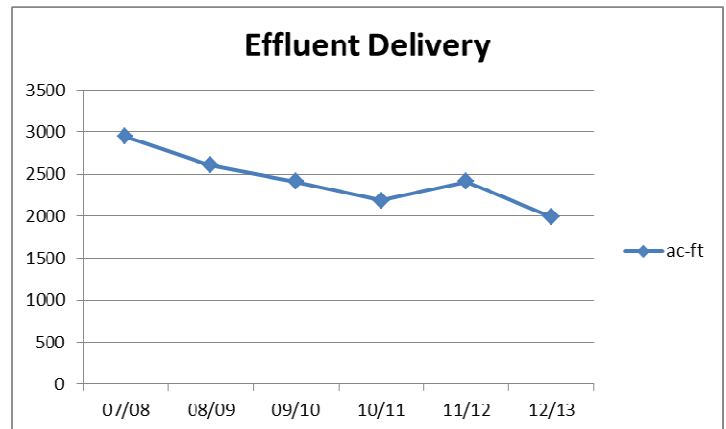
The Street Cut Program was established to be a self-funded program paid for through permit fees. It is administered by the Community Services Department Transportation Division. The program issues and tracks excavation permits allowing a contractor or utility company the ability to perform work within 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".

There have been 285 permits issued this year, an increase of just over 20% from last year. The majority (approximately 62%) were issued to public utilities like NV Energy, TMWA, and AT&T. The remaining 38% were issued to private companies like excavating contractors, concrete contractors, and plumbing contractors. Permits issued to private companies are up 15% from last year while permits issued to public utilities remained constant.

NV Energy has been responsible for the larger projects this year with the continued retirement and replacement of black wrap coated gas mains (a vintage pipe installed in the 50's and 60's). These gas mains, having reached the end of their useful life cycle, are being replaced with more modern material such as Polyethylene plastic pipe or welded steel pipe. The work has been completed by a combination of different contractors and NV Energy crews with excavations ranging from 300 feet to 2000 feet in length. This gas line replacement program is expected to continue into the coming year.

#### **Sanitary Sewer Rehabilitation**

The 2012/2013 Fiscal Year saw continuing reinvestment in the City's key sanitary sewer infrastructure and Asset Management program. On the rehabilitation side, we partnered with the City of Reno to rehabilitate 3,250 feet of large diameter sanitary sewer interceptor pipeline in coordination with the South-East Connector project. This work was especially exciting as it included improvements to the siphon structure beneath the Truckee River. This structure was the subject of the City's mock emergency drill in late 2011; rehabilitation of the siphon helps ensure our infrastructure is in a good working condition and that the drill doesn't become a reality. Total expenditure for this project is anticipated to be \$446,512.



Another large expenditure (\$338,000) was the purchase of an IBAK Panoramio pipeline assessment system. This equipment represents new technology that dramatically improves both the speed of videoing and data processing which will allow the City to increase pipeline condition assessment work with reduced engineering and maintenance staffing. Ensuring that rehabilitation and replacement dollars for our pipeline infrastructure are being spent appropriately and in coordination with planned roadway projects is vital.



The new IBAK panorama pipeline assessment truck.

## Community Services Department, Continued

### Engineering Division - Utility Engineering, Continued

#### Effluent Reuse Delivery

FY 12/13 saw a continued downward trend in effluent use, largely due to the loss of D'Andrea Golf Course. As development picks back up, it is hoped that this trend will start to reverse as more water is used for dust control and landscaping.

#### Stormwater Program (MS4) Permit EPA audit

The Cities of Reno, Sparks and Washoe County have held a joint Municipal Separate Storm Sewer System (MS4) permit through the Nevada Division of Environmental Protection (NDEP) since 2000. In June of 2013, NDEP, in cooperation with the Environmental Protection Agency, performed an audit of our program and permit compliance over a four-day period. While the actual audit report isn't expected until late 2013, initial informal results were positive and complimentary of both the City of Sparks and the coordinated efforts with our regional partners in ensuring that the Truckee River is protected from pollutants within the storm drain system.



Drilling for a bridge support for the new southeast connector roadway

New interchange going in at Greg Street and Sparks Boulevard for the southeast connector roadway



## 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. This 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 42 land use entitlements, down from the 63 entitlements handled the previous year, as reflected in the following table for the last four years:

Entitlement / Action	FY 12/13*	FY 11/12	FY 10/11	FY 09/10
Annexations	0	0	3	0
Administrative reviews	2	13	0	3
Tentative map	2	1	2	3
Final map	1	3	4	2
Boundary line adjustment	3	4	1	4
Parcel maps	7	2	3	3
Planned development reviews	3	4	1	2
Special use permits	13	16	7	3
Site plan reviews	11	14	13	12
Master plan amendment	0	6	0	4
Totals	42	63	34	36

\* Submittals for period from July 1, 2012 to June 30, 2013; some applications are still pending.

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 Master Plan, and participates in the regional planning process and other regional programs and committees. Additional duties include economic development, redevelopment planning, housing, grant administration (Community Development Block Grant and EPA Brownfields) and zoning code enforcement.

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

#### Zoning Code Update

The Planning division responded to City Council and community concerns about development codes (and related processes) inhibiting development or job creation by initiating a three track process to identify and implement changes needed to facilitate and expedite development.

The three tracks are: 1) "quick fixes" – changes that can be undertaken quickly and with existing staff resources; 2) a consultant-assisted review of the City's zoning code to identify additional changes that should be made to the current code; and, 3) a comprehensive overhaul of the City's development ordinances including zoning, landscaping, and design standards.

Substantial progress has been made on Phase 1.

Phase 2 was completed and presented to the City Council for discussion and policy direction. As follow-up, Advance Planning staff prepared, and received City Council endorsement of, a work program for the next 18 -24 months. This work program includes additional staff -prepared code amendments, staff completion of the City's master plan update and Phase 3, a consultant-assisted reorganization and further amendment of the zoning code.

The City Council allocated funding for the consultant in the 2012/13 budget and in June approved a contract with a team comprised of the firms White & Smith, LLC, Reno-based CFA and Winter & Company. The project is underway with a target date of late 2014 for adoption of a fully-revised zoning code.

#### Brownfield Program

The City received \$400,000 of Brownfield Grant funding from the U.S. Environmental Protection Agency to conduct Phase I and Phase II Environmental Site Assessments. The funding is intended to assist property owners within the City's redevelopment districts to expand, redevelop or reuse their property.

In August 2010, the City awarded a contract to Converse Consultants and their team to assist the City in implementing the grant and conduct the environmental site assessments. To date, 24 Phase I and 9 Phase II Environmental Assessments have been done for property owners. The grant ends in October of 2013.

#### Redevelopment

The Redevelopment Agency sold the former Pacific Pawn property at 916 and 918 Victorian Avenue to the owners of Cantina Los Tres Hombres, who demolished the obsolete structures and installed a dining patio.

# Community Services Department, Continued

## Planning Division, Continued

Last September, the Redevelopment Agency approved an Exclusive Negotiating Agreement (ENA) with AED Investments of Phoenix, Arizona. The ENA gives AED through September 2013 to negotiate an agreement to purchase the Agency's 10.2 acre parcel on Marina Gateway Drive for development of assisted living facilities.

### Community Development Block Grant – 5<sup>th</sup> Street Pedestrian Improvements

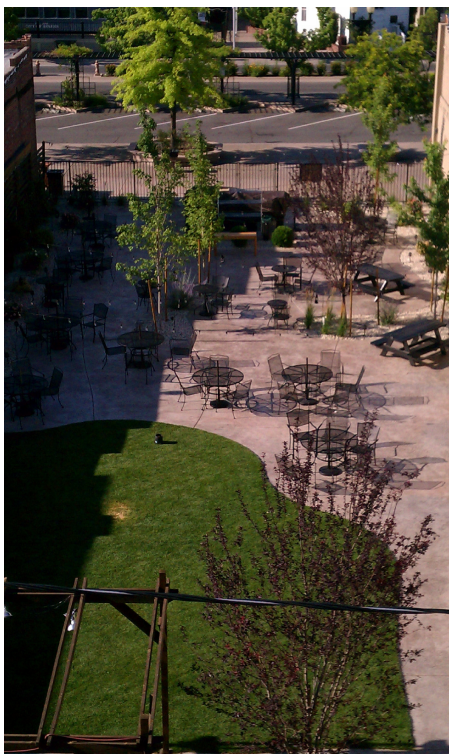
Sparks invests the majority of its Community Development Block Grant funds to upgrade aging infrastructure in Sparks' older, low- and moderate-income neighborhoods.

In FY 2012/13, Sparks utilized \$310,154 to improve the pedestrian environment along several blocks of 5<sup>th</sup> Street and adjacent side streets between Victorian Avenue and Prater Way. This included new sidewalks, curb and gutter, and ADA accessibility improvements.

This was the second recent 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. For FY 2013/14, the City has allocated over \$500,000 for similar improvements on adjacent streets in this same neighborhood.



## Victorian Square, Summer 2013



The new B St. Café: former site of Pacific Pawn.



## Community Services Department, Continued

### Maintenance Division

In 2012, the city budgeted for additional training opportunities. The Maintenance division took advantage of the L&D Fund offered through the City of Sparks Human Resources department and training opportunities offered by other local agencies totaling 5,261 man-hours of training.

Much of the training was hands-on resulting in immediate payback. The education and training gained is helping our employees perform their daily maintenance activities as well as laying the foundation for our succession planning.

The city conducted an employee survey to determine in what areas management needed to improve.

Focus group meetings were then held with the employees. We found out the employees were not in favor of pooled staffing, so we developed hybrid subdivisions with input from the maintenance employees. This has put some stability back in the maintenance division, and we have received a number of positive comments regarding this change. Involving the employees in this process has opened the lines of communication.

The 2012 fiscal year was challenging for the Maintenance division. We had little-to-no snow last winter, so we saved money on overtime; however, on the down side we lost trees and turf due to lack of water during the winter months. With the Parks infrastructure getting older, we have experienced many irrigation brakes. This has brought added challenges to our daily maintenance activities.

**Pelican Park** was turned over to the city in 2012. The park was in dire need of repairs. We put in new water services; a new RPA, new irrigation clock, new sidewalk/curb, trees/plants, and we seeded the turf.

We are still working on the irrigation system at this time. Once we are finished this will be a nice park for the community.



## Cruizin in Sparks, Hot August Nights, 2013





# Community Services Department, Continued

## Truckee Meadows Water Reclamation Facility (TMWRF)

TMWRF includes the following divisions: Operations, Laboratory, IT, Safety, Maintenance, and Environmental Control.



The Truckee Meadows Water Reclamation Facility (TMWRF) is a regional facility serving the majority of the Truckee Meadows. Commissioned in 1966, TMWRF is nearing 5 decades of service to the community. With some of the most stringent nutrient discharge standards nationwide, it continues to protect both public health and the environment. The flow to the plant remained fairly steady at approximately 30 million gallons per day. This year the plant experienced two emergencies: the failure of an electrical switch gear and the failure of piping in headworks. TMWRF staff, along with Reno, Sparks, contractors and consultants, addressed both situations without a single wastewater discharge to the environment or a single injury.

A comprehensive Capital Improvement Plan, begun in 2011, continues at the plant to address infrastructure at or near the end of its service life. These improvements will allow TMWRF to be a dependable resource for the community and extend the service life of the plant.

TMWRF provided 55 million gallons of high-quality effluent for irrigation of UNR Farms, several golf courses, athletic fields, parkway landscaping and construction dust control water. This effluent displaces the use of potable water, allowing it to remain in the Truckee River.

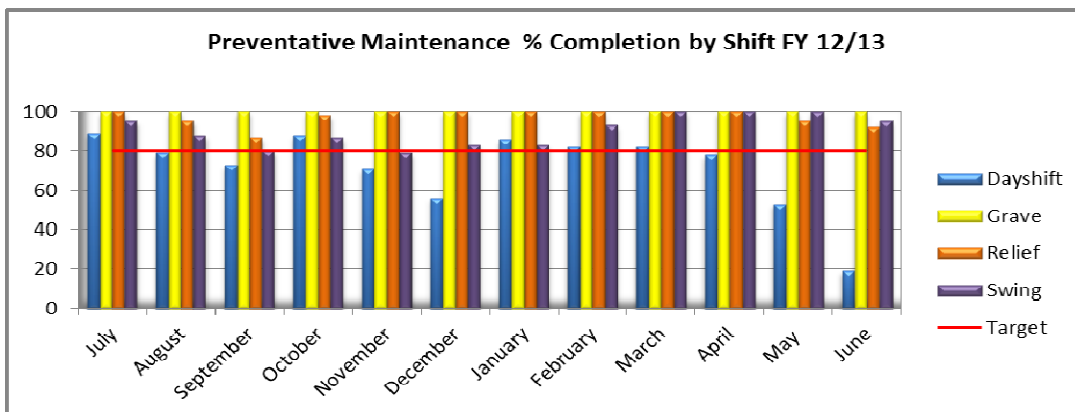


### Operations Division

The Operations Division is responsible for the day to day operation of the wastewater treatment plant. They are ultimately responsible for ensuring that the discharge from the plant meets all regulatory requirements and is not a threat to public health or the environment. The Operations Division staffs the plant 24 hours a day, every day of the year to ensure the plant is working properly.

With several retirements last year there was some realignment among the shifts and three new operators were hired to fill out the ranks. With a high percentage of the operators nearing retirement, 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 younger staff. To help in this effort the division began a project to transition the Operations and Maintenance Manual from a voluminous set of three-ring binders to an electronic format that is searchable and mobile. This project will not only capture the knowledge of the senior operators but will preserve it in a platform that is easy to update and user friendly.

Operation staff continues to perform preventative maintenance (PM) tasks on plant equipment in addition to operating the various treatment processes. The graph below shows the percent of assigned PMs completed by operations staff during the last year.



# Community Services Department, Continued

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

### Laboratory Division

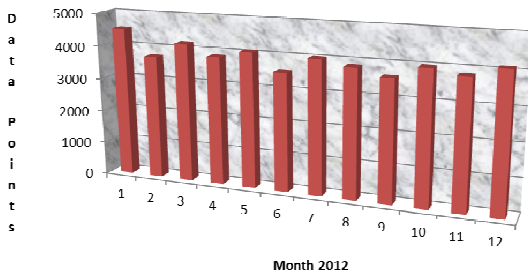
TMWRF operates a certified analytical laboratory for analysis of various wastewater samples. Our customers include: TMWRF, City of Sparks, City of Sparks Environmental Control Section, Reno-Stead Water Reclamation Facility and UNR.

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

All laboratory staff have technical college degrees and are required to maintain state certification. The laboratory is certified by State of Nevada and produces more than 3500 data points per month.



Laboratory Data Points per Month 2012



Duties include the calibration, maintenance of online instruments, permit and process analyses for TMWRF. Additionally, monitoring of Sparks Marina Lake, the Truckee River and the Reuse Irrigation system are all done within specified permit requirements.



Sparks Marina Lake samples are collected and analyzed monthly, additionally, organic pollutants are collected to

document that water quality is meeting or exceeding its permitted water quality standards.

The Reuse Irrigation system is used to irrigate multiple parks and golf courses. It is tested on a

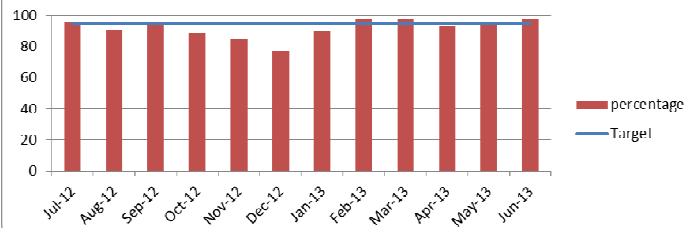
daily basis to insure the water quality meets or exceeds its permitted water quality standards.



### Maintenance Division

The mission of the Maintenance Division is to maintain and repair the equipment needed to meet the discharge permit. Monthly, the maintenance department is tasked with completing 95% of the approximately 1800 Preventative Maintenance (PM) actions.

% Mechanical PM's Completed



Metrics are utilized to track completion rates of both work orders and preventative maintenance tasks to ensure the equipment is serviced and maintained to the highest standards. Metrics are collected for both the Electrical and Mechanical departments in the Maintenance Division.

The maintenance division is also responsible for interfacing and coordinating with contractors performing infrastructure improvements at TMWRF. Currently 13 projects totaling \$13.7M are planned for the FY 13/14 Capital Improvement Plan (CIP).

### Environmental Control Section

The City of Sparks Environmental Control Section (ECS) consists of four staff members who perform a variety of duties to protect the Truckee Meadows Water Reclamation Facility, the storm drain system 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 on-site inspections, wastewater testing and issuance of Environmental Control Permits which contain requirements for the sanitary and storm sewers.

## Community Services Department, Continued

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

Supplemental Forms, Notices of Violation and Misdemeanor Citations are issued for non-compliance of regulations.

The City of Sparks ECS also maintains a twenty-four hour spill hot line at 775-691-9227. Staff and equipment are available at all times to respond to any incident that may threaten the sanitary or storm sewer systems.

Summary of ECS activities (July 01 – June 30)	12-13	11-12	10-11	09-10
Scheduled inspections performed	1012	997	1040	1006
Sparks business licenses reviewed	1158	988	904	1005
Sets of Sparks plans reviewed for pretreatment	85	71	54	87
Samples collected	115	129	138	164
Notice of Violations issued	59	68	67	71
Illicit Discharge, Detection and Elimination incidents	93	100	88	92

David Poore, Cliff Humphries,  
Mike Bergamini, Toby Ebens



Hot August Nights, 2013

## Financial Services

The Financial Services Department includes the following divisions: Accounting, Budgeting, IT Operations, IT Networking, IT Systems.

### City Financials

The Fiscal Year 2014 Annual Budget was adopted by the City Council on May 21, 2013, and submitted to the State of Nevada Department of Taxation on May 31, 2013, in accordance with Nevada Revised Statutes (NRS) 354.598. The current city budget contains 21 governmental funds with expenditures of \$78.2 million and 7 proprietary funds with estimated expenses of \$66.5 million. A copy of the City of Sparks Final Budget can be view on the City of Sparks official website [www.cityofsparks.us](http://www.cityofsparks.us).

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 and fire services, mayor, city council, community services, management services, financial services, city attorney office, and the judiciary department.

The Financial Services Department, also, prepares a Comprehensive Annual Financial Report (CAFR) in accordance to 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 Comprehensive Annual Financial Report (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 Certificate of Achievement for Excellence in Financial Reporting for its CAFR by the Government

Finance Officer's Association of the U.S. and Canada (GFOA) for 31 consecutive years. This award is considered the highest achievement in financial reporting for a government agency.

We have internally closed the books for fiscal year 2013 preparing for the Annual City of Sparks audit. The audit will be performed by Kafoury, Armstrong & Co. The final audited financial statement is scheduled to be complete by November 2013.



## Finance Department—Accomplishments

The Financial Services accomplishments include:

### IT Operations:

- ◆ Upgraded City Hall server room to a modern and organized solution
- ◆ Upgrading networking, electrical and backend servers and storage
- ◆ Continued to battle hardware fatigue throughout the city.

### Systems Development:

- ◆ Created an online bid application for contractors
- ◆ Added advanced Permits search capability
- ◆ Completed major software upgrade of Parks and Rec system
- ◆ Delinquent business licenses listed on the city website (BLAST project.)

### Finance:

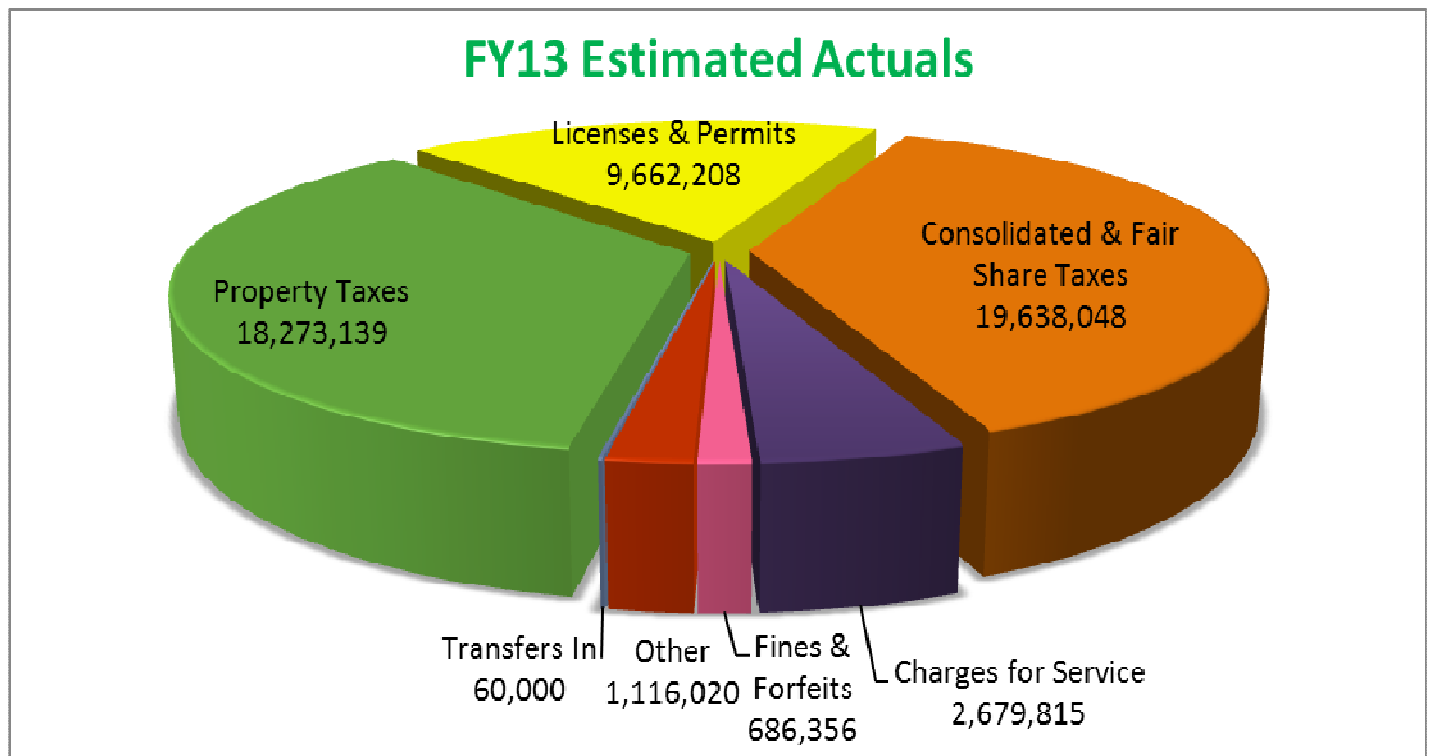
- ◆ Achievement for Excellence in Financial Reporting for its CAFR by the Government Finance Officers Association of the U.S. and Canada (GFOA) for 32 consecutive years
- ◆ Created the *Budget Board* on the internal website to keep City leaders and staff informed about various aspects of the city's budget using a dashboard concept.

A beautiful summer morning at the Marina. Learn to sail, kayak, and paddleboard at the Marina.

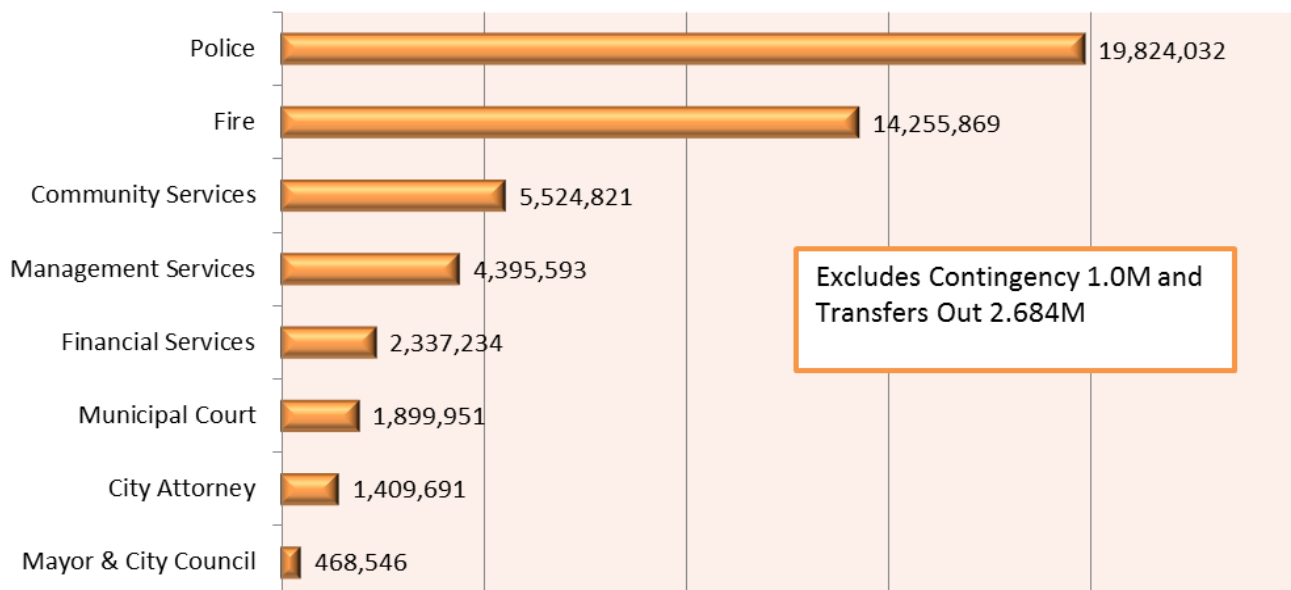


## City Financials– General Fund Budget

### Estimated Actual General Fund Revenues Fiscal Year 2012-13



### Estimated Actual General Fund Expenditures by Department



## Fire Department

The Fire Department includes the following divisions: Operations, Prevention, Training and Administration.

The mission of the Sparks Fire Department (SFD) is to provide the highest level of fire prevention, fire suppression, rescue, emergency medical care, and related services to the citizens, businesses, and visitors of the City of Sparks. This mission is accomplished through continuous improvement, professional development, and dedication to the community. The Department's Business Plan supports both the Strategic Plan of the City of Sparks and the mission of the Sparks Fire Department.

The Fire Department strives to take a leadership role when supporting Strategic Goal 1 of the City's Strategic Plan, that of "*promoting the safety of our residents, businesses and visitors.*" In FY13, this leadership role extended not just within the City but throughout the region as well, as the Department cultivated a spirit of cooperation with numerous public safety agencies in Northern Nevada. The Training Division for example, developed or sponsored eight interagency drills which included participants from local fire departments, police departments, the National Guard, the Washoe County Health Department, State of Nevada agencies, and private companies. In the area of Fire Prevention, the Fire Marshal was instrumental in developing the Northern Nevada Fire Prevention Committee, representing ten separate fire agencies. Their mission is to ensure consistent Fire Code language throughout the region. The Fire Department also worked closely with the Reno Fire Department and Truckee Meadows Fire Protection District, after the dissolution of their contract, to revise automatic and mutual aid agreements ensuring a reliable support plan during large scale emergencies.

This year, the Department took a hard look at how emergency services were delivered to the community. We understand that our success depends on earning the respect, trust, and confidence of our residents, as well as our employees and political leadership. Our citizens expect exceptional service, and according to the 2013 Public Attitude Survey, the Fire Department received overwhelmingly high marks in the quality and timeliness of services delivered.

With the support of the Mayor, City Council, our City Manager and his staff, as well as the other City departments, we continue to be an exemplary organization that prides itself on being proactive, efficient, innovative, and exceptionally effective in our delivery of services. The Fire Department was able to keep each fire station open every day of the year. With few exceptions, even though our overall personnel strength has been significantly depleted, the residents of the City of Sparks enjoy the same quality service levels in FY13 that they have come to expect from the Sparks Fire Department.



The crowd enjoying the nightly entertainment on Victorian Plaza during Hot August Nights

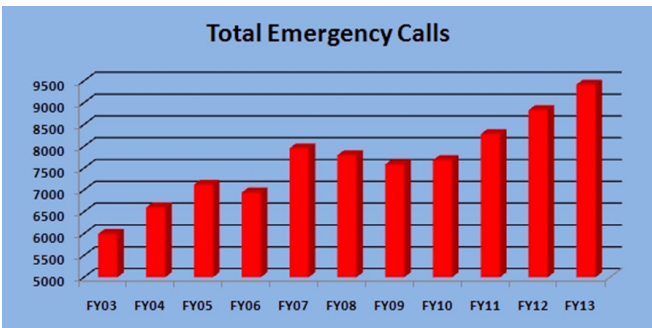
## Fire—Operations

The goal of the Operations Division is to provide effective emergency and non-emergency services that limit the loss of life and property of the citizens and residents of the City of Sparks, including mutual aid to regional jurisdictions, through good stewardship and high standards of care.

The Operations Division provides emergency service delivery in five major categories - Fire, Rescue, Emergency Medical Services (EMS), Hazardous Materials, and Emergency Management. In order to change outcomes within these categories, the Department’s focus is on four enabling objectives - rapid response, adequate staffing, proper equipment, and sufficient training.

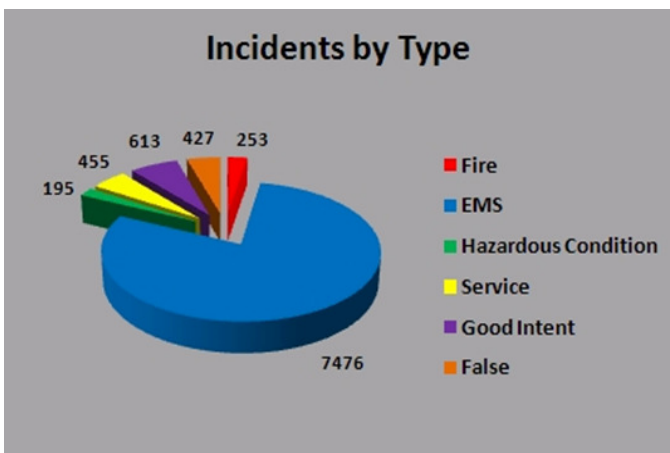
In FY13, the Sparks Fire Department responded to 9,415 calls, a 6.6% increase from the last fiscal year. These incidents included the extinguishment of fires, specialized rescues, hazardous materials responses, fire alarms, weather related incidents, and providing Intermediate Life Support (ILS) at medical emergencies.

Since EMS represents the highest percentage of



calls, all Department emergency response vehicles – engines, trucks, and brush trucks, are licensed to the ILS level, providing the best level of pre-hospital EMS care to the citizens and visitors of Sparks.

The Fire Department’s three-person staffing model, and policy decisions by senior City leadership to budget to a service level, resulted in six engine companies, one truck company, and one command



vehicle in service every day to serve the citizens and visitors of the City of Sparks.

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. Recall of additional personnel and mutual aid was utilized as needed to ensure sufficient resources were available in the City during large or lengthy emergency incidents.

Additional staffing was also utilized for several of the special events held in the City to ensure that adequate resources were available during those high demand event days.

### FY13—Highlights:

- ⇒ Hired five new firefighters to fill vacant positions.
- ⇒ Completed the upgrade of all department radios to meet FCC compliance. This equipment was purchased through grant funding and utilized Department personnel to program and install each radio.
- ⇒ Acquired additional petrochemical firefighting equipment through grants.
- ⇒ Implemented an automated staffing solution using the Telestaff staffing software.
- ⇒ Developed and facilitated the City’s emergency management drill.
- ⇒ Developed a procedure to manage a failure of the 800 MHz radio system.

### FY13—Significant Events:

- \* July 31, 2012: A structure fire occurred in a 16-unit apartment building at 565 Sparks Boulevard, the Park Vista Apartments. The fire started on a second floor balcony, and quickly spread into the apartment and the attic area. Fire spread was confined to 2 apartments, but the fire eventually burned through the roof. The Reno Fire Department assisted at the scene, and also covered Station 1 for a period of time.

- \* Dec 1, 2012: The Fire Department and City prepared for a possible flood event. This included contingency planning, EOC operation, flood preparation at Fire





## Fire—Operation, Continued

Station 3, increased staffing models, and after-flood remediation planning.

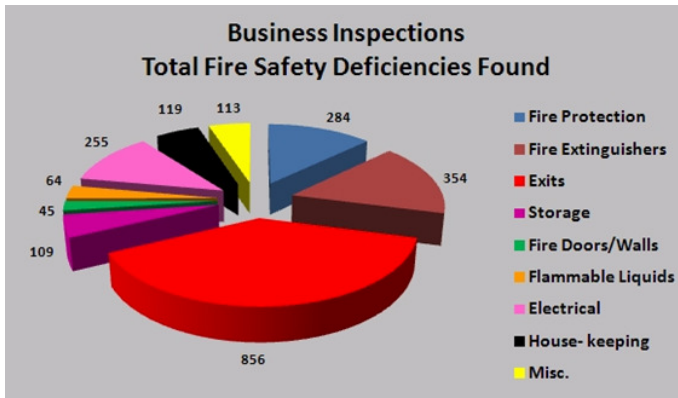
- \* Dec 13, 2012: A vehicle drove into a house, shearing the electrical panel and the gas meter. The gas leak was substantial for more than 30 minutes until NV Energy located and shut off the zone valves. The surrounding homes in the immediate vicinity were evacuated. Twenty homes were without gas for approximately four hours. A full first alarm was assigned for a possible fire resulting from the released gas finding an ignition source.
- \* January 27, 2013: Crews responded to a structure fire at 2433 Springland Drive. A passerby noticed flames and smoke coming from the wooden chimney chase on the exterior of the residence and alerted the occupant. The fire was brought under control by first arriving companies and was contained within the chase. The fire investigation revealed that the fireplace was originally designed as a gas burner but at some point the gas log had been removed and it was being used as a wood stove at the time of the incident. As crews were wrapping up at the original incident, fire personnel noticed smoke coming out from under the flashing on a wooden chimney chase at a nearby residence. Contact was made with the occupant of that residence and a similar situation was found - a fireplace originally designed for gas logs was being used as a wood stove. Crews extinguished the fire and explained the danger to the occupant, who was a renter and had no idea the fireplace was not designed to burn wood. The Fire Prevention Bureau prepared a public service announcement to alert residents of this danger.
- \* February 5, 2013: Engine 12 and Truck 11 responded to a tree trimmer stranded in a tree 35 feet in the air. Truck 11 set up the ladder truck to rescue the stranded man. The rescue took less than 10 minutes and there were no serious injuries.
- \* February 26, 2013: Crews responded to a first alarm structure fire at 2915 Orion Drive. An off-duty Sparks Fire Captain who was first on scene secured the utilities and gave a report to incoming units. Although the home was unoccupied at the time of fire, fire crews arrived and were able to initiate an immediate interior fire attack as the engine was staffed with four personnel that day. The home suffered extensive damage to the attic area, but there was virtually no smoke or water damage to the interior of the home due to salvage efforts of fire crews.
- \* April 30, 2013: Crews responded to a brush fire on Iractable Ranch at the corner of Disc and Sparks Boulevard. The fire covered two acres. Winds were out of the north and the fire presented a potential risk to the Vintage Hills Community, located 500 feet to the south of the fire. Four brush trucks, one water tender, Ladder 41, Training 2 and 3, and other support staff contained and extinguished the fire. Truckee Meadows Fire Prevention District responded with an engine and water tender. They were quickly released to cover their district as well as Sparks District 5. The Bureau of Land Management also had one brush truck on scene for the majority of the fire.
- \* June 12, 2013: Crews suppressed a structure fire at a woodworking shop at 850 E. Glendale. The fire originated from a sawdust explosion. The fire was quickly contained to the unit of origin and all other businesses in the building remained operational.



## Fire—Prevention

The mission of the Fire Prevention Bureau is to save lives and protect property through Fire Prevention Education, Inspection, Investigation and Engineering efforts.

The ultimate goal of the Fire Prevention Bureau (FPB) is to minimize the risk of life and property loss from fire through a proactive Fire and Life Safety Inspection Program and Public Fire Safety Education. This goal is accomplished primarily by conducting site visits to observe and make recommendations that will eliminate hazardous conditions which could result in a fire, and to educate business owners and employees in the aspects of fire safety. Fire and Life Safety Inspections are conducted using the 2006 International Fire Code, Sparks Municipal Code Title 14, and nationally recognized Fire Safety Standards. In FY13, 2,199 safety deficiencies were identified by the Bureau and corrected by the businesses.



New and existing business within the City of Sparks fall into one of two distinctive Fire and Life Safety Inspection Programs.

The first program is called the Target Hazard Inspection Program. Target Hazard businesses are those businesses that present special hazards to life or property because of the nature of business they conduct, and businesses with the largest potential for a fire. Fire inspections for businesses on this program occur on an annual, biennial, triennial and quinquennial frequency based on a risk assessment.

The second program is called the Low Hazard Self-Inspection Program. This program consists of those businesses that do not present special hazards to life or property and that do not require special permits to operate their business. These businesses are mailed, faxed, or e-mailed a self-inspection form along with instructions for performing their own fire safety inspection. Upon completion of the self-inspection, the form is returned to the FPB, and the information is entered into the records management system. On-site fire inspections may be completed at the request of these business owners as well.

The goal of Fire Prevention's Public Fire Safety Education Programs is to increase the public's awareness of fire hazards thus reducing injuries, loss of life, and property damage caused by fire. Budget and staffing reductions over the last four years have substantially reduced the Bureau's ability to provide a comprehensive education program to the residents of Sparks.

In FY13, only 3 fire and life safety education presentations were made by the FPB. Education is an integral part of the Target Hazard Inspection Program, and the results of these education efforts are demonstrated in the fire statistics from 2007-2012. In that time period, approximately 80% of the structure fires in the City were residential.

The loss of fire-safety education programs for children, for example the annual comprehensive 4<sup>th</sup> grade fire safety program, is believed to be a major reason for the higher percentage of residential fires. The loss of these programs can also be linked to the 48% increase in the number of children referred to the Washoe County Youth Fire-setting Intervention Program in the last six years.

In 2010, the Bureau joined with the Reno Fire Department, Sierra Fire District, Washoe County Parole & Probation, and Children's Cabinet to form the Washoe County Youth Fire-setter Intervention Program. This program was developed to educate children involved in fire-setting, and educate the entire family with professional counseling and financial support. FY13 proved to be a busy year for the Youth Fire-setters Intervention Program, as 52 children participated in and completed the educational program.

All suspicious or incendiary fires within the City of Sparks are investigated for cause and origin by the FPB's certified fire investigators. Fire investigations are priority events and take precedence over all other duties when they occur. The Bureau currently has four certified fire investigators and two



## Fire—Prevention, Continued

Peace Officer Standards and Training (POST) certified fire investigators. Fire investigators conducted 43 fire investigations for suspicious or incendiary fires in FY13.

The Fire Prevention Engineering Program involves fire plan review, code consultations, and technical fire and life-safety code research. This process begins with pre-plan and plan review meetings that are attended by the Fire Marshal. The goal of these meetings is to ensure that fire and life safety measures are incorporated into every project. Upon negotiation of all fire and life safety measures, plans are submitted to the Building Department and routed to the FPB. The Fire Marshal performs technical fire plan reviews to assist builders, owners, and tenants in complying with the fire and life safety code requirements. In FY13, 242 fire plans were reviewed and approved.

### FY13 Highlights

- ⇒ Successfully implemented the third Project SAFE Residential Smoke Alarm Installation Program. Fire safety education programs and fire-alerting devices were provided to 139 homes, including the installation of 593 smoke alarms, 138 carbon monoxide detectors, and 13 bed-shakers for the hearing impaired. Also from this grant, 5 new public fire safety education signboards were installed at each fire station. This was all provided by the award of the 2012 Assistance to Firefighter Grant from the Department of Homeland Security in the amount of \$55,055.
- ⇒ Organized the 23<sup>rd</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 operations presentations. This year over 500 guests visited the station resulting in \$2,892 raised for the purchase of fire prevention paraphernalia and the Project SAFE Program, and \$500 raised for the International Association of Firefighters Local 1265 Victims of Fire Fund.
- ⇒ The Fire Marshal was instrumental in developing a Northern Nevada Fire Prevention Committee that included representatives from 10 separate fire agencies. This committee was established to review the new 2012 International Fire Code and International Wildland Urban Interface Code, and design a combined Fire Prevention Amendment package that would incorporate consistent fire code language for Northern Nevada.



Retired Chief Andreas Flock and City Manager Shaun Carey at the Pancake Breakfast.

Fire Inspection Program														
Activity		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Target Hazard Inspections	Inspections	117	82	87	71	106	66	126	99	101	91	115	100	1,161
	Re-Inspections	55	81	40	57	49	58	57	69	51	67	43	61	688
Construction Inspections		45	62	58	97	61	53	49	74	36	52	57	41	685
Complaint / Code Enforcement	Inspections	15	8	12	6	3	6	12	18	8	8	2	8	106
	Re-Inspections	3	2	1	1	1	5	9	3	0	2	5	0	32
Special Events / Other		14	28	10	2	0	1	0	0	0	0	2	7	64
New Business Inspections	Inspections	26	37	29	21	34	25	30	34	32	29	48	39	384
	Re-Inspections	16	21	20	24	9	10	13	5	11	27	14	15	185
Self-Inspection Program	Fax-In	56	49	29	31	46	38	62	55	51	43	60	64	584
	Mail-In	21	13	9	17	17	19	15	20	17	27	16	33	224
	Email-In	29	20	23	22	16	16	34	31	23	33	25	33	305
Convention Inspections	Reviewed	0	1	1	0	0	0	2	0	0	2	1	0	7
	Inspections	0	2	2	1	0	0	2	0	0	2	1	0	10
	Re-Inspections	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous		8	11	12	13	15	9	39	12	8	27	23	12	189

## 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.

The Sparks Fire Department makes training one of its top priorities. Training reinforces skills, introduces new information, and assists the Department in managing risk by training for the expected and unexpected. Training is divided into five main topic areas:

- ⇒ Medical - including initial and on-going certification/licensing requirements.
- ⇒ Suppression - including tactics, strategy, and risk management; command; and equipment and apparatus operation.
- ⇒ Rescue - including technical rescue (trench, confined space, high angle), water rescue (swift and still), and firefighting rescue skills.
- ⇒ Hazardous Materials - including chemistry, decontamination, and spill control.
- ⇒ Leadership - including officer and supervisor training.

This year, 17,359 hours of training were completed by fire personnel in these five areas, an average of just under 200 hours per each uniformed employee of the Department.

In an effort to foster cooperation and familiarity with our public safety neighbors, the Department took the lead in developing and sponsoring state-of-the-art multi-agency training. Examples of this included:

- \* Silver Club High Rise / HazMat Drill - included participants from the Regional Hazardous Materials Response Team, Washoe County Health Department, Washoe County Sheriff, and Sparks PD
- \* Tank Farm Training - included participants from SFD, Reno FD, Truckee Meadows FPD, Washoe County Health Department, and Sparks PD
- \* HazMat IQ Class - included participants from SFD, Reno FD, Truckee Meadows FPD, and Washoe County Health Department
- \* HazMat Street Smarts Class - included participants from SFD, Reno FD, Truckee Meadows FPD, Hawthorne Army Depot, Tahoe-Douglas FPD, Washoe County Health Department, Carson-Tahoe Hospital, and H<sub>2</sub>O Environmental
- \* Regional Wildland Evolutions - included participants from SFD, Truckee Meadows FPD, the Bureau of Land Management, Washoe County Raven Helicopter, and Minden Air Support Aircraft
- \* Multi-company Water Supply Evolutions - included participants from SFD and Truckee Meadows FPD.

Training Events / Hours													
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Y-T-D Total
# of Training Events	113	116	111	76	96	123	162	159	153	198	132	148	1,587
# of Participants	293	424	445	369	401	480	633	539	646	669	367	560	5,826
Completed Hours	773	4,508	1,397.5	1,528	978.5	1,057	1,040	1,169	1,680	1,529	872.5	827.6	17,359.9

- \* Regional Hazardous Materials Technician Course - included participants from SFD, Reno FD, Truckee Meadows FPD, Carson City FD, Central Lyon FD, East Fork FD, Tahoe-Douglas FPD, and North Lyon County FPD
- \* Kiley Ranch HazMat Drill - included participants from the Regional Hazardous Materials Response Team, the 92<sup>nd</sup> and 95<sup>th</sup> National Guard Civil Support Teams, Washoe County Sheriff, Nevada State Radiological Office, Sparks PD, Washoe County Community Emergency Response Team, and Washoe County Health Department



## Fire Training cont'd

The maintenance of appropriate membership levels on our special teams is crucial for effective response to rescue and hazardous material incidents. To ensure continuous optimum levels are maintained, the Training Division initiated the following:

- ⇒ Established a two-year eligibility list for Water Entry Team membership. Interested applicants were recruited, tested, and placed on a list for immediate membership in the event of a vacancy.
- ⇒ Established a two-year eligibility list for Technical Rescue Team membership. Interested applicants were recruited, tested, and placed on a list for immediate membership in the event of a vacancy.
- ⇒ Sponsored four personnel to the Regional Hazardous Materials Technician Course. All four became members of the Regional Hazardous Materials Response Team.

Promotional and new hire processes are also a primary responsibility of the Training Division. In May 2013, a Fire Apparatus Operator Assessment Center was designed, with 20 candidates participating. This resulted in the establishment of a two-year eligibility list. In the fall of 2012, a two-year new firefighter eligibility list was also established through a written exam and agility test. Five new firefighters were hired from this list, the first firefighters hired since February 2008.



## Fire Administration

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

The goal of the Administrative Division is to ensure suppression and prevention personnel have the tools necessary to effectively deliver services to the citizens and visitors of the City of Sparks. Budget reductions over that last five years have resulted in Staff taking a hard look at how emergency services are delivered.

To ensure the citizens of Sparks will continue to enjoy the exceptional service they have grown accustomed to, changes were made to ensure adequate resources will be available during every emergency situation.

In August, the Police and Fire Departments made the decision to return to the West Covina Computer Aided Dispatch (CAD) system. This CAD reduced the amount of time needed for dispatch to process a 911 call resulting in shorter overall response times. It also allowed the Fire Department to customize response strategies to each incident type, ensuring the precise amount of resources are dispatched to effectively mitigate any emergency. It also allowed very specific combinations of SFD and Truckee Meadows Fire Protection District resources to be sent to automatic aid areas within and on the borders of the City.

In addition to the new CAD system, new Fire Dispatching and Fire Resource manuals were developed. The dispatching manual outlines 911 call-taking information, resource response levels, and radio frequencies for all types of incidents. The resource manual includes up-to-date contact lists, gate access codes, fire investigator schedules, and working incident worksheets. A power point presentation was delivered to all dispatchers to explain these manuals, and the theory behind the Fire Department's response combinations. These manuals ensure consistent dispatching procedures and provide a quick reference guide during low-frequency, high-risk type of incidents.

To effectively evaluate services, sophisticated data gathering and analysis methods must be available. In FY13, the Department implemented an upgrade to the fire reporting software including a complete revision of the EMS section of the report. This now allows the entered data to be individually selected and exported into Excel spreadsheets, enabling very specific analysis procedures. This will be used not only to describe and measure Fire's performance on EMS calls, but also to evaluate intervention success rates and protocol guidelines for quality control purposes. This will ensure the correct procedures are being delivered to the patients by highly skilled fire personnel, ultimately resulting in improved patient care.

## Parks & Recreation

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

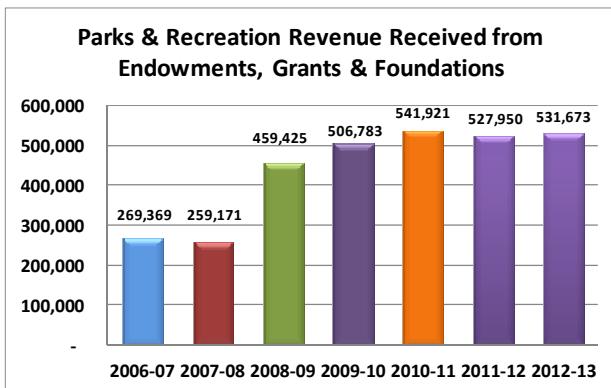
### Parks and Recreation

The accomplishments of the Parks and Recreation Department in FY13 addressed most if not all of the City of Sparks' strategic goals. With financial stability and sustainability at the forefront, the department achieved an estimated 82% cost recovery rate through the generation of revenue totaling approximately \$2.4 million. Although there was a slight decline in revenue from program fees, the cost recovery rate remained well above the national average of 38%. As a cost saving measure, temporary staff salaries were closely monitored and came in at the FY12 budget level. Through the support of private foundations, grants and solicitations, \$531,673 was utilized for project development and the continuation of unfunded programs such as Leisure without Limits for people with disabilities.

*Strategic Goal #2: Explore and promote opportunities for economic development and special events.*

### Sports Complex at Golden Eagle Regional Park

Golden Eagle Regional Park continues to be the place to play for teams coming from all areas to our region. A record-setting number of local, regional and national tournaments were held at the sports



complex in FY13 - with an economic impact estimated at \$19.5 million. The facility hosted organizations such as Triple Crown Sports, the Amateur Softball Association, as well as Senior Softball USA - which deemed the park one of the best softball complexes in America.

The recreation staff has worked hard to diversify facility use with events and programs such as fun runs, weddings, the filming of a movie, adult semi-pro football, high school La Crosse and more. With

the May 2013 completion of the all ability little league park located at the north end of the complex, usage will continue to grow. Many youth sports programs benefit daily from the sports complex, including Sparks Babe Ruth, Sparks Fast Pitch Softball, Sparks National Little League, Sparks Centennial Little League, Sparks Pop Warner Football, Sierra Youth Football League, Sparks American Youth Soccer Organization, Great Basin Youth Soccer League and the Northern Nevada Soccer League. These programs utilize the complex seven days per week, nine months a year for league practices and games.

### Did you know?

- More than 3,000,000 people have visited Golden Eagle Regional Park since its opening in 2008
- The facility maintains a 95% occupancy rate
- There were 8,500 games played on 13 synthetic fields including 2,615 city league softball games and 4,994 tournament games
- The facility hosted 1,029 visiting teams representing more than 40,000 room nights
- The Golden Eagle all ability little league fields feature synthetic turf and oversized, shaded ADA accessible dugouts to accommodate youth with disabilities



- 51 sponsor advertising signs were positioned throughout the facility which contributed close to \$10,000 in revenue for the operation of the park. Progress was made in setting the groundwork to pursue a title sponsor for the complex.



### Sparks Special Events

Since filling the Special Events Supervisor position in May 2012, the number of special event days for festivals, runs and more, have continued to increase. New events include a Jetski competition, the Western Heritage

## Parks & Recreation, Continued

Festival, Touching Trucks, Cops and Burgers, PumpkinPalooza and more. The U.S. Open of Watercross returned to the Sparks Marina for the second year, winning rave reviews from athletes who compete at venues across the country. Exciting news is the return of wakeboard with FY13 recruitment efforts securing the My Tigre Wakeboard Challenge slotted for the Marina in October 2013 for their national finals. The department developed and implemented a new special event manual to help producers of events like My Tigre easily plan and execute events in Sparks. The manual was expanded to record all city departments' policies on events.



### Did you know?

- Special events attendance totaled 727,745 in FY13
- There were 237 event days - 77 at Victorian Square, Sparks Marina, parks and private property combined, and 160 tournament days at Golden Eagle and Shadow Mountain parks
- Special event days increased 22% from the prior year
- Cost recovery for special events continued to progress and reached 73% in FY13. The city subsidized events with \$94,500. The goal is 100% cost recovery in FY14
- Hometowne Christmas is an exception to the cost recovery goal at a loss of \$31,781 in FY13.

*Strategic Goal #4: Encourage citizens to interact with their city government and build strong alliances with other government entities.*

### Community Involvement

Many community partners provided invaluable volunteer assistance in FY13, including individuals and groups, service clubs, scout troops, Eagle Scouts, businesses large and small and non-profit organizations. These volunteer efforts helped keep our

parks and river clean, assisted in teaching children life skills through sports, ensured the safety of sports turf for play, and went a long way in keeping our parks open and inviting to residents and visitors. Programs directly benefiting from this support include Adopt-A-Park, youth sports, special events, sports turf/facility maintenance, the Parks and Recreation Commission and more.

### Did you know?

- In FY 13, we received 20,235 hours of volunteer service
- 20,235 hours = almost ten Full-Time Equivalent (FTE) positions
- Ten FTE's = approximately \$600,000 in salaries and benefits
- These are ten Full-Time positions that we cannot fund.

Additionally,

- Adopt-A-Park program participation increased 12% in FY13 with 28 park sites (an all-time high) adopted (48% of parks system)
- Through a partnership with Reno Bighorns and a signage/marketing agreement with Saint Mary's, new scoreboards (first time in 30 years!) and glass backboards were installed at the Alf Sorensen Community Center gym
- The management, maintenance and programming of the Gandolfo Rodeo Arena were transferred to the Reno Rodeo Foundation – a better fit for the operation of the facility. Savings in city maintenance and rental administration was re-allocated to other maintenance concerns system-wide and admin process efficiencies.



## Parks & Recreation, Continued

*Strategic Goal #3: Manage resources to keep pace with technology, infrastructure and sustainability needs.*

### Urban Forest Resource Analysis

A grant awarded to Parks and Recreation by the Nevada Division of Forestry in 2010, paved the way for addressing the condition and management of city-owned trees. The two phase project was fully completed in FY13. The first phase inventoried and categorized critical trees in need of immediate care in the older areas of Sparks. Phase two inventoried the remainder of City owned trees in Sparks. In both phases we used the I-Tree software application designed to assist with assessing and managing structure, function and value of urban tree populations. The baseline data collected provides a resource for decision making in identifying and prioritizing hazardous trees and standardizations for comparison with other communities

#### Did you know?

- Annual benefits of the public trees inventoried in phase one (2,161 trees) totaled \$89,579 and the second phase (5,620 trees) totaled \$308,126. Benefits include energy conservation, air quality improvement, carbon dioxide reduction, storm water control and aesthetic benefits.
- For every dollar the city invests in their urban forest it receives \$3.56 worth of benefits.

### Parks and Recreation Comprehensive Plan Update

FY13 saw the implementation of the Parks and Recreation Comprehensive Plan Update. The Plan will be complete by November 2013. The Plan will identify and address priorities for investing in parks, recreation facilities, trails, special events and programs for the next 10 years.

#### Did you know?

- Through public workshops, all groups agreed the top service priority was neighborhood park maintenance
- Most workshop participants agreed they would like to see the city focus resources on:
  - 1) **Maintenance and stewardship** of developed parks and Recreation Facilities
  - 2) **Special events and tournaments**, which have significant economic impacts and provide recreational activities
  - 3) **Sports and aquatics**, which support youth development and community health and wellness
  - 4) **Needed services and programs for targeted groups**, including at-risk teen and families, seniors and youth before and after school.

*Strategic Goal #1: Promote the safety of our residents, businesses and visitors.*

### Park Enhancements

To maintain public safety in the parks system, new play equipment was installed at Les Hicks, Jr. Park and Willowcreek Park. Through upcycling, usable parts from the former structures were utilized to refurbish play structures at Deer Park and Poulakidas Park. This was an innovative use of resources to keep play structures in our parks for children to enjoy while encouraging physical fitness and imaginative play.

*Strategic Goal #5: Improve and promote quality of life in Sparks.*

### Parks and Recreation Programming

The Parks and Recreation Department is committed to improving the quality of life for all residents. The benefits are endless has been a national term assigned to the value of these services and the same holds true in the City of Sparks. Access to adequate park space and healthy social, cultural and recreational activities for all ages and abilities has been the guiding principle.



## Parks & Recreation, Continued

### Did you know?

- **Wedekind Regional Park** now offers two trailhead facilities and an upgraded trail system funded in part through grants from the State of Nevada, Division of State Parks. Shaded seating is featured at two hilltop locations with spectacular views, and an outdoor classroom at the 4th St. trailhead for children to learn firsthand about nature and the history of mining. Total project cost: \$268,000.
- **The All Abilities Playground at Pah Rah Park** which opened in October 2012 is the first ever of its kind in the region. Since the grand opening, the fully integrated park has become a local favorite. Total project cost: \$503,000
- **Scheels Turkey Trot** experienced the largest attendance to date with 2,400 participants in 2012, reflecting a 33% increase over the prior year
- **Successful rollout of a new swim lesson program** at Alf Sorensen Community Center in October 2012 saved approximately \$3,538 to date in supplies required for the prior program
- **Swim lesson registrations** remained constant in FY13 despite direct competition from a new swim business opening in Sparks. Registrations totaled 1,767 with 13,269 participations
- **Before-After School Kids program** had a slight uptick in participation with 14,465 registrations and revenue totaling \$920,193
- **Sparks Marina Park** had 339,039 visits in FY13.

Strategic Goal #5: Improve and promote quality of life in Sparks.



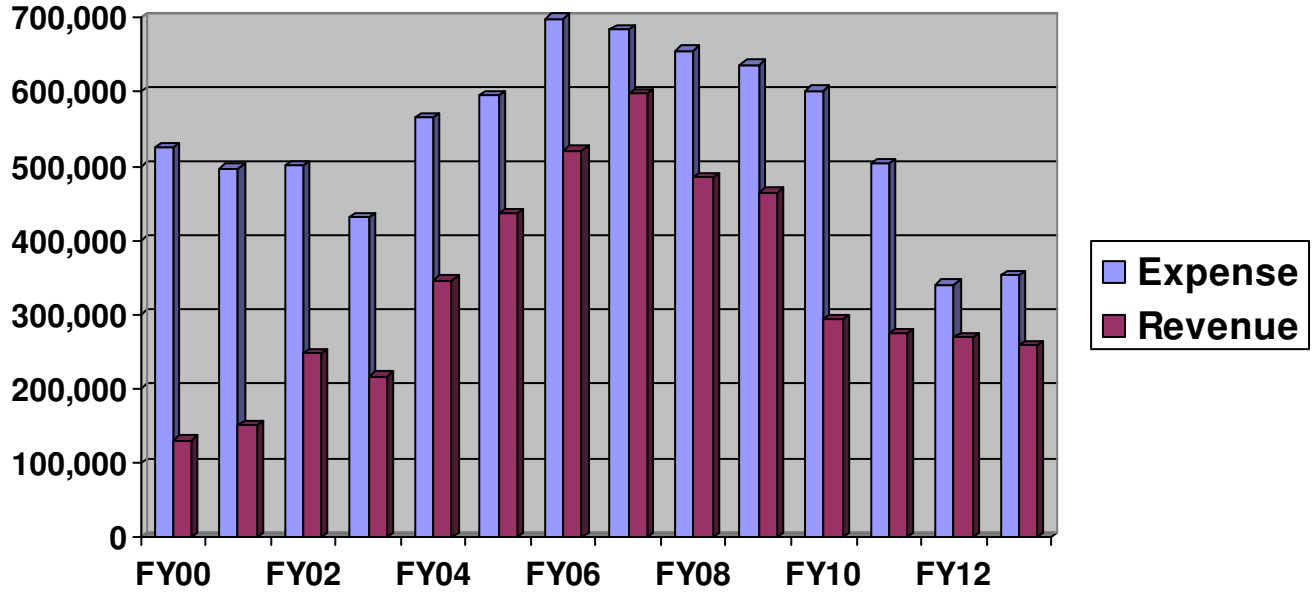
Pah Rah all abilities playground

	FY2012 -13	FY2012 -13	FY2010 -11	FY2009 -10	FY2008 -09	FY2007 -08
<b>Revenues Received from Endowments, Grants, and Foundation</b>	531,673	527,950	541,921	506,783	459,425	259,171
<b>Citizen Rating for Overall Satisfaction of Parks &amp; Recreation</b>	83%	81%	74%	86%	90%	n/a
<b>Number of Citizens Using Sparks' Community Centers (average daily usage)</b>	635**	660*	585	522	597	588
<b>Occupancy Rate for Golden Eagle Regional parks March - October</b>	95%	95%	95%	>90%	90%	n/a
<b>Number of Participations for Recreational Programming</b>	343,084**	373,324	352,019	359,426	370,000	371,817

\* Reflects addition of Sparks Senior Citizens Center. Tracking began in November 2011

\*\* Reflects removal of Sparks Senior Citizen's Center as of November 2012

## Parks & Recreation, Continued



Police on horseback during Hot August Nights



## Police Department

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

Fiscal year 2013 can be described as a year of transition and change for the Sparks Police Department. After nearly four years of reductions, budget cuts and stagnation within the ranks at the department, the last year ended with a flurry of change beginning with the retirement of Chief Steve Keefer. The police department also revised and updated its vision and value statements to set the direction of the department going into the future.



The department maintained its clear focus on crime and the effects of crime within our community while implementing a new internal program to address the overall wellness of our employees.

### New Department Philosophy "ComStat"

In 2008, the Sparks Police Department formally implemented a new department philosophy of ComStat. This philosophy core premise was to monitor and act on crime trends weekly. The department pulled resources from within the Patrol and Detective Divisions to create a Crime Suppression Unit whose primary focus would be to investigate and prevent crimes within five data categories collected by the Federal Bureau of Investigations; Unified Crime Reports (UCR). These crime categories were named the "Big 5," and consisted of burglary (commercial, residential and vehicle), motor vehicle theft and robbery. Additionally, a Police Assistant was assigned to the Detective Division as a Crime Analyst to create and distribute weekly crime statistics. Each division within the department had a function within the ComStat model to reduce the "Big 5." The following graph and table represent the long term success of the ComStat philosophy and the efforts of the men and women of the Sparks Police Department in their continued efforts to reduce the overall effect of crime on our citizens.

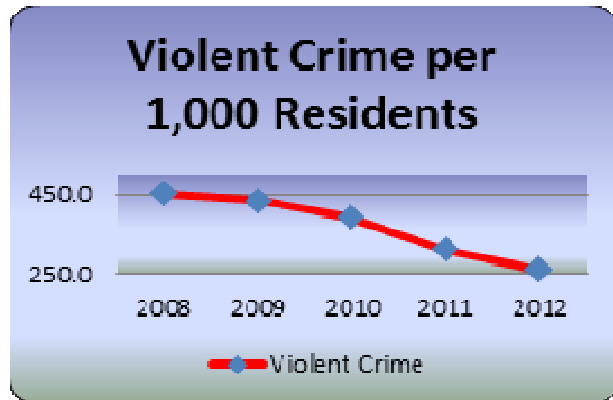
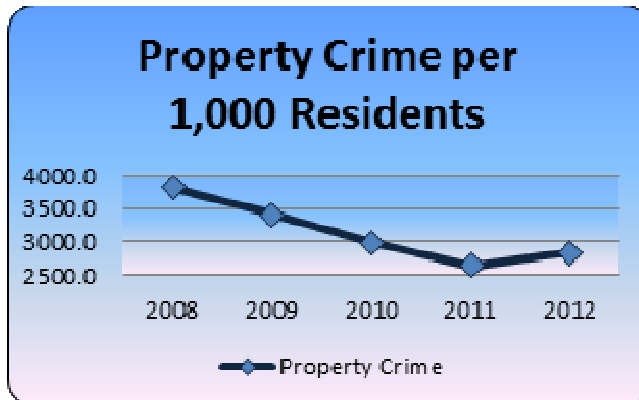
<b>Sparks Police UCR Part I Crime Comparison CY08 – CY12</b>			
<u>Crimes Against Person</u>	<u>CY08</u>	<u>CY12</u>	<u>% Difference</u>
Homicide	0	2	200 %
Sexual Assault	51	32	- 37.3 %
Robbery	128	68	- 46.9 %
Aggravated Assault	237	133	- 43.9 %
<u>Crimes Against Property</u>	<u>FY11</u>	<u>FY12</u>	<u>% Difference</u>
Burglary	904	609	- 32.6 %
Larceny	2282	1710	- 25.1 %
Grand Theft Auto	304	240	- 21.1 %

### Personnel Changes

In April of 2013, Chief Steve Keefer announced his retirement. Steve served as the Chief of Police for four years with a total of over 23 years of service to the City of Sparks. An internal selection process was initiated to fill the vacancy left by Chief Keefer. At the conclusion of the selection process, Brian Allen was named as the 24<sup>th</sup> Sparks Police Department Chief. One of the first accomplishments for Chief Allen was a reorganization of the department and management structure. The police department first restructured during the Sparks Sustainable Services Initiative in FY10. This restructure builds upon the format developed in FY10 and flattens

## Police, Continued

the management structure by eliminating the special assignment rank of commander. In the new department structure, there will be two deputy chiefs and one civilian manager overseeing the three divisions of the department.



The restructuring and internal promotion of Chief Allen also allowed for additional promotions within the department. Deputy Chief and Lieutenant testing processes are currently underway and in June, Mike Keating, Jason Woodard and Chris Crawford were promoted to the rank of Sergeant. This also allowed for additional personnel movement within the department.

### Values Committee

In December of 2012, a "Values Committee" was formed to update the department's vision and value statements. The department did not have a formal vision statement and the current value statements were developed in the mid 1990's. Senior management believed that it was time to re-define the value statements and use these values to set the foundation of the department moving into the future. It was important to the department to gain the insight of the community as they developed the new values.

The first committee meeting involved a selected group of community members who provided their thoughts and ideas of what values they were looking for in their police department. The committee then worked for several months to develop what they felt included both the community's perspective and the overall culture of the police department. The committee developed an overall theme of, "Honor, Pride and Privilege," while developing the core values of: Accountability, Community, Integrity, Leadership, Professionalism, Respect and Service. Continuing with the idea of succession planning, the committee developed the following Vision Statement for the Sparks Police Department:

"The Sparks Police Department will implement innovative strategies to prevent crime, promote excellence in leadership and serve with honor, pride and privilege."



### SafeShield Initiative

The police department also began to implement a program developed by the International Association of Chiefs of Police (IACP) entitled, "SafeShield." The SafeShield initiative was developed by the IACP to encompass the overall health and safety of police officers across the world. The initiative is comprised of three prongs that focus on officer safety, stress management and physical fitness. An internal SafeShield Committee was developed comprising of sworn personnel at all ranks to develop programs within the department to address all three prongs of the initiative. The Safeshield Committee has brought forward equipment needs to support sworn personnel, facilitated special guest speakers and initiated a peer support group for all employees. The continuing goal is for the SafeShield Committee to develop an internal program in each prong every fiscal year.

## Police, Continued

### Success in Adversity

The department was also able to celebrate success though some unfortunate tragic events within our community. In September of 2010, two year old Connor Lawrence and his grandmother, Lana Stone, were murdered in her house. Sparks Police Department Detectives worked tirelessly to develop Justin Ouimett as the suspect in this horrific crime. At the time, Detective Jason Woodard was able to obtain a confession from Justin Ouimett for committing both murders. Over the course of the next two years, Det. Woodard and others maintained a relationship with the mother of Connor in developing the case against Ouimett. Just prior to trial, Ouimett pled guilty to both murders and accepted two life in prison terms without the possibility of parole, plus 61 years. Deputy District Attorney Greco said in the meeting that this is the best offer he has ever received in his 30 year career and such an offer would not have been made had the case not been so strong.

In October of 2011, Greg Mathis was murdered by Michael Geisbrecht in his Sparks Blvd. apartment. Michael Geisbrecht fled the Reno/Sparks area and was located in West Wendover driving victim Mathis' car. Detective Clint Bellamy was the case agent who put together the homicide case against Mr. Geisbrecht. The suspect reached a plea agreement and eventually admitted his guilt during sentencing.

On December 7, 2012, Kimberly Seaton was reported missing by her family members. Mrs. Seaton had a history of domestic violence victimization and was temporarily living with Thomas Brant. Detectives responded to Thomas Brant's residence and completed an initial investigation. During the initial conversation with Brant, an area of disturbed dirt was located in his detached garage. Brant was brought to the Sparks Police Department where he was interviewed by Detective Ken Gallop and admitted to murdering Kimberly Seaton and burying her in the garage. Brant plead "not guilty" and invoked his right to a speedy trial. In May of 2013, Brant was found guilty by a jury of his peers of 1<sup>st</sup> degree murder. District Court Judge Brent Adams commented on the professionalism of Detective Gallop during this case and his interview of Thomas Brant.

These are just three cases that highlight the professionalism, tenacity and dedication of the men and women of the Sparks Police Department in helping the survivors of violent crimes and bringing justice to its victims.



The logo for the City of Sparks, Nevada. It features the words "City of Sparks" in a large, green, cursive font. The word "Sparks" is significantly larger than "City of". To the left of the "S" in "Sparks" is a stylized orange sunburst or flower icon. Below "Sparks" is the word "Nevada" in a smaller, green, sans-serif font, with each letter spaced out.

# City of Sparks Nevada

The FY12-13 Annual Report has been brought to you by ART (Annual Report Team).

A special thank you to:

Brian Allen, Police Chief

Andy Hummel, Utility Manager

Kathy Clewett, Grant Coordinator/Sr. Administrative Analyst

Teresa Gardner, City Clerk

Tom Garrison, Fire Chief

Staci Hemmerling, Budget Administrator

Shawna Liles, City Attorney Administrative Assistant

Adam Mayberry, Community Relations Manager

Jen McCall, Senior Human Resource Analyst

Heidi Shaw, Court Administrator

Andre Stigall, Recreation Supervisor