



Annual Report

FISCAL YEAR 2011 - 2012



Mayor Geno R. Martini driving UP Engine 1983

www.cityofsparks.us or www.SparksItsHappeningHere.com

Message From Shaun Carey, City Manager



Fiscal Year 2011-2012 (FY12) was a year of significant change as the City fully implemented the Sparks Sustainability Services Initiative (SSSI) program, putting the City on a viable path to fiscal stability.

Thanks largely to the dedicated efforts and innovation of our employees, FY12 provided the much needed stability to our budget. Our work is not done however. We will continue to look for opportunities and ways to streamline the critical services we provide our residents, along with reducing costs while continuing to make Sparks the special place that it is.

Revenues were an improvement from budgeted revenues in FY12. While there are still uncertainties in the state, national, and global economies, revenue sources appear to be stabilizing from the great recession.

We have learned from the past years we must be fiscally vigilant and cautious as we move forward in our financial planning.

As with many local governments in Nevada, Sparks is now in the sixth consecutive year of revenue declines (FY 13), totaling nearly 21 percent, or about \$13.8 million in annual revenue loss.

Declining revenues and upward cost pressures continue to present serious fiscal challenges for the City in the long term. To prepare, this year the City will begin Phase 2 of SSSI, or "Sustainable Sparks" to keep the City on a sustainable fiscal direction. This will require further reductions and/or possible cuts to city services.

In conclusion, 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.

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



Shaun Carey (City Manager)

Geno R. Martini (Mayor)

Neil Krutz (Deputy City Manager)

Getting ready to ride on the historic UP train to celebrate 150 years of train service.

Mayor Martini enjoying the ride in the dome car.





Mayor Geno Martini, (Sparks), Mayor Bob Cashell (Reno,) unknown, Norm Dianda (Q & D Construction), Laura Dianda. Celebrating the opening of the new Wild West MotorSports Park in east Sparks.



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Message from Mayor Geno Martini



It continues to be the honor of my life to serve as the Mayor of Sparks in my seventh year. I have met so many members of our community who constantly tell me Sparks continues to do things right!

Despite the reduction of city resources including personnel, our City team continues to meet the challenges we face and provide for the critical public services our residents have come to expect and deserve. Whether it is public safety, maintaining city infrastructure and parks, or providing important venues for the premier events in our region, Sparks remains a great place for a wonderful quality of life here in northern Nevada.

It is no secret we have experienced tremendous challenges that have questioned our long-term future. With a lot of hard work, sacrifice, determination, and responsible planning, we are moving forward in an economy now known as the "new normal." The City Council and I are committed to clearing a path for fiscal viability for city services.

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: Provide fiscal policies to ensure a prosperous city.
- B) Employee Relations: Provide a successful and efficient 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



*Bottom Row: Shaun Carey, City Manager; Linda Patterson, City Clerk; Tracy Domingues, Parks & Recreation Director; Steve Driscoll, Assistant City Manager; Standing: Adam Mayberry, Community Relations Manager; Cyndi Boggan, Administrative Assistant; Jeff Cronk, Financial Services Director; Tom Garrison, Fire Battalion Chief, Training/Administration; Brian Allen, Deputy Police Chief; Neil Krutz, Deputy City Manager
Not Pictured: Steve Keefer, Police Chief; Andy Flock, Fire Chief; Heidi Shaw, Court Administrator*

Sparks' Core Values

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

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



City Commissions & Committees

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

The Charter Committee presents recommendations to the Legislature on behalf of the city concerning all necessary amendments to the City Charter (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.

City Clerk's Office

The City Clerk's Office by City charter is responsible to ensure all meetings are in compliance with the NV Open Meeting Law. During this fiscal year, our office prepared and posted agendas and minutes for twenty three Council meetings, twelve Redevelopment Agency meetings, three Council Workshops, three Joint Council meetings, 2 Civil Service Commission meetings and three Charter Committee meetings.

In September 2011, the Clerk's Office successfully launched a paperless agenda process, with much assistance from Richard Brown, Information Technology Systems Developer. Rich has also updated our background screens in the Council Chambers to advertise the seasons in Sparks. The only paper now used for our City Council agendas is what we post on the public bulletin boards and a copy of the packet for our public binder at the Council meetings.



City employees were awesome in helping to implement this change and Rich is currently working on several updates to the process to improve inter-department approval processes.

ELECTIONS

The Clerk's Office provided the first early voting ever at Sparks City Hall for the 2012 Primary Election. No Sparks' candidates were included in the Primary, as only incumbents filed for open offices during the March filing period and they were all declared elected at the end of the filing period.

PASSPORTS

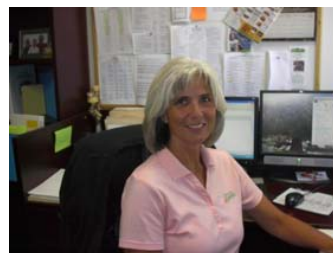
The City Clerk's Office processed 698 passport applications between July 1, 2011, and March 8, 2012, when the Customer Service Team took over the passport function.

MUNICIPAL CODE

Another crucial area under the purview of the City Clerk's Office is the Sparks Municipal Code (SMC) updates. This year we took the SMC electronic by

contracting with **Municipal Code Corporation**. Sparks Muni code is now web-based and searchable on-line.

Our City Clerk, **Linda Patterson**, earned designation this year as a Certified Municipal Clerk from the International Institute of Municipal Clerks (IIMC). Both Teresa and Donna are currently pursuing certification from IIMC. The training required for certifications in our office was made possible by the Learning and Development Fund that the City Council approved in this fiscal year.



Teresa Gardner joined the Clerk's Office as our new Assistant City Clerk in February 2012. Phones, posting and sorting mail, as well as minutes, agenda review and posting

are among some of the new tasks Teresa has mastered in the first six months of her new role.

The Clerk's Office also began a City-wide centralized approach to records management and archival processes. **Donna Di Carlo**, (EIMS

Coordinator) holds Certified Records Management (CRM) and Certified Document Image Architect (CDIA+) certificates. She



developed a special web-based class to assist other departments in document retrieval and retention schedules. To enhance this effort, both Teresa Gardner and Carrie Brooks are working on certification in Records & Information Management from ARMA International.

Management Services Department, Continued

City Clerks's, Continued

Customer Service

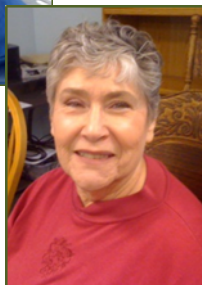


Carrie Brooks and Donna have busily scanned documents to the tune of 72,000+ this fiscal year from Community Services and Planning. Another 50,000+ documents from the Clerk's Office files were scanned and cataloged for easy retrieval by our EIMS Coordinator. New

applications (electronic document storage) in ApplicationXtender have been created for Business Licenses and Grants. Documents are currently being scanned into the new Application by Customer Service so that business license information will be readily available for those that need them without having to search through paper filing cabinets or leaving their desks. Our office is currently working with Planning to get all of the Entitlement files into ApplicationXtender and available to all who need them.

VOLUNTEERS

The Clerk's Office continues to utilize volunteers to assist us in accomplishing our mission. This fiscal year two volunteers (**Donna Cameron** and **Loretta Hadlock**) provided 404.5 hours of assistance, which provides an IRS equivalent of \$7,078.75.



As many of you are aware, the City implemented a **Customer Service Counter** last year, located at the main entrance to City Hall. The Customer Service function is staffed by employees from Management Services as well as employees from Community Services.

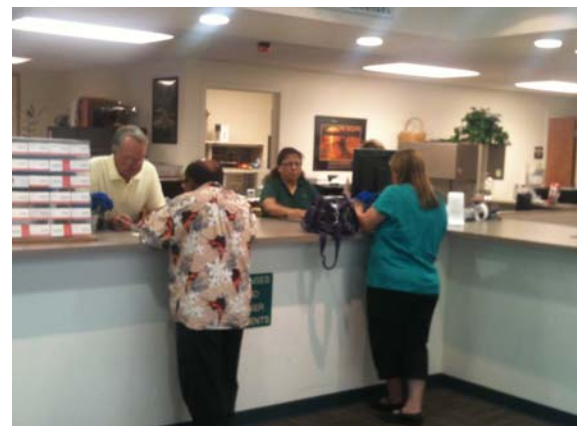
The Building and Permitting functions are still managed directly in the Community Services Department by Mark Meranda, Building Official. The Building Services employees are co-located with the Customer Service 'division', managed by Chris Syverson, in the Management Services Department.

Over the past year, the department has become a cohesive and dedicated group of employees from both departments in a truly intra-departmental effort.

This endeavor has combined many functions including (but not limited to):

- ⇒ Building Permits
- ⇒ Plans Review
- ⇒ Revenue Management (Sewer, Effluent)
- ⇒ Passports
- ⇒ Business Licensing

A main phone number was created for Customers to call for assistance – 353-5555.



Management Services Department, Continued

City Manager's Office and Community Relations Division

City Manager and Mayor welcome new "Gate Keeper"

Cyndi Boggan is the new Administrative Assistant for the Mayor and City Manager. She began on June 2, 2012 replacing Sally Mols who retired after serving for 23 years in the same position. Her duties include managing the busy calendars of the Manager and Mayor, and taking care of nearly all administrative tasks. She also supports the Community Relations Manager.

Ms. Boggan is originally from Rockledge, Florida and has resided in Sparks for 15 years. She has served the City for 8 years and began her City career with the Sparks City Attorney in 2004.

Her Husband Randy Boggan is the Manager of McKillican American. She also has a stepson, Russell, who is a local disc jockey. Cyndi enjoys gardening, reading, camping, and traveling to new places. She is currently learning to play the guitar.

Cyndi brings a fresh perspective to her job, and has a wonderful demeanor and presents a smile to everyone she encounters.



Mobile application App launched in spring 2012

Sparks is the first local government in Nevada to introduce a It's not only happening here in Sparks but now you can take Sparks with you wherever you go. With Sparks new iPhone mobile application introduced in the spring of 2012 (Android and iPhone/iPad applications), Sparks residents and visitors can receive the latest event information, search for restaurants, nightlife,

parks and more, check in on Facebook or get the latest Sparks softball standings.

Mobile applications — commonly called apps — are specifically designed to open and run on smart phones and other mobile devices, allowing users easy access to pertinent online information.

Today, Sparks offers the first has the only official local government mobile app in the state of Nevada. Among the features of the City of Sparks app that might interest residents include Sparks news, an option to request city services or connect with a city official, and Sparks softball standings and tournament information.

The app's features that are geared more toward visitors should appeal to residents as well. These features include details about upcoming special events, along with information on the long list of Sparks options for dining, shopping, family friendly venues, nightlife and bars, and hotels and casinos.

With the Sparks app on a phone, residents and visitors should have no problem lining up entertainment, whether that means a date night next Friday night or a family outing on Sunday afternoon. Other features include area maps and weather forecasts, so users can easily get there and know what to wear. Another component of the Sparks app, called "Around Me," uses the camera feature of the phone to provide augmented reality, with geo-tracking points of interest based on your current location.

The City of Sparks app also allows for Facebook check-in and status posts, along with Twitter feeds, Flickr and YouTube. The app was made possible by the City's Tourism and Marketing budget, which is derived from hotel room tax collections and can only be use for tourism and marketing functions, or capital improvements for tourism related purposes.

Management Services Department, Continued

Employee and Customer Relations Division

Human Resources/Employee Relations

Human Resources will continue to provide key services to employees and citizens, while supporting the city's initiatives. Human Resources' fully functional team of six has a dynamic energy and synergy that continues to focus on the changing and anticipated needs of the organization.

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

- ◆ 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
- ◆ When necessary, providing a critical role in negotiations to support the budgetary needs of the city
- ◆ 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 the Risk Committee, Safety Team and Advisory Committee to the Disabled.

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.

Agresso

The Human Resources staff worked continuously with the Agresso implementation team to prepare for our July 2012 launch of a new HR/Payroll system. Our new system will allow for efficient reporting and the ability to retain employee history and pay rates. Much work is involved with converting data to a new system but the effort will be well worth it.

Learning & Development

Due to attrition & reduction in staff, many employees were lacking in the necessary knowledge, skills, and abilities certifications and licensures to ensure staff success and satisfaction. The City, in turn, was deficient in a workforce that could produce at the highest levels; and was also disadvantaged in preparing a pool of workers for succession planning. Therefore 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 was managed by Human Resources. 285 employees participated in 245 learning opportunities. Funds paid for Registration costs, course and material fees; exam fees and preparatory materials; certification & licensure fees; and, travel expenses when necessary.

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.

748 applications were received this last fiscal year; filling 36 positions throughout the City of Sparks. Three positions were filled with employees from the Layoff Register and nine new employees were introduced to the City. The following table reflects the activity surrounding those recruitments.

Management Services Department, Continued

Employee and Customer Relations Division, Continued

Recruitment Title	Returned from Layoff Register	Positions Filled
Customer Service Specialist	1	1
WW Plant Operator I	1	1
Maintenance Worker II	1	1
GT Specialist II - GIS		1
Human Resources Analyst I		1
Special Events Coordinator		1
Police Office Assistant I		1
Payroll Technician		1
Equipment Mechanic		1
Crew Supervisor		7
Crime Analyst		1
Maintenance Worker III		6
Maintenance Worker IV		1
Building Inspector II		1
Fire Battalion Chief		1
Assistant Fire Marshal		1
Assistant City Clerk		1
Administrative Secretary		1
Administrative Assistant		1
Fire Apparatus Operator		3
Fire Captain		3

Group Health Benefits

Human Resources administers the city healthcare plans including medical, dental and vision for active employees and retirees. Human Resources, also, facilitates and coordinates the Group Health Committee and plays a leadership role in the Nevada Health Care Coalition.

On July 1, 2011, Human Resources successfully implemented federal legislation requiring several changes to the City's medical and dental benefits which included but were not limited to:

- ◆ Allowing child dependents through age 25 regardless of student status;
- ◆ Implementing matching mental healthcare benefits to the medical benefits;
- ◆ Implementing a \$2,000,000 annual maximum and unlimited lifetime maximum;
- ◆ Inclusion of several preventative exams and procedures.

Human Resources will continue to work with third party administrators to ensure complete compliance with all federal legislation as well as the Nevada Healthcare Coalition to bring the lowest rates possible to our employees and retirees.

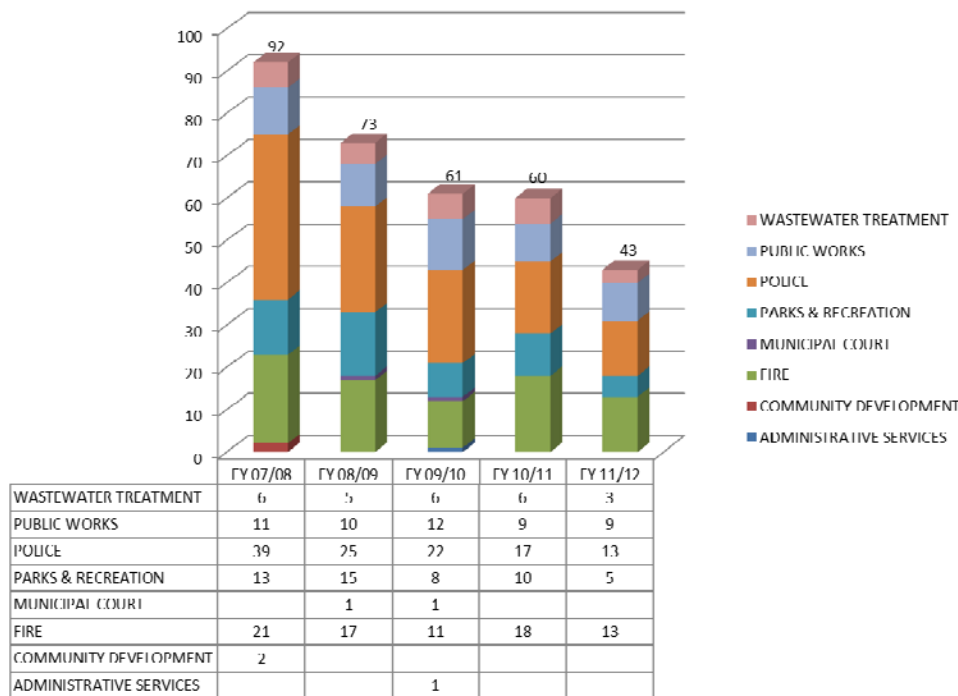
Worker's Compensation

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. Overall, the number of reported injuries were down this past year from 60 to 43. (see charts on page 15)

Management Services Department, Continued

Employee and Customer Relations Division, Continued

**Number of Workers Compensation Injuries by Department
FY 07/08 - FY 11/12**



Three additions to Human Resources

Nancy Munson,



Administrative Secretary, has been with the City since March of 2007 working most recently as a Customer Service Specialist for our Customer Service Counter. She now fills the position of Administrative Secretary for HR and Risk Management.

Desiree Vance,

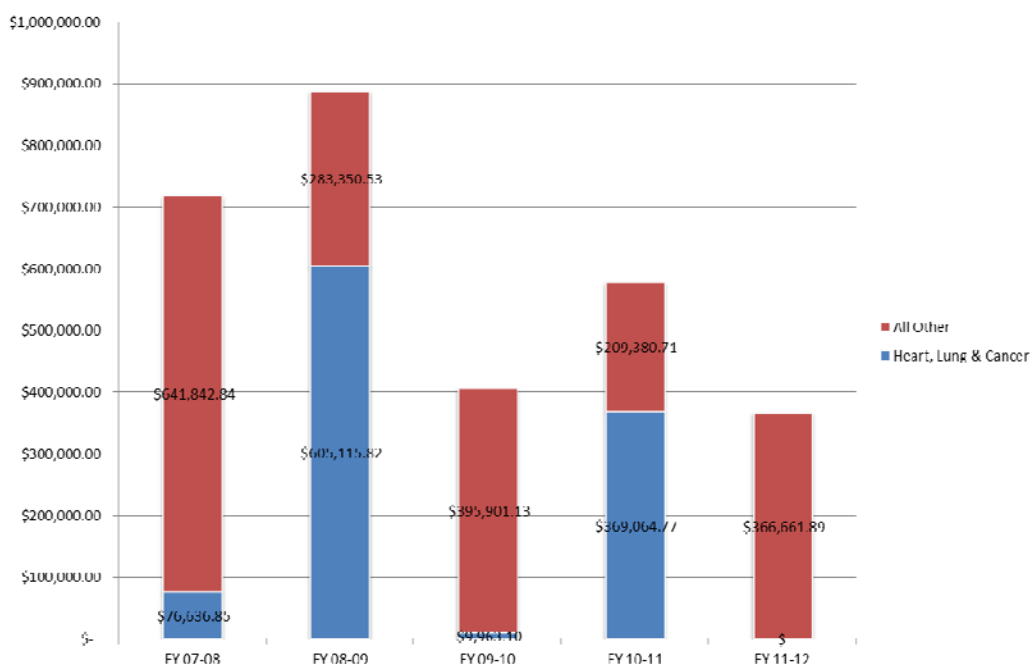


HR Technician II, joined the City as Payroll Technician in October of 2010. As our new HR Technician II, she was instrumental in the successful launch of Agresso, working endlessly to ensure a positive outcome.

Jill Valdez, HR Analyst, came to us from Associated Risk Management, filling the position of HR Analyst. With her vast experience in worker's compensation, she easily absorbed these duties as well as employee physicals.



**Workers Compensation Incurred by Type
FY 07/08 - FY 11/12**



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 already purchases 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, 2012, the City spent \$38,381,276 through the use of 2,131 Purchase Orders and 7,984 credit card transactions.

Of the roughly \$38.3 Million, \$27.2 Million of purchases (71%) was transacted with businesses in Nevada.

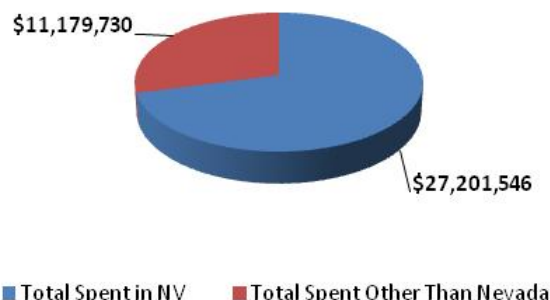
Of the \$27.2 Million spent in Nevada, \$25 Million (65%) occurred in Northern Nevada.

\$11.6 Million was purchased from vendors holding a Sparks address. This represents 30% of the total spend and 43% of the Nevada amount. These percentages reflect increases from the previous fiscal year.

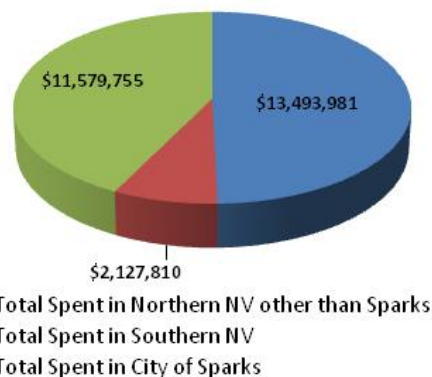
The balance of transactions that left the State (29%) can be directly tied to multiple issues, but in most cases are instances where products were competitively bid; were unavailable from local sources; or were procured from a "sole source" located outside of the region. These included:

- Chemicals or specialized equipment at the Truckee Meadows Water Reclamation Facility (TMWRF): \$2.9 Million (8% of total)
- Specialized Vehicles, Equipment or Software: \$1,014,575 (2.6% of total)
- Playground Equipment: \$213,023

**FY 11-12 City of Sparks
Total Spend
\$38,381,276**



**FY 11-12 City of Sparks
Nevada Spend
Total \$27,201,546**



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 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 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 Primary Performance Measures

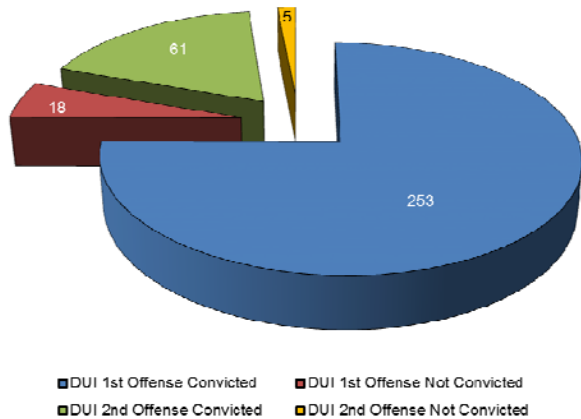
- ◆ For 2012, there were eleven civil lawsuits filed against the city; these civil lawsuits claimed a total of \$14,122,459 and the city paid \$19,329.33 in response to these lawsuits (0.14%).
- ◆ For 2012, the City Attorney's Office filed six forfeiture cases in an attempt to collect monies for the Sparks Police Department and the City Attorney's Office.

2012 Key Accomplishments

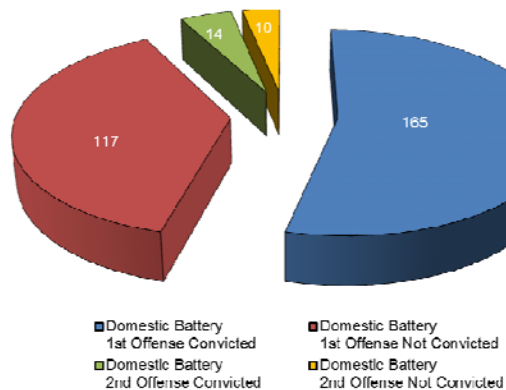
- ◆ Protected the city treasury by successfully defending state and federal lawsuits and thereby paying minimal amounts in adverse court judgment.
- ◆ Maintained and worked within budget guidelines.

City Attorney, Continued

2012 DUI Prosecutions



2012 Domestic Battery Prosecutions



Criminal Division

2012 Primary Performance Measures:

- ◆ DUI Prosecutions for 2012 were: First Offense = 253 convicted/18 not convicted; Second Offense = 61 convicted/5 not convicted.
- ◆ Domestic Battery Prosecutions for 2012 were: First Offense = 165 convicted/117 not convicted; Second Offense = 14 convicted/10 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 93-95% conviction rate for DUI prosecutions and experienced only a slight reduction, 60%-65%, conviction rate for Domestic Battery prosecutions. 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



Busy, busy, busy.

The Building and Safety Division are pleased to report a steady increase in the growth of our community this past year. As the quantity of issued permits has increased, so has the demand for our inspection services. As a result, we have been borrowing Jon Pennington, Building Inspector II, from the Public Works Division and are working toward adding a new permanent position.

We are tasked with responding to public complaints and policing unpermitted construction. During the past few years, residents facing hard financial times have created illegal living spaces in garages, sheds and attics. This has become a serious health and safety issue and has been the cause of more frequent injuries and house fires. Unpermitted work poses threats from unregulated and uninspected work performed by unqualified people. The electrical system is especially hazardous for an untrained person to alter and becomes a life safety issue for unsuspecting persons. When an electrical system is altered incorrectly it is generally concealed and there are usually no warnings, just a fire or shock hazard.

Most people are not aware that the safe path from their front door to their mailbox was not by chance or that the consistency of a set of stairs with a handrail at the right height is required and enforced by the Building and Safety division. People rarely think about the smoke detectors in their homes (unless the batteries need changing) and it may surprise them to discover that it is the building code that regulates these requirements and the building inspector that verifies the location and tests for proper function as well as correct wiring and circuitry to ensure their reliability.

The Building and Safety Division enforces nationally recognized codes and ordinances adopted by the City of Sparks. This year the 2009 International Energy Conservation Code was adopted and our staff has completed the associated training and obtained certification by the International Code Council. These standards play a vital part in maintaining our high quality of living. The Building Officials from the City of Sparks, the City of Reno, Washoe County and Carson City have been meeting on a monthly basis to improve communication and discuss common building division problems and bring consistency to the way the building codes are interpreted. This group is also working together on the adoption of new codes and the Northern Nevada Amendments that can be adopted by all jurisdictions in Northern Nevada and are on track to adopt this package by July of 2013.

Before a building permit is issued, the plans are reviewed for code compliance. This fiscal year, 1,004 plan reviews were performed and of those, 30% were revised before issuance. Small projects and revisions are given priority and are often completed in 2 to 3 days. Larger project turnaround times are 3 to 4 weeks.

Fiscal year-to-date comparison

	2011-12	2010-11	Variance
Number of Permit Applications	2,566	1,882	36%
Number of Permits Issued	2,463	1,762	40%
Valuation of Issued Permits	\$110,712,242	\$60,692,875	82%
Number of permits issued same day	1,223	728	68%
Number of New Single Family Permit Applications	203	103	97%
Number of New Single Family permits issued	178	73	143%

The commercial activity was highlighted by the new NOW Foods expansion into phase two (90,000 sq/ft industrial manufacturing). The French Gourmet completed their project and also started designing the next expansion. In addition to the now familiar Lowe's store at the Legends mall, there is a new Taco Bell restaurant going in and two new stores, T.J. Maxx and Old Navy, currently under construction.

Community Services Department, Continued

Engineering Division - Building & Safety, Continued

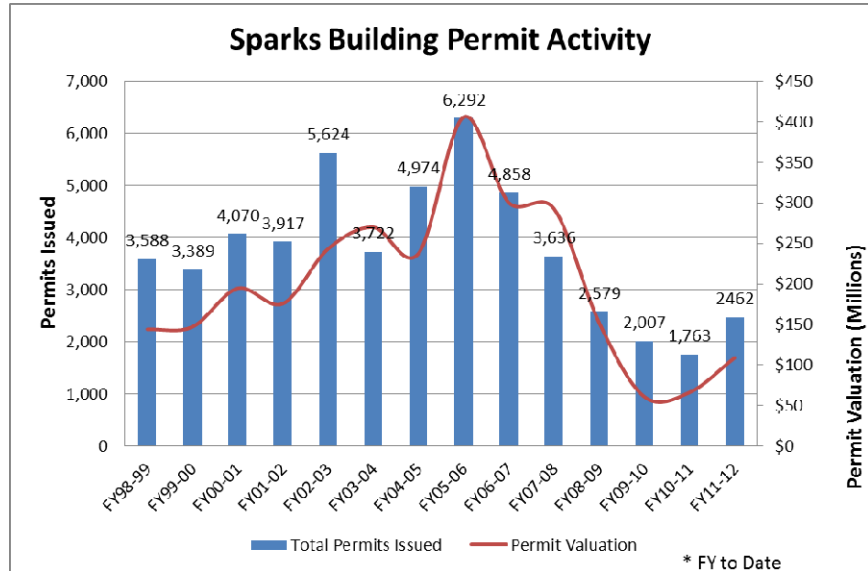
Sierra Nevada Corporation has expanded from Solomon Circle to the commercial tilt-up buildings on Vista Blvd filling up vacant space and bringing some life back to these areas. Laddawn on Lillard expanded their building, as did Apple's facility also on Lillard. The new County Courthouse which will fill the space vacated by CityWorks is just underway.

This summer has been very busy with elementary, middle and high school energy remodels. Most of the schools received new windows, doors, high-efficiency boilers along with new fan coils, electrical upgrades throughout and new technology upgrades to provide digital upgrades and Smart Boards.

PDM Steel suppliers on Kleppe lane completed their phase two warehouse expansion and are currently working on phase three (exterior crane rail reconstruction). Paterson Paper is currently expanding south into another building on Coney Island with the construction of a connecting building between the two.

The Truckee Meadows Water Reclamation Facility is doing extensive electrical upgrades and the Water Treatment plant on Glendale expanded their offices. There are many smaller tenant improvements going on as larger spaces downsize into smaller ones.

The old Longs store on Prater is being divided into smaller spaces for a future Dollar Store and another unannounced tenant. The space previously occupied by BJ's BBQ at McCarran and Prater has been remodeled and is now a Chinese food restaurant while the old IHOP on Victorian is the new home of BJ's BBQ/Hog Wild. Also newly constructed was O'Reilly



Auto Parts at Sparks Crossing and the **Silver Bear Swim Center** on South Los Altos.

This is our first full year in our new home at City Hall and we have settled in so well it feels like we've been here forever.

The decision to create a Customer Service Counter integrating employees from Community Services and Management Services to provide access to building permits, plan review, revenue management services (sewer, effluent), passports and business licensing at one location has been very well received by the community and is also working well internally.



Community Services Department, Continued

Engineering Division - Capital Projects

The 2010/2011 fiscal year's projects continued to focus on the rehabilitation and repair of the city's existing facilities, continued construction of energy efficient projects, rehabilitation of the utility system, and improvements to the roadway network with the Pavement Management Program (PMP). Additionally, with the transition from the Public Works Department into the Community Services Department, review of Development projects has, also, become a focus of this division.

The success in construction of the past fiscal year's projects has been due to the open cohesive partnerships with the city's various departments and divisions within the new Community Services Department. These projects could not be completed without working with our partners in Police, Fire, Parks and Recreation; along with the Divisions of Building and Safety, Planning, and especially Maintenance.

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 were three projects that caused high maintenance cost: Fire Station No 1 Basement Water Infiltration, Police Department Roof Leak, and Marina Building Siding Project. Each of these projects caused a high amount of maintenance time and man power constantly dealing with issues throughout the year. Based on the project repairs made at each of these facilities, it appears these issues have been corrected.

City Sustainability Projects:



Brian Cason, Mark Meranda; customer, Teresa Parkshurst

The city continues to be committed to environmental and financial sustainability. This past fiscal year the City completed the retrofit of the Victorian Square Garage Lighting. The project removed the existing HID fixtures and replaced them with LED fixtures. The estimated annual maintenance and energy savings is approximately \$20,000 per year.



Community Development Block Grant Projects:

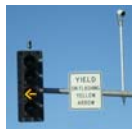
Typically every fiscal year Capital Projects staff works with our Planning Division to review the census map detailing low income areas and their need for public improvements. During the past fiscal year, the city invested approximately \$259,000 of Community Development Block Grant funds rehabilitating the sidewalks, curb, gutter, roadway, and installed disability compliant access ramps on 7th 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

New Flashing Yellow Arrows (FYA)



New Flashing Yellow Arrows (FYA) have been installed at an additional 7 intersections bringing the total to 29 of the city's intersections. The most recent installations were at intersections, such as Franklin and Greg, that had protected left turns which were found to be conducive to permissive left turns. Some intersections, such as Rock and Greg, have the FYA installation but will not operate under that configuration due to safety issues. If we are able to mitigate our safety concerns the intersection is prepared to operate as a permissive left turn with no changes needed to the signal equipment itself.

School Zone Flasher Improvements

We have installed a new radio system which allows us to continue programming and monitoring the school zone flashers. We had to change to this new system due to the FCC requesting Washoe County change their pager system in order to allow cell phone companies to have more bandwidth. This is the second time that a paging system we are using to program our school zone flashers with has been altered and so we chose to install a radio system that we own and will not be altered without our knowledge or permission.

Spot Intersection Improvements

The Traffic Division has been working on small jobs all over town that will improve traffic flow in and around the city. We replaced video detection with loop detection at intersections where the video detection was proving to have sporadic problems we could not repair in any other reliable fashion. We also installed communication devices allowing us to communicate with several intersections along Prater, Oddie, and Rock. The communications allow us to monitor and change timings without having to make a trip to each intersection which saves us time and money.

Pavement Management Program (PMP)

The City of Sparks Pavement Management Program (PMP) was developed to evaluate and prepare a five year budgetary outlook for our local roadways. This program has been a great success with the overall Pavement Condition Index or PCI rising from an average of 76 in July 2007 to 83 in July 2012.

In 2012, the preventive and corrective maintenance program slurry sealed over 3.4 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 2012 Rehabilitation program this year repaired over 300,000 square feet of pavement. The rehabilitation program included the following roadways: Richards Way (Pyramid to Probasco Way), "O" Street (1st Street to Probasco Way), "P" Street ("O" Street to Probasco Way), 3rd Street (Quail Street to Richards Way) and Quail Street (1st Street to 3rd Street).

Community Services Department, Continued

Engineering Division - Traffic Engineering, Utility Engineering

Street Cut Program

The Street Cut Program was established to be a self-funded program through permit fees, and administered by the Community Service Department. The program tracks and issues excavation permits allowing a contractor or utility company the ability to perform work within the public rights-of-way, which by definition is "any street, alley, sidewalk, curb and gutter or driveway within the City of Sparks dedicated rights-of-way or easement."

NV Energy currently runs a program to retire and replace gas mains coated with a black wrap coating (a vintage pipes installed in the 50's and 60's) that have reached their useful life cycle. In 2012 NV Energy replaced approximately 25,608 feet of this black wrap coated gas main. It was done with a combination of contractors and NVE crews. The work took place in 30 different locations with pipe size ranging from 12" welded steel to 2" PE plastic pipe. NV Energy has Phase 3 of the Spanish Springs Road gas main replacement project scheduled for the spring of 2013.

Phase 1 was from Bria Cir. to Lydia Ct., Phase 2 was Lydia Ct. to Martini Rd., and Phase 3 will be from Martini Rd to North Truckee Lane.

In 2012 there have been 226 permits issued to date. TMWA, NV Energy and AT&T account for 175 or 77.4% of those permits. The remaining 22.6% have gone to private contractors like concrete contractors, plumbing contractors and excavating contractors.

Sanitary Sewer Rehabilitation

During the 11/12 fiscal year the city invested approximately \$0.8 million in sanitary sewer rehabilitation projects. With this funding, one sanitary sewer lift station was replaced and one was removed and converted to gravity flow, reducing operation and maintenance costs. A total of 3,320 feet of sanitary sewer pipeline was rehabilitated through four projects. These projects used a combination of traditional dig-and-replace, cured-in-place pipe, and pipe bursting technologies to perform the work with minimal impact to customers.

Large Diameter Sanitary Sewer Assessment

Beginning in October of 2011, Redzone Robotics under contract with the city performed condition assessment of 43,700± feet of sanitary sewer interceptor. This represents approximately 25% of the Sparks' sanitary sewer interceptor system. Assessment of these lines was critical due to age and material. Generally, pipes assessed in this project had an age of up to 60 years, and were made of concrete. While concrete pipe is typically a physically strong product, it can be susceptible to attack from acids and gasses present in a sanitary sewer environment. Redzone Robotics was able to perform traditional video inspection as well as laser and sonar measurement of the pipes to determine wear and sedimentation.



10" diameter pipe removed from old sewer interceptor

Defects are coded using a 0-5 scale. A score of 0 is great, while a code of 5 indicates imminent failure of the pipe. Rankings are done for both O&M (issues such as sedimentation, grease buildup, and roots) and structural (pipe cracking, holes, offset joints, leaks, etc.) issues. Of the infrastructure assessed by Redzone, the highest structural ranking was a "3", indicating these pipes are gen-

Community Services Department, Continued

Engineering Division - Utility Engineering, Continued

erally in good, serviceable condition. Given the pipe age and material, the relatively low structural rating was great news. On the O&M side, the worst ranking received was a "4", and was generally due to sedimentation within the pipes. Sedimentation was anticipated, as cleaning of pipelines of this size requires specialized equipment and techniques not available to our Maintenance crews. In one instance, a six-foot length of 10" piping was discovered within an interceptor located beneath Interstate 80 during Redzone's efforts, and was successfully removed by City Maintenance crews working with the contractor.

Storm Drain Master Plan Implementation

Beginning in January of 2009, the city began a \$1.3 million investment in Storm Drainage Master Planning within the urban core (i.e.

McCarran Ring area) of Sparks. This very successful effort was completed during the 11/12 fiscal year. The Storm Drainage database within our GIS system was able to be verified and updated through this project, allowing new



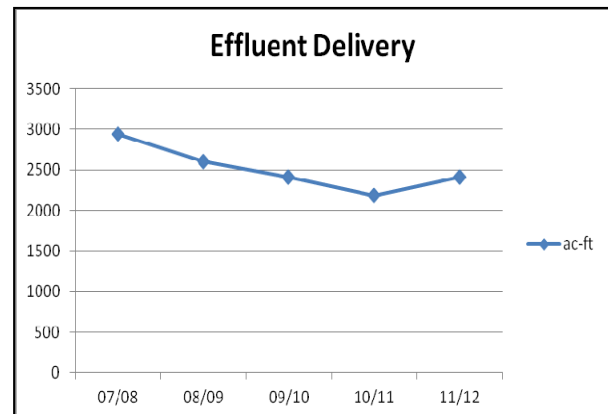
Installation of pump station component, Snider Way

"tools" to be developed which quickly determine flow paths through our network. This will be especially useful for our Environmental Control Division in dealing with illicit discharge investigations and during emergency situations that could impact drainage ways (such as a fuel spill).

Another aspect of this project was the development of an extensive, area-wide Capital Improvement Plan (CIP). A total of 74 possible projects were identified and ranked based on cost and need, with a total estimated potential cost of \$120 million. The highest-ranked project on the list was extensive storm drainage improvements including pre-treatment, underground storage, and a pump station within the Steneri Way and Snider Way area of Sparks. This project was implemented in the FY 11/12 CIP, and is largely complete at the time of this report.

Effluent Reuse Delivery

The past several years have shown a steady decline in effluent usage. This affects the city in two ways: reduction in revenue for the effluent utility fund, and an increase of effluent discharge to the Truckee River. Several factors have played into this trend, namely a sharp decrease in construction usage (dust control, etc.) of effluent due to the economic downturn and several years of wetter than normal weather (i.e., reduced irrigation need). This trend started to reverse in FY 11/12, likely due to the current drought.



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 62 land use entitlements, nearly double the 34 entitlements handled the previous year, as reflected in the following table for the last three years:



Entitlement / Action	FY2011/12	FY 2010/11	FY 2009/10
Annexations	0	3	0
Administrative reviews	14	0	3
Tentative map	1	2	3
Final map	3	4	2
Boundary line adjustment	4	1	4
Parcel maps	2	3	3
Planned development re-views	4	1	2
Special use permits	14	7	3
Site plan reviews	15	13	12
Master plan amendment	5	0	4
Totals	62	34	36

Joe Rodriguez, Jim Rundle, Janet Stout, Armando Ornelas, Karen Melby, Tim Thompson, George Graham

Selected highlights from this past year include the following:

Embarked on a "three track" update of the city's zoning code.

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 provided 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, subdivision/platting, landscaping, and sign ordinance.

During FY 2011/12, Planning shepherded through City Council several Track 1 changes: fee schedule changes to reduce the cost of special use permits, site plan reviews and extensions of expired tentative subdivision maps; code amendments to permit mobile vendors and extend the period that special use permits remain valid; criteria for city sponsorship of amendments to the city's master plan. Track 2 was initiated by completing a RFP process to select a consultant for the zoning code review and getting the analysis underway. Track 3 was advanced by the City Council's approval of \$150,000 in the FY 2012-13 budget to retain a consultant.

Community Services Department, Continued

Planning Division, Continued

City of Sparks' Sphere of Influence and detach (detach) from the city property situated in the ETRC.

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. While the current weak demand for commercial real estate has hindered property owner interest in doing environmental assessments, as the end of the FY 2011/12 the city has nevertheless expended over half of the grant funding to assess 21 properties. Planning staff have also obtained a 1 year extension of the grant (through October 2013) to enable the city to use as much of the remaining grant funds as possible.

Redevelopment

Development interest in 916/918 Victorian Avenue. This is the former Pacific Pawn property owned by the Redevelopment Agency. In the spring of 2012, staff negotiated and obtained Redevelopment Agency Board approval of an exclusive negotiating agreement with the owner of the adjacent business, Cantina Los Tres Hombres, to prepare plans for and assess the feasibility of acquiring the site, raze the existing buildings, and construct a new building to house a restaurant-bar. This project is expected to progress to a development agreement in FY 2012/13.

Code Enforcement

Code enforcement is a tool to help the city control blight, help maintain private property, and abate public nuisances and dangerous conditions. The recession and bursting of the region's real estate bubble has resulted in an unprecedented number of homebuyer loan defaults and foreclosures and in a growing number of vacant, neglected properties that pose a nuisance or danger to the community. Despite having only a single code enforcement officer, the city has continued to respond to complaints and achieved many successes in abating problems in our community. In addition, Planning

staff led the City Manager's new Vacant Building Task Force. This effort resulted in City Council adoption of an ordinance amending the "Nuisances" section of the municipal code to enhance the city's ability to abate nuisances. The city's Planning Division has since worked closely with staff in other city departments, including Fire and the City Attorney's office, and with the Building Official, to develop policies and procedures to utilize these enhanced powers.



Nuisance Code Enforcement success. This property on D Street shows the before and after progress on cleaning up the property. The property is now secured and the work was completed and paid for by the property owner.



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.

The Street department started construction of the **Brine Facility**.



This facility will be operational for the 2013 snow season. We had four city employees working with Clay from Brine Extreme. We will have five 10-yard dump trucks with slide-in brine applicators which will pre-wet all Priority One roadways prior to a snow event. We are in the process of making brine routes which we will divide the city into three areas.

This past winter, we took down play equipment that was hazardous due to rotting wood at **Maldonado Park**.



The cost of the new equipment was \$68,490 plus labor in the amount of \$39,240 for a total of \$107,730. The employees working on this project came up with a plan to save the old posts, so they could use them on the play equipment at Ardmore Park. If the employees had not come up with this idea, we would have had to close the Ardmore playground because we did not have the funds to

Community Services Department, Continued

Maintenance Division, Continued

replace the equipment this year. The labor costs to rebuild the play equipment was \$20,648. By using the old posts from Maldonado Park, the employees saved the city \$47,842. Thank you to all the employees involved on this project.



Ardmore Park



Street line painter truck



Maintenance Division

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) started treating wastewater in 1967. The plant has been upgraded throughout the years to increase its capabilities and meet regularity requirements. It services the communities of Reno, Sparks and portions of Washoe County. The mission is to treat wastewater, beneficially reuse and discharge reclaimed water in an efficient and fiscally responsible manner that respects the environment and protects public health while meeting or exceeding all local, state and federal regulations to the mutual benefit of our customers, stakeholders and the region.

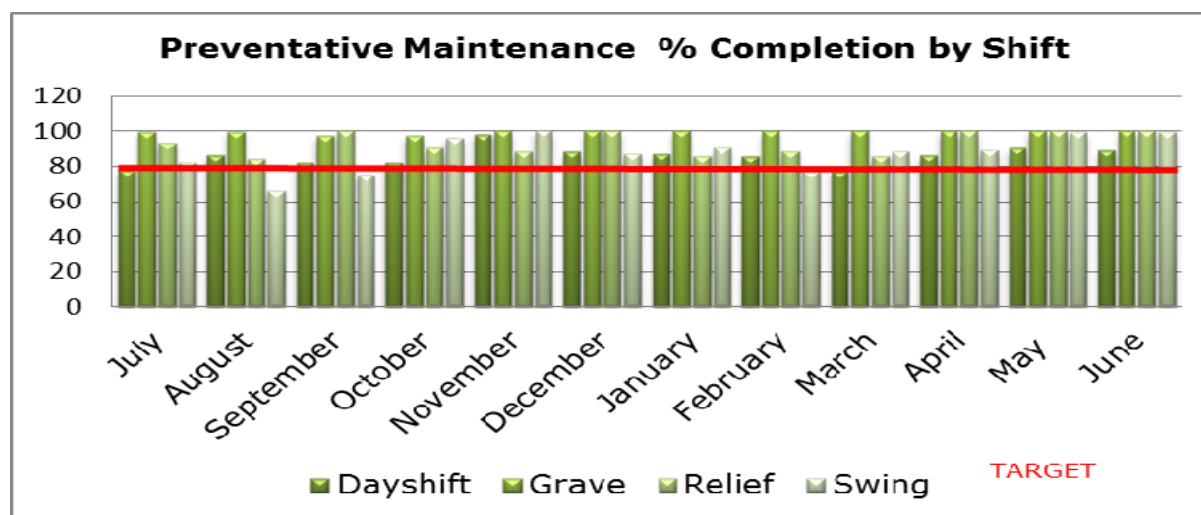
Operations Division

The Operations Division is responsible for the day-to-day operation of the wastewater treatment plant. The division is committed to protecting the environment. The plant operates 24 hours a day, 365 days per year with 4 shifts and a compliment of 20 staff.

The plant processes 30 million gallons of wastewater per day and removes more than 95 percent of the permitted contaminants before discharging it into the Truckee River.

While operating under one of the more stringent discharge permits in the country, the division has no receiving waters violations this year. The wastewater is suitable for agriculture, aquatic life, industrial use, water supply, and recreation.

Monthly, each shift has a target of completing 80% of the 400 plus Preventative Maintenance actions. In an effort to measure and provide metrics for core efficiencies, the division is moving forward with a comprehensive monitoring program, and looks to the future with a lean and progressively responsible effort each day for the residents of the Truckee Meadows.



Laboratory Division

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

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

Community Services Department, Continued

Truckee Meadows Water Reclamation Facility (TMWRF), Continued

amount of time.

The laboratory is staffed with a supervisor and five chemists. All staff have bachelors' degrees and are required to obtain a Wastewater Quality Analyst certificate through the Nevada Water Environment Association. The laboratory is State of Nevada certified.

Duties include the calibration and maintenance of instruments throughout the plant; analytical testing that supports TMWRF's operations and permit. This



Mark Lowe

testing accounts for more than fifty thousand analysis annually. Additionally, lab staff supports testing and monitoring of Sparks Marina Lake, the Truckee River and the reuse system.

Truckee River samples are collected and analyzed monthly at nine (9) sites. Continuous monitoring equipment is deployed, monitored and analyzed at two sites along the Truckee River. Sparks Marina Lake samples are collected and analyzed monthly, and the reuse system is tested on a daily basis to insure the water quality meets or exceeds its permitted quality standards.

Information Technology Division

The IT division is responsible for programming, setup and maintenance of all computer related equipment and software



at TMWRF. With a staff of two, the division supports the Foxboro Distributed Control System, various Programmable Logic Controllers, Windows Servers, Windows workstations, security



cameras, wireless units and switches. Through their efforts, all this equipment is online and running 24 hours a day, 365 days per year. At the same time, the division ensures that TMWRF users have access to this equipment at all times to help them perform their job duties.

This year the IT Division had 168 work orders with IT responsibility. Ninety three (93%) of those were completed within 30 days. 20 of 23 Priority-1 work

orders were completed within five days and 16 of 21, or 76%, of Priority-2 work orders were completed within five days.

Environmental Health & Safety Division

The division is responsible for the safety of the employees and contractors working at the TMWRF location as well as environmental permits pertaining to air quality, hazardous materials disposal, and hazardous materials storage. This is a list of some of the significant programs that we are either in process of working on or have completed in the past year:

- ⇒ Completed the first stage of the Asbestos Abatement Project, all Asbestos Materials have been removed from the Blower Room.
- ⇒ Second stage of the Asbestos Abatement Project is being designed by Converse Consultants and should be underway by the end of this fall. This will include removing asbestos containing materials in galleries A and B.
- ⇒ Working in conjunction with the Nevada Water Environment Association (NWEA) to plan and conduct a variety of Safety classes for TMWRF employees and NWEA members in Northern Nevada (City of Sparks employees could also participate).
- ⇒ Updating Process Safety Management program to prepare for an audit in 2013.
- ⇒ Scheduled Confined Space Rescue Classes for the TMWRF Rescue Team and invited the Sparks Fire Department to participate.
- ⇒ Attended and completed NFPA Electrical Safety class (NFPA 70E).
- ⇒ Working with City of Reno on updating Flood Control Plan.
- ⇒ Working on an accident review and investigation process for TMWRF.
- ⇒ Completed Air Quality Emissions Inventory currently waiting on equipment specifications in order to complete the Washoe County Permit Application.
- ⇒ Completed Waste Water Operator 1 course at through CSU Office of Water Programs.
- ⇒ Updating and training on all new respiratory personal protective equipment.

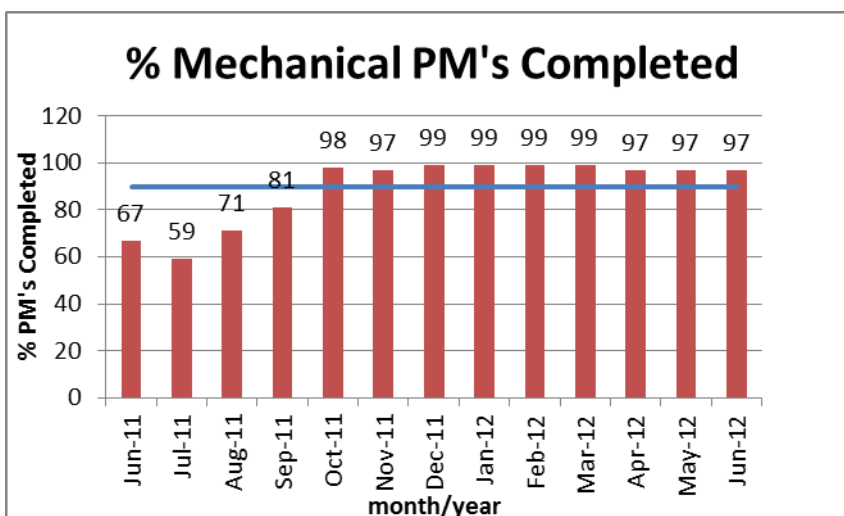
Community Services Department, Continued

Truckee Meadows Water Reclamation Facility (TMWRF), Continued

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 90% of the approximately 1500 Preventative Maintenance (PM) actions.

The Maintenance Division has taken a creative approach to completing work orders and PM's on equipment. Contractors have been utilized over the last year to assist in getting the work done. To evaluate the effectiveness of using outside contractors, metrics were developed and are being evaluated on a monthly basis to measure the improvements to completion rates for both work orders and PMs.



Environmental Control Division

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. 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.



Dave Poore, Cliff Humphreys, Mike Bergamini, Toby Ebens

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

Financial Services

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

City Financials

The Fiscal Year 2013 Annual Budget was adopted by the City Council on May 15, 2012, and submitted to the State of Nevada Department of Taxation on May 31, 2012, in accordance with Nevada Revised Statutes (NRS) 354.598. The current city budget contains 22 governmental funds with expenditures of \$77.9 million and 8 proprietary funds with estimated expenses of \$64.7 million. A copy of the City of Sparks Final Budget can be view on the City of Sparks official website 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 City of Sparks has been awarded the Distinguished Budget Presentation Award by the Government Finance Officer's Association of the U.S. and Canada (GFOA) for four consecutive years.

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 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 2012 preparing for the Annual City of Sparks audit. The audit will be performed by Kafoury, Armstrong & Co. The final audited financial statement are schedule to be complete by November 2012.



The original (1905) and still utilized Sparks control tower for the Southern Pacific, now Union Pacific, rail yard.

Daily, over 60 locomotives and 1100 cars pass through the Sparks yard, making the local routes as well as east to Salt Lake City and west over Donner Pass to California.

Finance Department—Accomplishments

The Financial Services accomplishments include:

IT Operations:

- ◆ Installed Virtualized Municipal Court desktops as a pilot project in October 2011
- ◆ Continued strategic upgrades of Applications Servers, Storage, and other hardware
- ◆ Begin strategic upgrading of city desktops with Thin Clients and virtual Windows 7 desktops as approved by the IT Steering Committee
- ◆ Worked with KPS/3 on major software upgrade of Public Website
- ◆ Upgrade fire software Fire RMS
- ◆ Install new switch and cable at Richards Way
- ◆ Continued to battle hardware fatigue throughout the city.

Systems Development:

- ◆ Completed IT portion of Agresso Phase II – HR/Payroll implementation
- ◆ Automated the City Council Agenda process
- ◆ Completed Phase I of city wide Continuity of Operations Planning project
- ◆ Began conversion of salary projections to Agresso ERP
- ◆ Began active participation in BLAST project.

Finance:

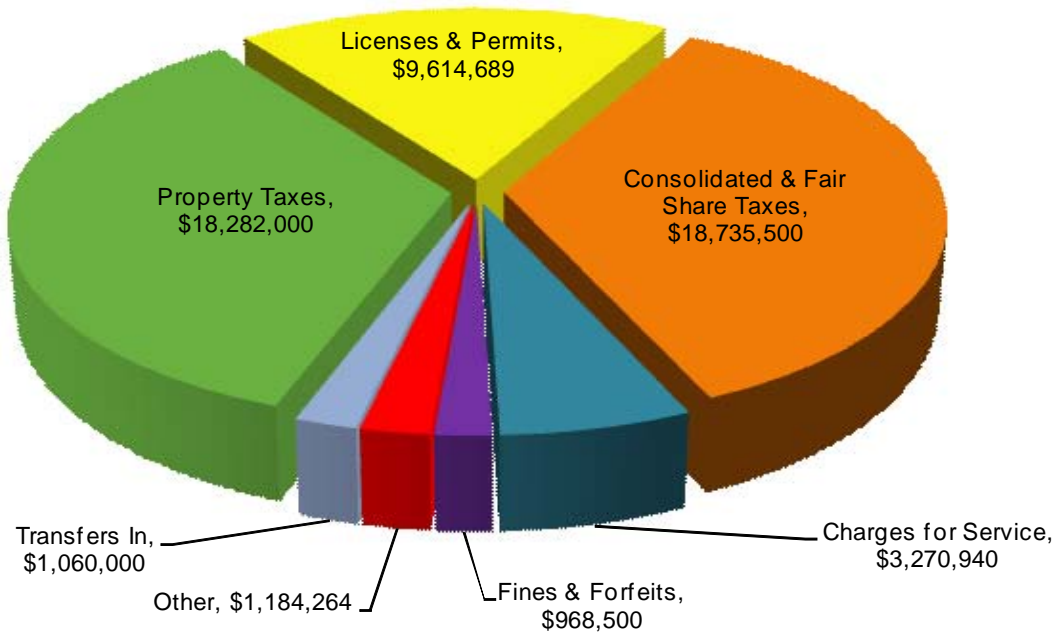
- ◆ Achievement for Excellence in Financial Reporting for its CAFR by the Government Finance Officers Association of the U.S. and Canada (GFOA) for 31 consecutive years
- ◆ Distinguished Budget Presentation Award by the Government Finance Officers Association of the U.S. and Canada (GFOA) for four consecutive years
- ◆ Completed transition from Bi-tech payroll to Agresso payroll.



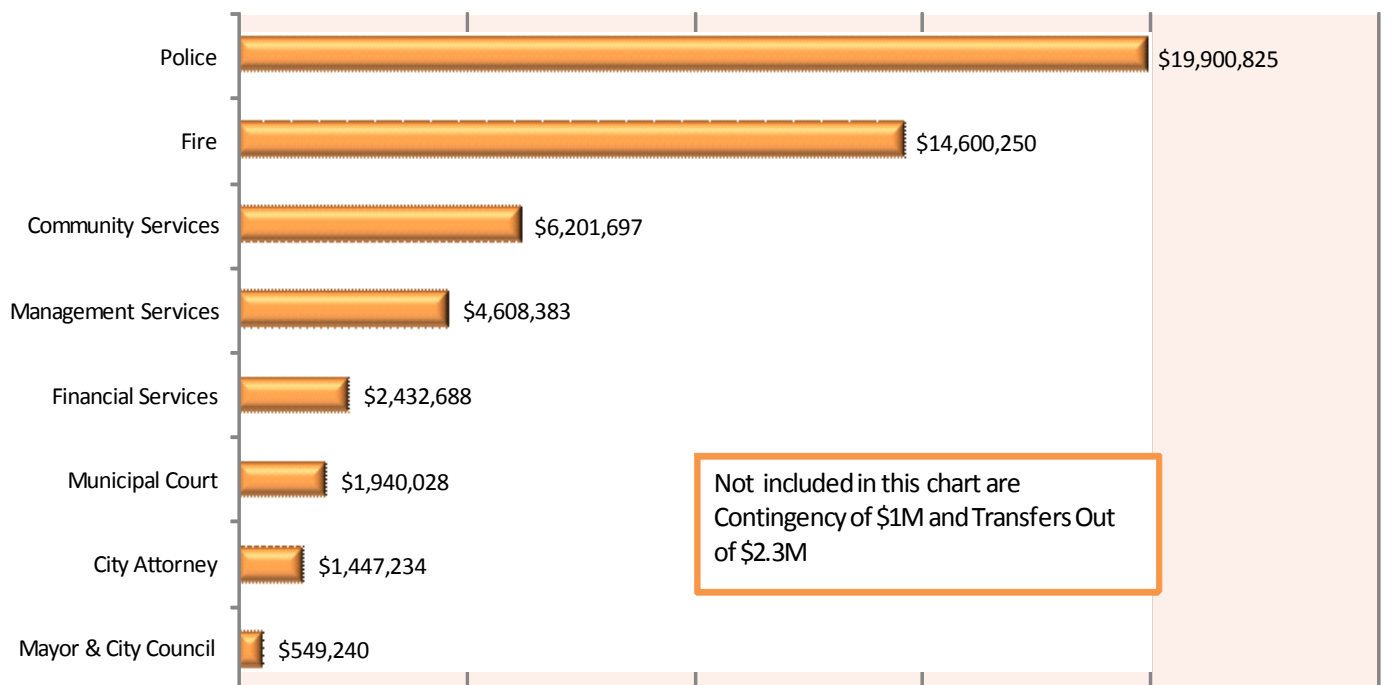
The Union Pacific dome car from 1954. This is one of the cars that Mayor Martini pulled on the Parr spur line.

City Financials– General Fund Budget

General Fund Revenues Fiscal Year 2012-13



General Fund Expenditures by Department Fiscal Year 2012-13



Fire Department

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

The Sparks Fire Department's mission 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 the dedication of the members of the Department. The Department's Business Plan supports both the Strategic Plan of the City of Sparks and the mission of the Sparks Fire Department (SFD).

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."* To accomplish this, especially after five consecutive years of budget reductions, the Department explored innovative opportunities to maintain service levels, as well as meet operational needs, in light of diminished budgets. These innovative opportunities came both from within and from outside the Department.

From within the Department, unique response strategies were developed for every incident type to which SFD responds. This was done in response to staffing changes from four to three personnel per company, and will ensure adequate resources will be on scene to mitigate any emergency. Also from within the Department, many new equipment maintenance and repair duties were transferred from external service companies to internal fire personnel. Maintenance and repair of equipment such as SCBA, radios, hose, defibrillators, ladders, hydraulic equipment, 2-stroke motors, and hazmat monitoring equipment is now done by fire personnel.

From outside the Department two public / private partnerships were formed, one which resulted in the acquisition of a firefighting foam-delivery apparatus and the other in the acquisition of a new brush firefighting apparatus. Numerous grant opportunities were applied for and awarded resulting in more than \$500,000 for equipment replacement, training, and program management. Mutual aid agreements were updated and revised with our three neighboring fire departments – Reno Fire Department, Truckee Meadows Fire Protection District, and Storey County Fire Protection District.

Through these efforts the Fire Department was able to keep each fire station open every day of the year. With few exceptions, the residents of the City of Sparks enjoyed the same quality service levels in FY12 they have come to expect from the Department. Although overall personnel strength has been significantly depleted, impacting operational capabilities in many areas, SFD still responds and serves the needs of the community.



Fire station #1

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 forced a “thinking-out-of-the-box” attitude from Staff, which resulted in very innovative methods to effectively meet this goal in FY12.

One of these methods was to develop public private partnerships with local businesses. Two such partnerships resulted in apparatus acquisition and upgrades to fire suppression systems:

- ⇒ Kinder-Morgan Energy Partners - During FY11 a comprehensive fire protection and engineering review was completed for the Kinder-Morgan bulk fuel storage facility on Nugget Avenue. On October 24, 2011, the Department presented a state of the art foam-delivery apparatus which was a result of this partnership. Also included were upgrades to the fire suppression systems at the tank farm which will provide improved capability to mitigate a fire emergency at this facility.
- ⇒ Lennar Home Builders - In cooperation with Lennar, a new Type 6 Engine was acquired by the Department. This rapid response brush truck will enhance SFD's ability to respond to and suppress wildland and other fires in the wildland/urban interface areas of the City.

Grant acquisition is another method to gap budget shortfalls. In FY12, the following grants were awarded to the Fire Department:

- ⇒ 2011 Assistance to Firefighters Grant. This grant will replace 800 MHz and VHF radios that were not compliant with the new federal narrow-banding requirements. This \$504,739 grant will be used to replace the Department's portable, mobile, and base station radio inventory.
- ⇒ 2011 Assistance to Firefighters Grant – Fire Prevention & Safety. This grant will be used to implement the second phase of Project SAFE (Survive a Fire Emergency). This program delivers fire safety education programs and installs fire-alerting devices, primarily smoke detectors, to homes in the City of Sparks.
- ⇒ 2011 State Emergency Response Commission (SERC) – Hazardous Materials Emergency

Preparedness (HMEP) Grant. This \$13,688 grant was used to send 13 members of the SFD Hazardous Materials Team to Continuing Challenge, a hazardous materials training symposium held each year in Sacramento, CA.

To ensure adequate resources are available to handle all types of incidents, and to provide adequate surge protection during times of concurrent incidents, all mutual aid agreements with neighboring agencies were reviewed and revised. New agreements were written and signed between SFD and the Reno Fire Department, the Truckee Meadows Fire Protection District, and the Storey County Fire Department.



On February 13, 2012, the Spillman Computer Aided Dispatching System (CAD) was implemented for the Police and Fire Departments. This system was acquired in cooperation with the State of Nevada and was purchased through federal stimulus funding. This CAD allowed the Fire Department to customize response strategies to each incident type, ensuring adequate resources are dispatched to effectively mitigate any emergency.



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. The FPB has made strides toward accomplishing this goal by conducting site visits to observe and make recommendations that will eliminate hazardous conditions which could result in a fire. It is also FPB's goal 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 FY12, 2,235 safety deficiencies were corrected by the Bureau.

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 computer data program. On-site fire inspections may be completed at the request of the business owner.

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 Peace Officer Standards and Training (POST) certified fire investigators. Fire investigators conducted 58 fire investigations for suspicious or incendiary fires in FY12.

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. Although the FPB conducted 17 fire and life-safety education presentations to 576 adults and 864 children in FY12, 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.

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 2007-2011. In that time period, there were 347 structure fires in the City of Sparks, but only 21% involved businesses, with the leading cause of these fires being machinery malfunction. However, statistics from this same period show that 79% of structure fires were in homes. The loss of fire-safety education programs for children, for example the annual comprehensive 4th grade fire safety program, is believed to be a major reason for the increase in home 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 2006, the Bureau joined with the Reno Fire Department, Sierra Fire District, Washoe County Parole & Probation, and the Children's Cabinet to form the Washoe County Youth Fire-setting Intervention Program. This program was developed to educate children involved in fire-setting, and educate the entire family with professional counseling and financial support. FY12 proved to be a busy year for the Youth Fire-setting Intervention Program, as 83 children participated in and completed the educational program.

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.

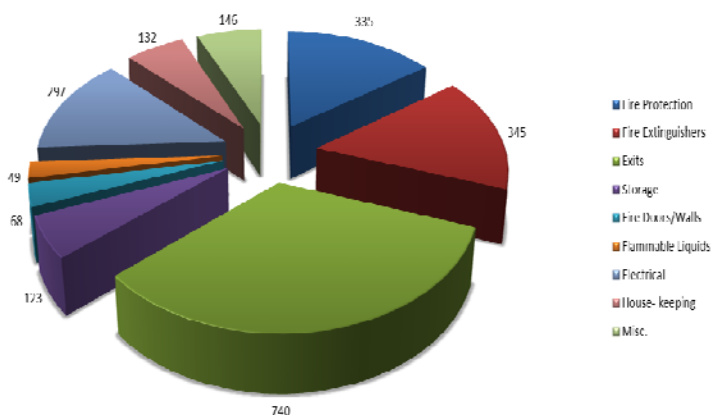
The Fire Marshal performs technical fire plan reviews to assist builders, owners, and tenants in complying with the fire and life-safety code requirements. In FY12, 397 fire plans were reviewed and approved.

Fire—Prevention, Continued

FY2012 Accomplishments

- ⇒ Successfully implemented the second Project SAFE Residential Smoke Alarm Installation Program. Fire safety education programs and fire-alerting devices were provided to 279 homes, including the installation of 991 smoke alarms, 255 carbon monoxide detectors, 16 strobe lights, and 265 bed-shakers for the hearing impaired. This was all provided by the award of the 2011 Assistance to Firefighter Grant from the Department of Homeland Security in the amount of \$57,110.
- ⇒ Organized the 22nd 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 532 guests visited the station resulting in \$1,295 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 Implemented a comprehensive Youth Firesetting Intervention Program Data Base which documents and tracks all youths in the Sparks/Reno area who attend the program. Also, educated 70 children (61 boys; 9 girls) through this program.
- ⇒ The Fire Prevention Bureau was selected to present the School Incident Response Team Program (SIRT) at the 2012 Models of Fire Prevention Symposium held this year in Reston, Virginia. The FPB was one of only 14 prevention bureaus in the United States selected to present at this symposium. The SIRT program was developed for the Washoe County School District as part of the 2010 Assistance to Firefighters Prevention & Safety Grant, and is designed to increase fire-safety knowledge within the school district to reduce fire related incidents, injuries, and property loss.

Fire Dept - FY 12 Business Inspections
Total Fire Safety Deficiencies Found



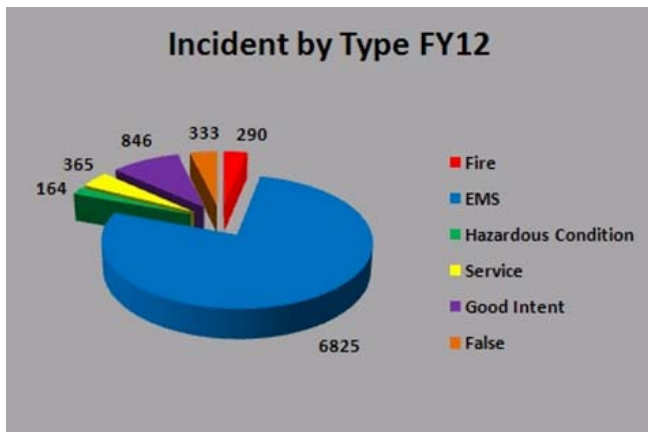
Fire Inspection Program													
Activity		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Target Hazard Inspections	Inspections	106	140	88	125	77	71	72	52	43	47	64	76
	Re-inspections	67	95	63	86	64	43	63	33	31	23	34	51
Construction Inspections		21	50	45	42	83	105	51	52	60	34	45	40
Complaint/ Code Enforce-	Inspections	15	10	15	16	13	1	7	4	6	8	9	9
	Re-inspections	6	3	2	7	4	2	2	0	1	0	1	5
Special Events / Other		16	29	18	2	0	9	0	0	0	0	1	11
New Business Inspections	Inspections	23	22	24	26	27	20	16	13	36	24	26	30
	Re-inspections	17	10	19	12	13	12	7	13	9	13	22	14
Fax-in / Mail-in / Email Inspections	Fax-in	95	48	33	47	62	61	84	82	92	66	79	58
	Mail-in	28	18	15	23	24	19	27	28	27	42	25	17
	Email	35	28	34	15	20	23	30	21	24	32	25	19
Convention Inspections	Reviewed	1	2	1	3	4	1	3	1	1	3	3	0
	Inspections	1	2	1	3	4	1	3	1	1	3	3	0
	Re-inspections	2	0	0	1	1	0	0	0	0	0	0	0
Misc.		4	18	5	20	11	15	6	40	14	13	9	12

Fire—Operations

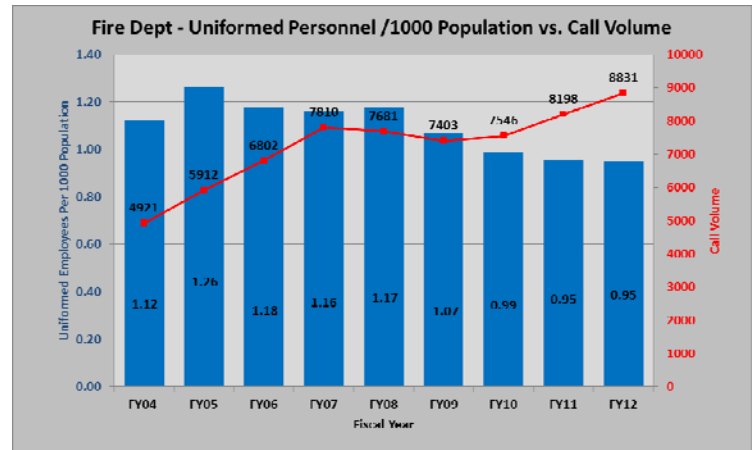
The goal of the Operations Division is to provide effective emergency and non-emergency services that limit the loss of life and property of the citizens and residents of the City of Sparks, including mutual aid to regional jurisdictions, through good stewardship and high standards of care.

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.

Total call volume for FY12 increased by 7.7%, from 8,198 calls in FY11 to 8,831 calls this fiscal year. EMS calls comprised 77.3% of this volume, with fires, hazardous conditions, service, and good intent calls making up the remaining 23%. Since EMS represents the highest percentage of calls, the department continues to maintain and license all primary and reserve apparatus to the Intermediate Life Support (ILS) level, providing the best level of pre-hospital EMS care to the citizens and visitors of Sparks.



In FY11 Fire Department Staff implemented a three-person per company staffing level in order to avoid station closures, thus ensuring the ability to maintain rapid response times to incidents in all areas of the city. This staffing change provided an effective strategy for speed of response and adequate manpower for the highest percentage of call volume – EMS calls, but severely limited the Department's operational abilities for incidents requiring multiple companies. When responding to structure fire incidents for example, the Department was unable to meet nationally recognized National Fire Protection Association (NFPA) guidelines for placing enough personnel on scene quickly enough to implement a rapid initial fire attack, as well as placing enough personnel on



scene to effectively handle all assignments typically found in this type of incident.

To meet these staffing challenges, the response strategy for every incident requiring multiple companies was reviewed in FY12. This review resulted in a response matrix change that increased the number of companies sent to each incident to meet manpower needs. A risk of this approach however, is the diminished surge protection and coverage remaining in the city, leaving fewer non-assigned resources to handle concurrent incidents. For example, structure fires will require 5 of the 7 staffed companies in the city to respond. Since Department statistics indicate that 31.0% of incidents occur while another incident is already taking place, this diminished surge protection is of great concern. Currently, concurrent incidents are being managed by fewer remaining resources, recall personnel, and mutual / automatic aid agreements.

Highlights for FY2012:

- ⇒ July 15 and September 5, 2011 – On these two days, brush fires were started in the hills just to the south of Golden Eagle Regional Park. Each fire was human-caused, and suppression operations were handled as a unified command structure between the Sparks Fire Department and the Bureau of Land Management. Both incidents included air support and aggressive firefighting that kept homes in the area from being threatened. In total, 227 acres burned.
- ⇒ November 18, 2011 – SFD assisted the Reno Fire Department with the Caughlin Fire. This was the first of two destructive fires that occurred in the Truckee Meadows last year. In all, 25 personnel, 3 fire engines, 3 brush trucks, and 1 water tender responded to assist our neighbors. Over 255 man-

Fire—Operation, Continued

hours were provided in suppression operations and 177 man-hours were provided in incident management operations.

⇒ November 23, 2011 - SFD again assisted the Reno Fire Department with a brush fire, but this fire, located in the hills east of Sparks and being pushed by strong east winds, was threatening homes in the City of Sparks. The fire eventually grew to over 4,000 acres, but all homes in the city were protected by an aggressive firing-out strategy initiated by SFD crews.

⇒ January 19, 2012 – SFD responded to a mutual aid request to battle the Washoe Fire. This fire ultimately caused the destruction of 29 homes, one fire fatality, and approximately 3,177 acres burned. In all, 16 personnel, 3 fire engines, and 1 brush truck responded. Over 190 man-hours were provided in suppression operations and 99 man-hours in incident management operations.



Caughlin Fire



November 23 brush fire

Although not a significant event in terms of an emergency response, members of the Fire Department made a significant impact in the community with participation in a number of charity events. These events included:

- * Muscular Dystrophy Association – “Fill-the-Boot”
- * Northern Nevada Children’s Cabinet Foundation - “Fill the Helmet with Hope”
- * Renown Hospital Pediatrics Oncology Christmas Party
- * 13th Annual SFD Adopt-a-Family for Christmas
- * Northern Nevada Children’s Cancer Foundation – St. Baldrick’s head-shaving event
- * Northern Nevada Firefighters Random Acts of Kindness.



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 Training Division's challenge each year is to provide instruction which develops, maintains, or increases the skills, knowledge, and abilities of all members of the Fire Department. This is an extremely complex task, made even more difficult due to mandated training standards and recommendations from the Occupational Safety and Health Administration (OSHA), the Insurance Services Office (ISO), and the National Fire Protection Association (NFPA). Because SFD is an all-risk fire department, instruction is developed in seven primary areas:

- EMS
- Suppression – tactics / strategy, command
- Hazardous Materials
- Technical Rescue – confined space, trench, high-angle, building collapse
- Water Rescue – still water, moving water, ice
- Fire Apparatus Operation
- Leadership.

This year, 12,834 hours of training were completed by fire personnel, an average of more than 150 hours per each uniformed employee of the Department.

In FY12 the Training Division continued to develop tactics and strategy necessary to effectively manage fire incidents with three-person per company staffing. These staffing reductions created the need to develop alternative firefighting methods which could effectively manage and control fire incidents. One method, named "Transitional Attack," involves actions to "control" a fire from the building's exterior until adequate personnel arrive on scene to initiate an interior attack. Although this method does not completely extinguish the fire, it is often effective in containing or darkening the fire so the eventual risks

to personnel are reduced when the interior attack is initiated. It also contributes to minimize property damage as the fire is not allowed to burn "unchecked." This method was used very effectively on a number of structure fire incidents this fiscal year.

Budget and staffing reductions have also made it necessary to hold multi-company training sessions within the city limits rather than sending several companies at a time to the Regional Training Center. In November of 2011, nighttime high rise drills were held at the vacant Silver Club Hotel. Because this training was held in the city, four of the Department's seven companies were able to train at the same time, providing a very realistic scenario. The training emphasized hose deployment methods in high rise buildings, evacuation procedures, and victim search / removal procedures.

Whenever possible, the Training Division also takes advantage of training opportunities in the city that present themselves on short notice. This occurred in December 2011 when an extended cold spell in the region caused the golf course ponds near Station 5 to freeze. All fire companies trained for three days sharpening their ice rescue techniques.

An important part of the Training Division's responsibilities is the development of the future leaders of the Department and the evaluation of these individuals in a promotional process. This fiscal year two assessment centers were coordinated by the Training Division – a Battalion Chief Assessment Center in November 2011 and a Captain Assessment Center in May of 2012. These centers tested the qualifications of all candidates and established a ranked list for future promotional opportunities over the next two year period.

FY12 Training Hours

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Number of Training Events	111	117	88	98	99	121	152	126	142	129	131	98	1,444
Number of Participants	415	406	419	362	410	602	513	373	556	357	427	392	5,288
Completed Hours	869.5	765	899.5	875.5	982	1,641.5	990	1,208	1,471	906.5	1,041	1,016	12,834

Parks & Recreation

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

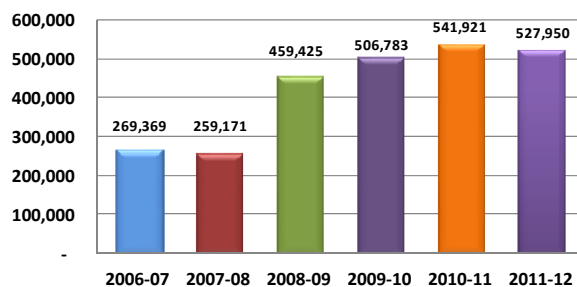
Parks and Recreation Overview

Teamwork has continued to be a key component in the delivery of programs and services offered by Sparks Parks and Recreation in FY12. The Department's nine-member team worked together to meet the goals and objectives by effectively managing internal and external resources. Despite limited staff and resources, participation numbers increased and the quality of the programming was maintained. The Department achieved an estimated 87% cost recovery rate while the national average is 38%. This level of recovery is not sustainable in the long term.

Volunteerism, grants, sponsorships, donations and in-kind services continued to play an important role in the continuation of recreation programs for underserved populations, support of special events, facility improvements and assistance with park maintenance. Funding secured totaled \$527,950, a slight decrease from FY11.

There were 373,324 participant visits in parks and recreation programs in FY12 – a 6% increase from the prior year. As citizens continued to look for affordable family outlets, visits to the Sparks Marina and neighborhood parks remained strong as did the usage of community centers, which experienced a 26% increase in average daily counts, due in part to the addition of the Sparks Senior Citizen's Center through an operational agreement with Washoe County. Revenue from program fees and events totaled \$2,826,074.

Parks & Recreation Revenue Received from Endowments, Grants & Foundations



Our future success in contributing to the city's Strategic Goals is dependent on the continued development of community partnerships and giving programs in support of needed services. We have continued to adjust our scope of services and explore programming and revenue opportunities.

Park and Facility Improvements

Through the implementation of the Sparks Sustainable Services Initiative (SSSI) in FY11 and the related restructuring, Parks and Recreation personnel plan, prioritize and communicate needed park/facility improvements to Public Works maintenance staff in order to ensure a safe and inviting park environment for citizens to enjoy. It has been a learning curve for all involved, with good cooperation and communication achieved between the departments.

Wedekind Regional Park – Progress on the development of Wedekind Regional Park was made possible through a trails grant from the Nevada Division of State Parks. Phase I of the project is 85% complete, which includes two trailheads, an outdoor classroom, a shade structure and two outlooks offering a panoramic view. Funding was also secured for Phase II which will add a permanent restroom at the Disc Drive entrance.



Tree Inventory – With the goal of optimizing the City's tree maintenance efforts, this two-phase project funded by the Nevada Division of Forestry was virtually completed in FY12. The first phase included an assessment of larger trees in the older areas of Sparks to identify critical trees in need of trimming, maintenance or removal. The phase two component was an inventory of the remaining trees in Sparks. All of the critical needs were addressed through the grant, such as the easement trees in the older areas of the community. Additionally, \$4,500 in trees was added to the inventory which went directly into the parks system. The project also allowed for a better grasp on the condition of trees to assist in short and long-term goals of caring for the urban forest.

Sparks Marina Park – Upgrades were made to the Sparks Marina peninsula in FY12. Approximately

Parks & Recreation, Continued

13,000 square feet of turf and a championship volleyball/sand soccer area were added to better support events. The reconfiguration of the south beach also created an improved viewing area for watercraft events and provided more open space for families visiting the park.



Pelican Park – Approximately \$100,000 in improvements were made to Pelican Park in FY12 which was necessary for the safety of the community. The Wingfield Springs park is 4.5 acres making it one of the largest neighborhood parks in Sparks' parks system. The park features two shade structures, three sets of play equipment and is adjacent to the regional trail.

Playgrounds – With a new fully ADA accessible play structure earmarked for Maldonado Park in FY13, pieces from the existing play equipment at that site were used to create a complete play set at Ardmore Park located outside of the Larry D. Johnson Community Center.

Deer Park Bath House – Through a Federal grant, the pool bath house project at Deer Park was initiated in order to create a safer and much easier environment for staff and pool users to navigate. Changes planned for the interior include the locker rooms and the main entry area. The project also includes the demolition of the park's main public bathroom which will be replaced by a pre-fabricated unit.

Recreation Office – The interior of the main recreation office located at 98 Richards Way received a much needed makeover – decades in the making - with new paint, baseboards and carpeting. Many favorable comments have been received from the public.

Adopt-A-Park Program Supplements City Resources

Ongoing budget shortfalls have continued to make the Adopt-A-Park volunteer program an important resource in the upkeep and beautification of

neighborhood parks. In FY12, more than 1,800 volunteer hours were provided. The program introduced by the Parks and Recreation Department in 1998, encourages citizen involvement with duties ranging from cleaning and pulling weeds, raking, painting playground equipment and communicating damage, vandalism or other potential problems to the city. Through targeted outreach, participation in FY12 increased 15% with 25 park sites adopted.

Collaborative Effort Nets Cleaner Community

The City of Sparks' longstanding relationship with the Keep Truckee Meadows Beautiful (KTMB) organization continued in FY12 lending to a cleaner, more beautiful region through education and community involvement. This collaboration provides a much needed avenue for managing the maintenance of parks and open space in Sparks. Projects spearheaded by KTMB in FY12 included the Truckee River Cleanup Day, Make a Difference Day Tree Planting, Phone Book Recycling, Christmas Tree Recycling and the Great Truckee Meadows Community Cleanup.

Partners in Parks and Recreation Promotes Community Giving

Citizen involvement is encouraged through the Partners in Parks and Recreation program for support of unfunded park/facility improvements and recreational programs by way of donations, sponsorships, grants, in-kind services and volunteerism.



Through the assistance of community organizations, programs such as Junior Giants baseball (supported by the Sertoma Club of Sparks since 2009) continue to be offered to

Parks & Recreation, Continued

underserved populations. In FY12, incredible volunteers made events like Mark Wellman's Adventure Day at the Marina possible for people with disabilities to enjoy. A kayaking group with members from all over California provided hands-on help with various sporting activities in the lineup of activities, as did volunteers from Sierra Nevada Community Sailing and Northern Nevada Center for Independent Living. Other programs impacted by volunteer support in FY12 included the special populations bowling program (UNR volunteers) and dozens of community members who stepped up to assist with coaching duties for youth sports programs. In total, 20,235 volunteer hours were logged throughout the year as follows: youth and adult sports (1,634 hours), community cleanups and recycling programs (2,456 hours), Adopt-A-Park (1,800 hours), senior programs (469 hours), special populations (81 hours), special events (10 hours), and Community Service work crews (13,785 hours).

First Rate Sports Facility Exceeds Expectations

Since the first pitch ceremony in 2008, the interest and excitement generated by the state-of-the-art Sports Complex at Golden Eagle Regional Park has continued to expand. A 95% occupancy rate during programmable dates was achieved in FY12. Tournament/field rentals increased 21% which resulted in a 7% increase in related revenues as compared to FY11. In addition to practice sessions, league games and tournaments, the facility held Regional and National senior, adult and youth softball tournaments as well as youth baseball, soccer, football and lacrosse events and brought 1,536 teams to the sport complex in FY12 – over 700 of which were from out-of-state with numerous tournaments hosting 100 to 220 teams.

Tournament directors from across the country utilize the facility for their events, and the tournaments booked are getting bigger annually with a strong boost to the local economy. This past year there were 57 tournaments totaling 137 tournament days. Triple Crown events alone (now in year two of a five year contract) brought more than \$5 million to the economy and their events have been so successful they are moving their World Series Championship from New York City to Sparks. The five day tournament will bring more than 100 teams to the area in July 2013.

After participating in an exhibition home run derby contest twice at the sports complex, Brett Helmer of the USA Men's National Softball team summed it up best: "Golden Eagle is the nicest complex in the USA and I've played everywhere".



Aquatics

The lineup of aquatics programs in FY12 included adult/senior aquacise, senior water fitness, lifeguard training, aquatic physical therapy, adapted aquatics, recreational swim and swim lessons.



Programs were held year-round at the Alf Sorensen pool and seasonal swim was offered at Deer Park and the Sparks Marina. Demand was strong for swim lessons with wait lists for many sessions. There was also an increase in the demand for private swim lessons. Enrollments totaled 2,335 which was a slight increase from FY11.



Two new ADA lifts were installed at the Alf Sorensen Community Center. One unit can accommodate up to 600 pounds and the other unit is portable so that it can be used at either the tot pool or the regular pool. New ADA accessible stairs were also purchased which have greatly

assisted senior citizens entering/exiting the pool.

Parks & Recreation, Continued

Youth and Adults Sports

Participations in sports programs for children and adults totaled 92,590 in FY12. Many of the youth sports, especially those with little or no cost, were filled to capacity. The Dig It! volleyball program for girls continued to be a huge success with the Summer Olympics adding more attention to the popular sport. A new program "Nevada-Tude Summer Fastpitch Camp" was introduced in 2012, targeting youth in 7th – 12th grade interested in improving their fastpitch skills and gaining playing experience. Coaches included former college players as well as professional instructors. The program filled a community need and will be expanded in FY13.



Out-of-School Youth Watch Programs



More than 800 children were served daily through the city's Out-of-School programs in FY12. Children in preschool through 7th grade are provided age appropriate recreational activities designed to promote socialization and peer interaction in a fun, safe environment. This vital service for working parents is almost exclusively staffed by college students who have experience working with youth. There were 19,517 enrollments in FY12, which is a 9.6% increase from FY11, and participations totaled 144,985 reflecting a 6% increase from the prior year.

Sparks Special Events

More than 2,000,000 residents and visitors enjoy the events and sports activities at Victorian Square, Sparks Marina and the Sports Complex at Golden Eagle Regional Park annually. Through the efforts of city staff and the Brand Leadership Team, the number of event days in Sparks increased from 154 to 200 in FY12. This total includes approximately 63 event days at Victorian Square and Sparks Marina combined, and approximately 137 tournament days at the sports complexes at Golden Eagle Regional Park and Shadow Mountain.

Although the city's special events supervisor position remained vacant



Enjoying the Marina during the HydroFest.

	FY2011-12	FY2010-11	FY2009-10	FY2008-09	FY2007-08
Revenues Received from Endowments, Grants, and Foundation	\$527,950	\$541,921	\$506,783	\$459,425	\$259,171
Citizen Rating for Overall Satisfaction of Parks & Recreation	81%	74%	86%	90%	n/a
Number of Citizens Using Sparks' Community Centers (average daily usage)	660*	585	522	597	588
Occupancy Rate for Golden Eagle Regional parks March - October	95%	95%	>90%	90%	n/a
Number of Participations for Recreational Programming	373,324	352,019	359,426	370,000	371,817

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

Parks & Recreation, Continued

most of the year, staff continued to foster external partnerships with companies such as Scheels, Whole Foods, Legends, etc. while transferring event production – including the farmer's market – to private promoters. Through the realignment of the special events focus from production to recruitment, progress was made in bringing new events to Sparks with the debut of the Sparks Xtreme Beach Sports Festival in June 2012, and Sparks Hydrofest and Expedition Man scheduled for August 2012.



Racing at the Sparks Hydrofest

With the hiring of Francine Burge, formerly of the Reno Philharmonic, to fill the events position, future event leads are being pursued including Pumpkinpalooza (October 2012), Great Basin Brew Relay (November 2012), Octoberfest, Brew Festival, Dragon Boat and Train Festival.



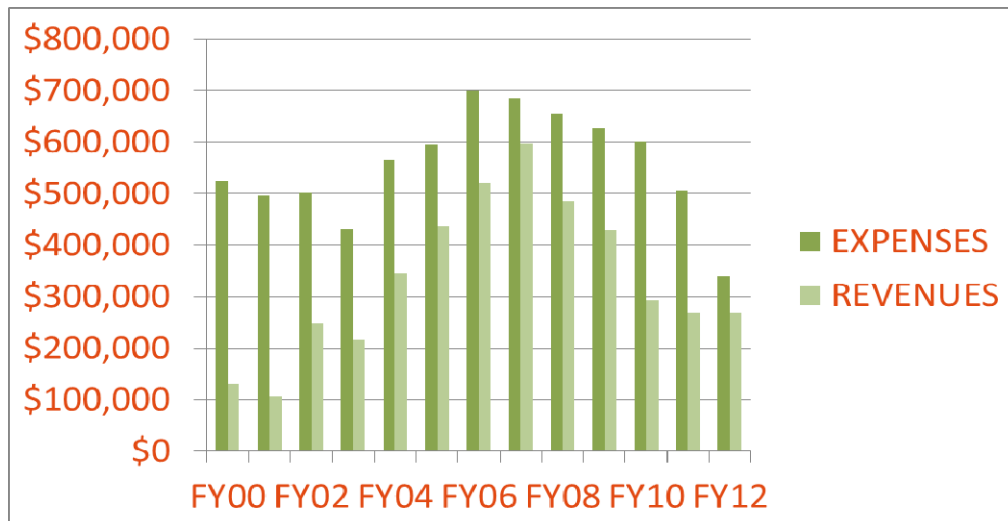
Santa and Mrs. Claus at the HomeTowne Christmas Parade, the first Saturday in December



Enjoying the classic cars during Hot August Nights

Special Events Budget Review

The city's cost recovery rate for the core events produced (Arts in Bloom, Street Vibrations Spring/Fall Rally, Star Spangled Sparks, Hot August Nights, Best in the West Nugget Rib Cook-off and Hometowne Christmas) continued to improve in FY12.



Police Department

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

The Sparks Police Department continues to strive towards excellence in preventing crime, responding to crime and solving crime. The reduction of crime will always stay as a top concern, helping visitors and residents enjoy a great quality of life. The Police Department takes pride in the relationships that have been established this last year with members of the community.



A strong philosophy of the department is to build meaningful relationships in the community to establish trust, form partnerships, understand one another and together, reduce crime.

The Sparks Police Department tracks crimes that have been identified as Part I Offenses by the Federal Bureau of Investigations, Uniformed Crime Reports (UCR). The following is a year-to-year comparison between FY11 and FY12 on the FBI's Part I UCR:

Sparks Police UCR Part I Crime Comparison FY11 – FY12			
<u>Crimes Against Person</u>	<u>FY11</u>	<u>FY12</u>	<u>% Difference</u>
Homicide	9	6	<33.3%>
Sexual Assault	31	46	48.4%
Robbery	99	63	<36.4%>
Aggravated Assault	188	130	<30.9%>
<u>Crimes Against Property</u>	<u>FY11</u>	<u>FY12</u>	<u>% Difference</u>
Burglary	669	643	<3.9%>
Larceny	1622	1650	1.7%
Grand Theft Auto	195	218	11.8%

In addition to reducing crime in several categories, the department was able to update the department's Child Abduction Response Protocol, implement a Runaway Follow-up Protocol, implement a Reserve Police Officer Program, and a Mobile Outreach and Safety Team.

Child Abduction Response Protocol

The department recognized the need to update the initial response to an abducted child. Staff reviewed the entire protocol, updating all information from the initial patrol response to the response from the Detective Division along with allied agencies. Information was provided to all supervisors as a form of a checklist to ensure that all steps were followed for the best opportunity to locate an abducted or missing child.

Runaway Follow-up Protocol

The department also implemented a Runaway Follow-up Protocol to help identify underlying problems associated with chronic runaways. A team of officers volunteered to conduct follow-up interviews with chronic runaways to assist in determining the reasons why the juvenile is a chronic runaway. After completing the follow-up, additional resources not only from the police department, but other regional agencies can be utilized to help solve the underlying causes and stop the runaway cycle.

Mobile Outreach and Safety Team (MOST)

The department established a Mobile Outreach and Safety Team (MOST), developed for the Patrol Division. The purpose of MOST is to enhance the safety of our community by bringing the opportunity for recovery to

Police, Continued

those who suffer from mental illness. Essentially, the point of the program is to intervene with a mentally ill person sooner so that they do not reach the point where they need psychiatric hospitalization or end up in the legal system. The advantages of early intervention to the individual, law enforcement and citizens are self-evident.

The police department would like to highlight the Regional Sex Offender Notification Unit and volunteerism at the police department; both have been tremendous successes during this fiscal year.

Regional Sex Offender Notification Unit

Since its inception, the Regional Sex Offender Notification Unit (RSONU) was housed outside of the Sparks Police Department and supervised by the Reno Police Department. The Reno Police Department requested for our department to house and supervise the unit. Being that we do not house or supervise any of the joint initiatives in the region, we accepted.

The RSONU is comprised of detectives from RPD, WCSO, SPD, and a clerical position from WCSO under the supervision of the Patrol Division Administrative Sergeant. The RSONU purpose is to verify the compliance of offenders within the community, investigate compliance violations, cooperate with other law enforcement agencies as needed for investigations and make community notifications of those tiered offenders who are subject to community notification.

During FY12, the Unit re-organized the investigative structure of the Unit. Prior to the Sparks Police Department taking supervisory control over the Unit, each agency was only responsible for tracking offenders within their jurisdiction. This left a larger workload for certain members and did not provide adequate coverage within the larger jurisdictions. Under the new revised standard operating procedures, the workload for each detective is balanced and provides the regional community with better representation. The Unit also implemented a scoring matrix that prioritized enforcement action against those offenders who were out of the notification requirements set by Nevada Revised Statutes.

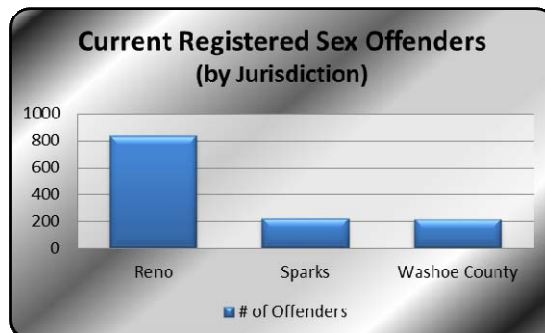
During FY12, the RSONU supervised a total of 1,271 offenders that have been "Tiered" by the State of Nevada requiring sex offender registration. There are a total of four tier levels with each tier having a different community notification based on the potential recidivism rate. For example, a "Tier 3" offender must have registration verification four times a year, where a "No Tier Required" only requires verification once annually. As a Unit, there is currently a 9.6% non-compliance rate with offenders requiring registration. Between August of 2011 and June of 2012, 45 arrests were made of non-compliant offenders for registration violations, address change violation or offenders who were listed as fugitives.

In late June of 2012, the RSONU organized a special operation to conduct address verifications on offenders. Partnering agencies that assisted in the operation included the United States Marshals Service, Adult Parole and Probation, Sparks Police Department, Reno Police Department and the Washoe County Sheriff's Office.

In a three day period, law enforcement officials knocked on over 675 registered sex offender's doors, verifying over 80% of the addresses to be correct. Approximately 7% of the addresses had no answer and approx. 12.5% of the addresses were unable to be verified. In one operation, over 50% of the registered sex offenders in Washoe County had contact with law enforcement.

Overall, the transition of the Regional Sex Offender Notification Unit to the Sparks Police Department has been smooth and a tremendous regional success.

Current Regional Registered Sex Offenders (Based on Tier Level)		
No Tier required		377
Tier I (Low Risk)		354
Tier II (Mod. Risk)		451
Tier III (High Risk)		46
Pending Tier		45



Police, Continued

Volunteerism at the Sparks Police Department

During FY12, the Sparks Police Department continued to expand the use of volunteers within the department. Members of the Volunteers Assisting Sparks Community (VASC) have been called upon to take additional work responsibilities and workload to fill critical positions that have been left vacant within the department. The department also began the process to re-initiate a Sparks Police Department Reserve Police Officer Program.

Over the course of the last three federal fiscal years, it is estimated that the Volunteers Assisting Sparks Community (VASC) has provided the department with over \$519,000.00 worth of service and over 25,000 hours of work. During FY12, the VASC Program continued to expand in the nature and complexity of work provided to the department.

Within the Records Section, volunteers are solely responsible for the imaging of case reports, are now completing data entry on citations into the Records Management System and add police officer alerts into the Computer Aided Dispatch System.

Volunteers also assist in tracking crime trends and assist in the collection of data to assist our crime analysts for weekly Comstat meetings. During the personnel reductions, the Detective Division lost one of two police office specialist who assisted in preparing crime reports for prosecution, tracked cases and completed other administrative duties.

A volunteer now assists the remaining police office specialist in completing those tasks. When available, a volunteer has also assisted the one remaining property and evidence technician in completing dispositions to remove unnecessary evidence from within the building.

Besides providing work within the department, the VASC Program continues to work in the community. With staffing levels low in the Patrol Division, volunteers now complete the vacation house checks, complete handicapped and overtime parking enforcement, foot patrol along and around Sparks Marina Park, and complete general neighborhood patrols.

The volunteers have filled in and become an extra set of eyes and ears for the department.

The **Sparks Police Department Reserve** program historically has been a vital part of the Sparks Police



Members of the SPD VASC Program

Department. During the early 2000's, a change in the Nevada Administrative Code and an overall lack of willing and qualified applicants, the Reserve Program was dismantled. With new requirements outlined by the Nevada Peace Officer Standards and Training, the Reserve Program was once again feasible for the police department.

Due to the lack of hiring full-time police officer positions, there is currently a large enough pool of candidates that need to maintain their POST certificates. This presents the police department and the candidates with a win-win scenario.

Under the direction of the Patrol Commander, members of the department began to re-build the mission and

Swearing-in Ceremony of Reserve Officers

Police, Continued

purpose statements of the Sparks Police Department Reserve Program creating the Standard Operating Procedures and Training Program for the reserves.

Police department staff worked with City of Sparks Management Services, Human Resources staff to create a testing procedure and model that kept the reserve program a strict voluntary program managed by the police department.

In the fall of 2011, the written and physical agility tests were completed by the candidates. Written assignments were then graded and ranked by police department personnel creating a candidate list for interviews.

Department personnel then interviewed the candidates that had successfully completed the written and physical portions of the process.

Once interviews were completed, the applicants that successfully completed the interview were then given personal history packets and moved onto the background stage. The department utilized light duty personnel to complete the backgrounds of the reserve candidates.

Though it was outside the FY12 reporting cycle, on July 23, 2012, eight individuals were sworn in as reserve police officers for the Sparks Police Department.

For under the cost of one full-time officer, the department now has ten authorized reserve officers. Funding was provided by a combination of department general funds and seizure funds provided to the department.

Once fully trained, reserve police officers will be able to assist the department in a variety of ways.

Reserve officers will be assigned in Patrol as double units, relieving the need for additional cover units on most calls for service; they will be able to assist in working special events, reducing the amount of overtime and fatigue covered by full-time personnel; they will be able to augment full time sworn personnel during times of natural or man-made disasters; and fill in wherever needed during special projects or enforcements.

In a time of financial and personnel reductions, an necessary philosophy of "do more with less," and cutbacks in general, members of our Sparks community have stepped up to the challenge and provided much needed assistance to their Sparks Police Department.





The FY11-12 Annual Report has been brought to you by ART (Annual Report Team).

A special thank you to:

Brian Allen, Deputy Police Chief

Andy Hummel, Utility Manager

Kathy Clewett, Grant Coordinator/Sr. Administrative Analyst

Tom Garrison, Fire Division Chief

Shawna Liles, City Attorney Administrative Assistant

Adam Mayberry, Community Relations Manager

Heidi Shaw, Court Administrator

Andre Stigall, Recreation Supervisor

Wayne Webber, Senior Accountant