



MAYOR
Ron Smith

CITY COUNCIL
Donald Abbott, Ward I
Ed Lawson, Ward II
Paul Anderson, Ward III
Charlene Bybee, Ward IV
Kristopher Dahir, Ward V

CITY ATTORNEY
Chet Adams

CITY MANAGER
Neil C Krutz, ICMA-CM

**SPARKS CITY COUNCIL WORKSHOP
MINUTES FOR
MONDAY, JANUARY 13, 2020**

1. **Call to Order**
The Workshop was called to order by Mayor Ron Smith at 9:00 a.m.
2. **Roll Call**
Mayor Ron Smith, Council Members Donald Abbott, Ed Lawson, Paul Anderson, Charlene Bybee, Kristopher Dahir, City Manager Neil Krutz, Acting City Attorney Shirle Eiting and City Clerk Lisa Hunderman, PRESENT.
3. **Pledge of Allegiance**
The Pledge of Allegiance was led by City Clerk Lisa Hunderman.
4. **Public Comment**
None
5. **Agenda**
 - 5.1 **Approval of the Agenda (FOR POSSIBLE ACTION)**
Consideration of taking items out of sequence, deleting items and adding items which require action upon a finding that an emergency exists.
Motion: Move to approve the agenda as submitted.
Moved by: Council Member Dahir.
Seconded by: Council Member Abbott.
Yes: Council Members Abbott, Lawson, Anderson, Bybee, Dahir
No: None
Abstain: None
Vote: Motion passed unanimously, 5-0.
6. **Presentation and discussion concerning emerging municipal challenges and future needs.**
City Manager Krutz and city staff presented an overview of emerging challenges, opportunities and the future needs of the city. The presentation included a brief synopsis of department functions, priorities and needs, as well as future demands on infrastructure, staffing, and the growing need for technological advancement.

Management Services Presentations

Human Resources Director Mindy Falk:

Mrs. Falk provided information pertaining to employee recruitment, benefits and wellness, compliance training, classification and compensation (Hay leveling and pay), and labor negotiations. Human Resources (HR) has hired or promoted 50 people so far this year and project 59 by end of FY20. She also discussed the significant increase the Worker's Compensation management

One of the biggest challenges facing Human Resources is managing the cost of insurance, especially Workers Compensation. Currently, we are facing a large deficit in the WC fund due to a significant claim. For one injury claim for a public safety employee, the city has a stop loss threshold of \$3,000,000, which must be paid before the insurance is applied; the cost is \$1,500,00 for all other city employees. Cash flow can be an issue when waiting for insurance to pay.

Mrs. Faulk also outlined the changes to State law surrounding Worker's Compensation, namely, the challenge to find doctors, increased cancer coverage, PTSD coverage, and permanent disability awards. Additionally, the cost of Group health is predicted to increase by 7.5% over the next budget year. As we continue to hire additional employees, the HR department workload will increase. Staff is looking for ways to replace outdated paper processes with new technology.

Community Relations Manager Julie Duewel:

Mrs. Duewel provided information related to the City's use of social media, apps, newsletters, Sparks TV, and other technology used to connect with the community. She included tools to measure success, leveraging tools and acquiring data.

City Clerk Lisa Hunderman:

Mrs. Hunderman provided an overview of the Clerk functions, including public meeting management, the citywide records program, regulatory compliance and elections. The Clerk's office has achieved significant success by utilizing technology to manage public records requests and records management.

She also gave an overview of the Customer Service functions, including business licensing, accounts receivable, payment and passport processing, front counter service and telephones. Customer Service handles more than 50,000 customer interactions per year.

Community Services Department

Assistant City Manager John Martini provided an overview of major challenges for the Community Services divisions, namely growth. He provided information related to fees collected for building permits and how growth is measured using these figures.

Parks and Recreation Director Tracy Domingues:

Mrs. Domingues provided an overview of the programs offered by the Parks and Recreation department and described the need for additional facilities and to remodel aging facilities. There is a lack of temporary staffing caused by low unemployment rates and the inability to compete with private sector wages.

City Engineer Jon Ericson

Mr. Ericson provided an overview of city facilities and capital projects. Many buildings are aging and are in need of renovations. The cost to maintain older structures can be costly. Primary facilities in need of additional space in the next several years include city hall, the police department, fire station #1 and the public works yard.

Public Works Manager Ron Korman

Mr. Korman outlined the need for additional facility space and location constraints, namely the maintenance yard relative to the growth north to Spanish Springs. The yard buildings were constructed more than 50 years ago. The location has inadequate restrooms and parking for employees.

Staff is tackling illegal dumping which requires additional manpower and equipment. The department is struggling to find and retain employees due to the low unemployment rates.

City Engineer Jon Ericson

Mr. Ericson provided an overview of the Transportation division. Their biggest challenge is Road Fund revenues being insufficient to maintain roads and traffic facilities for traffic calming. They are also in need of an asset management system to predict replacement schedule for equipment.

TMWRF Plant Manager Michael Drinkwater

Mr. Drinkwater explained the treatment plant insufficiency and the need to treat wastewater as the area grows in population. Compliance regulations require the plant systems to perform advanced Nitrogen treatment, which is currently not in use, so the department is basically inventing it. Plant renovations are expensive and timely; the upgrades may not occur in time to avert impacting development. Additionally, regional partners are competing for discharge capacity.

City Engineer Jon Ericson

Mr. Ericson provided an overview of the Wastewater and Stormwater collection process. The biggest challenge in this division is the ability to maintain the condition of the systems, nearly 372 miles of sanitary sewer, 10,000 manholes, nine (9) lift stations, and very old pipes. It is the primary effluent system. He also explained, the Stormwater collection includes 269 miles of storm drains, 6,000 manholes, three (3) lift stations and includes Marina lake levels.

The reclaimed water distribution includes 52 miles of pipe and four (4) booster stations, a 3-million-gallon tank and services 140 customers and transports about 2,300 AF annually. The systems utilized in these processes need to be upgraded and new technology will be introduced.

Assistant Community Services Director Armando Ornelas

Mr. Ornelas provided an overview of the department and the challenges the department faces with the growth in the community. The cost of growth-related development exceeds projected revenue. Planning, Building, and Code Enforcement are key elements of attracting and retaining residents and businesses. Staff in these departments will need to develop a multi-faceted strategy to close the gap between revenue and growth.

15-minute recess at 10:34 am.

Public Safety Presentations:

Police Chief Pete Krall

Chief Krall provided staffing information, working through shortages, recruiting and retaining employees, and the need for police station expansion as new staff members are added. Officer to population ratio continues to be inadequate; the national average is 2.2 officers per 1,000 residents and Sparks is at 1.13 officers per 1,000 residents. The department would need to hire 102 officers and have no increase in population to reach the national average. Calls for service continues to increase and managing overtime continues to be an issue. The minimum number of officers on a shift today, seven (7), is the same number of officers as we had in 1994. Last year the department had 7,531 hours of overtime.

Another challenge is the P25 radio communication system. Only some of the radios in operation are P25 compliant. The State of Nevada is on the P25 platform and the local cities and counties are looking at utilizing it. Additionally, the department is in need of a new computer aided dispatch system, which will require the migration of data from the old system.

Fire Chief Jim Reid

The Fire department currently operates five (5) stations but with the growth in north Sparks, a sixth station will need to be added in the next couple of years. The department is also coping with recruitment and hiring of qualified staff. The call volume is up slightly from last year and the department is reviewing possible duplication of services with REMSA to cut down on the volume.

With the addition of the new multi-family dwellings, especially in the Victorian Square neighborhood, additional challenges in getting to those high-rise fires and maneuvering the equipment in close-quarter streets and allies.

Finance and Information Technology Presentations:

Chief Financial Officer Jeff Cronk

Mr. Cronk introduced his team and provided an overview of the divisions within the Finance department, which include Accounting Operations, (Payroll, A/P and A/R, Procurement Cards, Debt management, Investments, Financial Institutions); Accounting Systems and Compliance Division (CAFR preparation, Audits, Internal Controls, Grant Reporting, Bank Reconciliation); Budget & Departmental Support (Create the annual budget and manage it throughout the FY). Contracts & Risk Management (Procurement, Vendor Database, PO's, Bid Document and Process Management, Risk Assessment, Insurance Policy Review, Claim Resolution, Franchise Agreements) Compliance, software systems, and personnel are items of importance in the future for Finance.

IT Manager Rich Brown

Mr. Brown provided a department overview, consisting of the Operations/Network Security Team and the Systems Development Team. He explained the need for software and hardware updating and replacement, keeping up with technology and cyber security, the need to provide

assistance to all departments in the city, infrastructure, and server and network management. The division is moving toward “Cloud” storage.

After the presentations, Council asked clarifying questions from staff. Questions included technology updates to make processes more efficient and effective, managing overtime, recruiting, hiring and retaining skilled personnel, Worker’s Compensation claim and the cost of managing it, space planning within existing facilities as well as future ones, and the importance of regional planning

7. Comments

7.1 Comments from the public

There were none.

7.2 Comments from the Council and City Manager

Mayor and Council thanked staff for the presentations.

8. Adjournment

The workshop was adjourned at 12:10 p.m.

RONALD E. SMITH, Mayor

ATTEST:

LISA HUNDERMAN, City Clerk

>>>JT