



MAYOR  
*Geno Martini*

CITY COUNCIL  
*Donald Abbott, Ward I*  
*Ed Lawson, Ward II*  
*Ron Smith, Ward III*  
*Charlene Bybee, Ward IV*  
*Kristopher Dahir, Ward V*

CITY ATTORNEY  
*Chet Adams*

CITY MANAGER  
*Stephen Driscoll*

**CITY COUNCIL WORKSHOP**  
**8:30 A.M., Monday, September 25, 2017**  
**Sparks City Hall, Lower Level, 431 Prater Way, Sparks, Nevada**

**1. Call to Order** (Time: 8:30 a.m.)

The workshop of the Sparks City Council was called to order by Mayor Pro Tempore Ron Smith at 8:30 a.m.

**2. Roll Call** (Time: 8:30 a.m.)

Council Members Donald Abbott, Ed Lawson, Ron Smith, Charlene Bybee, Kristopher Dahir, City Manager Steve Driscoll, Chief Assistant City Attorney Shirle Eiting and City Clerk Teresa Gardner, PRESENT.

ABSENT: Mayor Geno Martini.

**3. Pledge of Allegiance** (Time: 8:31 a.m.)

The Pledge of Allegiance was led by City Manager Driscoll.

**4. Public Comment** (Time: 8:31 a.m.) - None

**5. Agenda** (Time: 8:31 a.m.)

**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.

A motion was made by Council Member Dahir, seconded by Council Member Bybee, to approve the agenda as submitted. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

**6. Presentation, discussion and possible acceptance of the Strategic Plan, Environmental Scan and the Annual Report. (FOR POSSIBLE ACTION)** (Time: 8:31 a.m.)

An agenda item from City Manager Steve Driscoll recommending Council accept the reports. The Strategic Plan is a dynamic document that is the road map for how staff, through the City Manager, implements the Vision and Mission of the Council. There are short term and longer term goals in the Strategic Plan. The Strategic Plan allows staff to focus on operational items that will have the most impact on the city's fiscal and physical health while allowing staff to get ahead of future items before they become unmanageable. The Environmental Scan is a pictorial highlight from some of the city departments showing budgets, where the city's capital improvement plan monies are spent,

and where the trends are for the Fire and Police departments. The Annual Report and the Environmental Scan are documents that allow the Council and the public to see what was accomplished by staff during the previous fiscal year, which is from July 1 to June 30 of any year. The Annual Report is written by each department calling out their highlights and successes.

City Manager Driscoll reviewed some of the changes the city has gone through the past year; there was a change in Council with the two new members, there were the floods and the emergency management response, the passing of recreational marijuana and building growth this area has not seen since the great recession.

Assistant Community Services Director Armando Ornelas said the comprehensive plan was updated in October of 2016. Mr. Ornelas said the number of planning entitlements is down this year but the complexity of the entitlements has increased. Mr. Ornelas said there are challenges in code enforcement due to staffing levels, responses to complaints may take several days.

Building Official Mark Meranda said the main focus of building has been apartments and multi-family. For single family, there are currently 8 builders working on 14 projects. Mr. Meranda said building staffing increased with a new permit tech and a new senior plans examiner. The city went live with the new Accela project last year and building is hoping to go to electronic plan review soon.

City Engineer Jon Ericson talked about the remodel projects done in city hall this past year, the new sewer testing program and progress on the North Truckee drain. Council Member Dahir asked about the condition of roads after the last winter. Mr. Ericson gave an overview of what has been done and what will be done to the roads this year. Council Member Smith said the program for weeds is working because he is not getting complaints.

Truckee Meadows Water Reclamation Facility Plant Manager Michael Drinkwater said compliance with the Nevada Division of Environmental Protection (NDEP) for 2016 was stellar but there will be a few challenges this year. The capital improvement program to repair or replace equipment at the end of its service life does change the concentration of various nutrient numbers a little because of change in processes and taking equipment offline, but the plant will not be close to any violations. Mr. Drinkwater gave an overview of some of the upcoming projects. The plant is seeing turnover as senior employees retire but Mr. Drinkwater is actively addressing the issue with new employees. Council Member Lawson said the area is expecting 250,000 more people in the next few years and wanted to know if the plant will be able to handle the increase. Mr. Drinkwater said the plant is aggressively watching permits to make sure the plant has capacity. Community Services Director John Martini talked about the strategic planning for the treatment plant and the new interlocal agreement currently being negotiated.

Public Works Manager Ron Korman talked about the various projects the maintenance department worked on this year including weed control, clean-up along the river due to the homeless population, dealing with the flood situations this past Spring and use of the Sheriff Office's work crew which helped by providing the work of three full-time employees. Council Members Bybee and Smith thanked the maintenance department for the great job they did this year.

Financial Services Director Jeff Cronk gave an overview of the year end results. Mr. Cronk said finance is comprised of three divisions; budgeting, accounting and information technology and

financial services has the greatest staff. Fiscal Year (FY) 2017 performed exactly as planned, the budget came within \$24,000 of the \$67 million budget with a \$2.2 million net spend. The projected ending fund balance was 6% and the final was 6.3%. FY 2018 will be a flat budget projected at 6%. Mr. Cronk said there is a sales tax refund owed back to a business who overpaid that will affect the city for about \$1.1 million which brings the city's yearend balance down to 4.5% since the money has to be put on the books for FY 2017 even though the city does not know when the \$1.1 million needs to be paid.

Fire Chief Maples talked about the two primary missions of the fire department, responding to emergency incidents and fire prevention. The fire department is comprised of four divisions; operations, prevention, training and command. Mr. Maples gave an overview of the calls and responses for the past year and said there was a 7% increase in calls which increased the response times. Fire was compliant 62% of the time in responses according to the National Fire Prevention Association's standards (NFPA). Chief Maples highlighted a few of the larger events the department responded to and some of the projects carried out by the fire department. The fire department hired a new plans examiner which helped reduce turnaround time for plans review. Council Member Smith asked about the increase of 911 calls and Chief Maples said he is looking for ways to control the inappropriate use of 911 calls.

Parks & Recreation Director Tracy Domingues gave a fiscal overview of the department stating the city's parks and recreation program cost recovery is well above the national averages. Ms. Domingues said the city added Sunburst park last year and discussed some of the proposed park changes. Ms. Domingues thanked Council for the new staff position parks and recreations received last year which was an aquatics position. Ms. Domingues highlighted some of the challenges of maintaining afterschool programs at the various schools. Ms. Domingues thanked the volunteers for all the hours they gave to the different parks and recreation programs. Council Member Smith asked if the special events allocations should be reviewed as special events and the cost of special events is increasing. City Manager Driscoll stated that the Reno-Sparks Convention & Visitors Authority (RSCVA) would need to take the lead on legislation to change the allocations and RSCVA is not willing to take the lead.

Police Chief Allen discussed the department's succession planning to keep knowledge as retirements happen. Chief Allen gave an overview of the successes and challenges for the program assisting the homeless along the river and of crime statistics. Next year there will be body cameras worn throughout the area and the department needs political support to assure Sparks obtains sufficient funding. Council Member Dahir asked the Chief how many additional positions are needed in strategic planning to keep up with growth. Chief Allen stated that the city needs to spend about three million dollars to get the police force to where it needs to be now. Council Member Smith asked about the community barbeques. Chief Allen said they will continue; the events are funded with seizure funds.

Council took a fifteen minute break.

Attorney Shirle Eiting said there are three divisions in the Attorney's office. The victim advocate maintains contact with victims and witnesses and assists with court matters as well as helping victims with locating help resources outside the courts. The civil division includes three attorneys who successfully defended the city against all claims this past fiscal year. The civil division also handles forfeitures and are cross trained to assist the criminal division. The civil and criminal

divisions provide legal counsel to the Mayor, the City Council, all the Boards & Commissions and the Department Heads. The criminal division includes two attorneys who handle DUIs and domestic battery cases. Ms. Eiting said the attorney's office works within their budget guidelines. The Attorney's office hired a new attorney, Alyson McCormick, last year who handles code enforcement and the police department matters.

Assistant City Manager Neil Krutz highlighted successes and challenges for Customer Service, Human Resources and Purchasing. Customer Service handles all business licenses, sewer billings and passports. Human Resources had a focus on wellness this past year, updated the pharmacy plan and worked on the learning and development plan. Purchasing targeted spending tax dollars in Sparks or northern Nevada as much as possible.

City Manager Driscoll spoke about legislative changes; ward only voting and the requirement for judges to be attorneys. Mr. Driscoll gave an overview of the function of the Clerk's office and the changes in community relations since the hiring of the new Community Relations Manager.

City Manager Driscoll discussed the strategic plan and said fiscal stability and employees relations are still keystone and strategic objectives include managed growth; affordable housing; community character; resiliency and sustainability; connectivity; and community facilities and services.

A motion was made by Council Member Abbott, seconded by Council Member Bybee, to accept the 2017 annual report, the 2017 environmental scan and the 2017 to 2022 strategic plan as presented. Council Members. Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

**7. Presentation of Sparks Police Support Services community programs.** (Time: 10:44 a.m.)

Police Chief Brian Allen discussed the renewal of the citizens academy and what the police department has done with the grant monies it received.

Police Officer Damon O'Connell highlighted programs including 360 Blueprint and its two components, reading and relationship, the importance of each, and the parent project which is aimed at changing destructive adolescent behavior. Other outreach programs include school presentations; the miniature Police cars Sparky and Sparky II and the gift card program. The gift card program is provided by local churches to help families in need.

Ken Gallop highlighted community engagement programs including the community BBQ events held four times a year; coffee with a cop; community outreach long the Truckee River.; the Citizen Police Academy; the Public Information Officer; media relations and the power of social media; and recruitment for the police department.

Dennis Rodrigue highlighted programs including Northern Nevada Organized Retail Crime Alliance (NNORCA); summons; hide, lock & take; neighborhood watch; Volunteers Assisting the Sparks Community (VASC); child ID; and Crime Free Multi-Housing.

Chief Allen announced the Police Department would like direction on updating the Municode to implement mandatory training for crime free multi-housing for the owners or property managers of properties over a certain size.

**8. Comments**

**8.1 Comments from the Public** (Time: 11:45 a.m.)

None.

**8.2 Comments from City Council and City Manager** (Time: 11:45 a.m.)

Council Member Lawson gave direction to the City Manager to explore an Ordinance requiring owners of multi-family buildings to attend mandatory training for crime free multi-housing.

**9. Adjournment** (Time: 11:46 a.m.)

Council was adjourned at 11:46 a.m.

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GENO R. MARTINI, Mayor

ATTEST:

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Teresa Gardner, City Clerk

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