

# ANNUAL REPORT

City of  
*Sparks*  
It's Happening Here!



22-23  
FISCAL YEAR

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# MANAGEMENT SERVICES

Management Services includes four main functional areas:



## CITY CLERK

The City Clerk's office serves three major functions:



It is the mission of the City Clerk's office to establish trust and confidence in City government and to provide high quality, friendly, effective, and efficient public service.



LeeAnn King, Julie Torres, Patricia Cruz, Alyssa Abrego, Christine Barton, Michelle Licerio-Cook, Roxana Portillo, Michelle Harper, Nick Joyce, Lisa Hunderman - Bob Zamora - Not Pictured.

During FY 2022-2023, the City Clerk's office administered 27 City Council meetings and workshops and 11 Redevelopment Agency meetings, encompassing the acceptance, processing, routing, and monitoring of over 625 agenda items, an increase of 19% over FY 2021-2022.

Deputy City Clerks were extremely busy this year, processing over 950 public records requests. While we did not see an increase in the number of public records requests received, the complexity of the requests received increased greatly and required additional resources from department records specialists, the IT team, and the City Attorney.

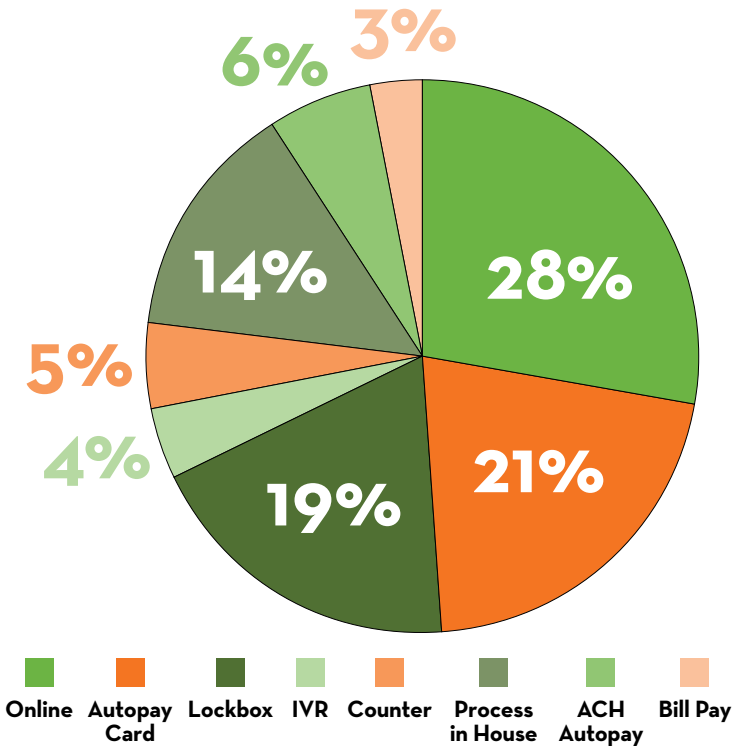


Julie Torres, LeeAnn King, Nick Joyce, Lisa Hunderman

We continued to offer training to all employees on public records requests, records 101, open meeting law, and the agenda system, including step-by-step videos for many of the processes which are available for all employees to view on the City intranet.

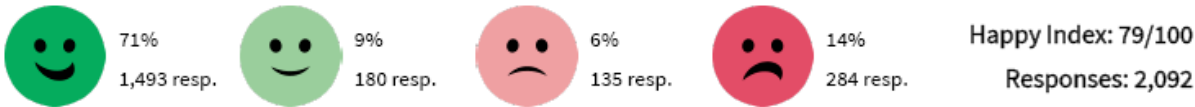
The City Clerk's office also continued to create electronic forms and workflows for processes that were previously paper based including many business license processes. By analyzing other departments' business processes and moving those processes to electronic platforms, we are creating a paper-free environment with an automatic e-filing system that not only reduces our footprint on the environment but allows employees to successfully work remotely. In addition, these electronic processes have approval and tracking built in, creating transparency and accountability.

The City Clerk's office is currently in preparation for a very busy election year in the upcoming months.



During FY 23, the Client Relations division saw a lot of exciting changes beginning with the implementation of the Springbrook IVR phone payment services on August 12, 2022. The service allows customers to pay their sewer service billing by phone 24 hours a day, 7 days a week. In fiscal year 2023 there were 4,713 payments made using the service.

Please rate your experience.



A lockbox was implemented on September 21, 2023, that streamlines payment processing as well as allowing staff the time to work on other important tasks in the department. With more than 35,000 sewer accounts, the lockbox processed over 21,000 payments in FY 2022-23. The lockbox has improved efficiency in the department allowing for faster payment processing for sewer as well as freeing up time spent opening and sorting mail to give additional staff hours to keep the licensing division current.

While 62% of sewer clients process their payments electronically through autopay, bill pay services and phone pay services, these functions still require additional processing from Client Relations staff to complete the process.

On March 30, 2023, a new phone system with CXone was implemented for the Client Relations division. The system manages customer interactions across multiple communication channels helping customer reach the right person and allows for growth of future features to enhance services to Sparks residents and business owners.

The Happy or Not program was implemented on July 29, 2023. There were 2,092 responses in FY 2022-2023 with a happy index rating of 79. The program is a great tool that lets Client Relations know what they are doing good and where improvements can be made to provide better service. Many of the “unhappy” responses relate to issues beyond the control of the Client Relations division but provide feedback on other areas that may need improvement.



## BUSINESS LICENSE RENEWAL TRANSACTIONS

There were **7,163 Business Licenses Renewed**

**45%**  
MAIL/COUNTER  
RENEWALS



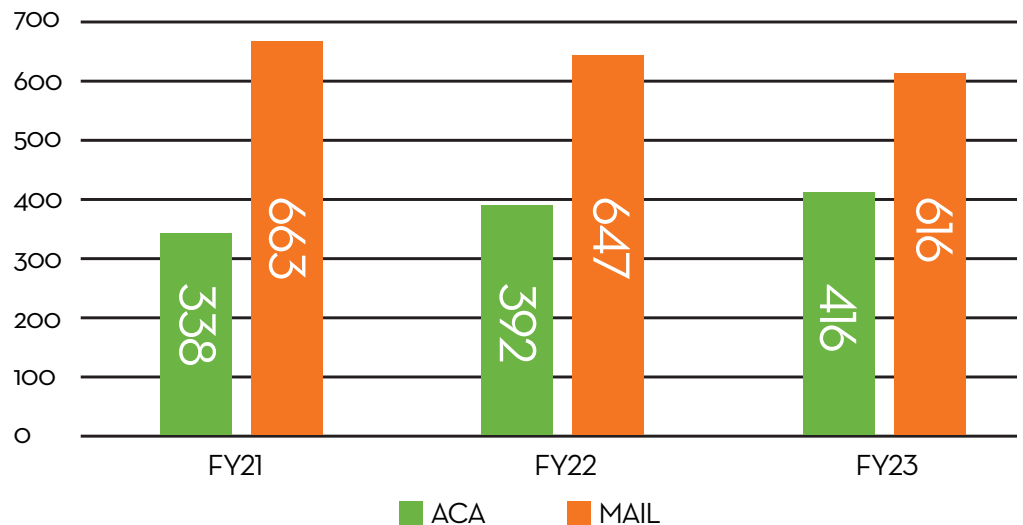
**55%**  
PROCESSED  
ONLINE



The Client Relations division accepted 1,965 passport applications in FY 2022-2023. The department continues to accept passport applications by appointment which allows staff to ensure accuracy and customers do not feel rushed.

## NEW BUSINESS LICENSE APPLICATIONS

There were 1,032 new applications for business licenses processed during the fiscal year with **40% of the applications submitted through our online business license portal**. Active business licenses for Sparks increased 1% over the previous fiscal year for a total of 7,665 active licenses. Online business license renewals decreased to 55% with the total number of license renewals at 7,163. A 10-day outage in June 2023 for online renewals may account for a portion of the decrease in online activity.



## COMMUNITY RELATIONS

In FY 2022-2023, Community Relations doubled its size with the addition of Communications Coordinator Withanee Milligan in January 2023. She hit the ground running from day one and has quickly become an invaluable member of the communications team. We are also thankful for part-time employee Andie Scarborough.

From engaging posts on Nextdoor, Instagram, Twitter (now called X), and Facebook (in English and Español), to informative and fun videos, media releases, podcasts, and internal communications, the team's efforts have resulted in excellent engagement.



# MANAGEMENT SERVICES





## MONDAY MINUTE

We are excited about our new Monday Minute segment. Each Monday, we give a video update about all that's #HappeningHere in Sparks – in just one minute.



### WE LAUNCHED OUR BRAND NEW "MY SPARKS" APP.

This app is an easy way for residents to report issues, communicate, and receive notifications.

Because we know our employees are true superheroes, we launched our new Superhero Program. City of Sparks employees can now give colleagues recognition for making a difference and helping in even the smallest way. "Employee-only" swag is given to those who nominate and those who are recognized. It's a win-win and a way to make someone's day a little brighter.



## Look who's new



at the City of Sparks!

And we now introduce new employees each month via our Meet our New Employees videos. These videos, with pictures and fun facts, are a great way to get to know those who are just starting employment with the City of Sparks.

We also added a drone to our toolbox and it's proving to be invaluable. Aerial footage and images give great perspective to projects and events and help us tell informative stories.

Followers of our Ignite Sparks Podcast continue to grow. This platform is a fantastic way to tell in-depth stories about the great projects, programs, and people in Sparks.



## WE WON

The City of Sparks and SoSu TV won a Bronze Telly Award for Mayor Lawson's 2022 State of the City Address video production. Telly Awards annually showcase the best work created within television and across video, for all screens.

Receiving over 12,000 entries from all 50 states and five continents, Telly Award winners represent work from some of the most respected advertising agencies, television stations, production companies, and publishers worldwide. We are #SparksProud of this award!



Last year we told you all about our “Secret Sparks” and “Joyas de Sparks” Marketing Campaigns that helped generate awareness about many Sparks businesses post-COVID. We are excited to announce that the City and marketing agency Estipona Group won a Bronze Spike

Award for Strategies and Tactics Content Marketing from the Sierra Nevada Chapter of the Public Relations Society of America.

Our small but mighty communication team is always laser-focused on telling the City of Sparks story in new and innovative ways. We are excited to brag (just a little bit) about some of our fun new initiatives and awards.

## GRANTS ADMINISTRATION

Although a Grants Administrator position was added to the City's budget in FY 2022-2023, the position was still open at the end of FY 2022-2023 due to a tight labor market. However, since the December 2022 onboarding of Mel Evans, the City's new Grants Administrator, the City has applied for an additional \$8.4 million in grant funding for this fiscal year.




**\$8.4**  
MILLION



*Mel Evans - Grants Administrator*

MANAGEMENT  
SERVICES

Most of these grants are in the evaluation process, with anticipated notices of awards in FY 2023-2024. Community Services, Fire, and Information Technology have all coordinated with the Grants Administrator for various grant applications. Under the Infrastructure and Investment Jobs Act, the City has applied for the Energy Efficiency and Conservation Block Grant Program, as well as multiple preparedness grants with the Federal Emergency Management Agency for cybersecurity, equipment, personnel, and training.

DEPARTMENT	FUNDING REQUEST
 <b>COMMUNITY SERVICE</b>	\$155,620
 <b>FIRE</b>	\$8,155,788
 <b>INFORMATION TECHNOLOGY</b>	\$98,145
<b>TOTAL: \$8,409,553</b>	



The City recently learned that we were awarded an Assistance to Firefighters Grant for \$235,850. This critical funding will be used to pay for **paramedic training for seven personnel, emergency medical services protective clothing for 84 personnel, and three specialized washers and dryers** for firefighting turnouts.



Emergency Medical Services Protective Clothing for 84 Personnel



3 Specialized Washers and Dryers



Paramedic Training for 7 Personnel

# RISK MANAGEMENT

Like the Grants Administrator position, the Risk Manager position was added to the City’s budget in FY 2021-2022 but remained vacant throughout 2023 due to labor shortages. We are excited to have Mike Payne onboard as the City’s Risk Manager. He started in August of 2023 and is already helping the City with his insight into best practices in comprehensive risk management.



Mike Payne – Risk Manager



# HUMAN RESOURCES

In FY 2022-2023, the Human Resources (HR) staff of an HR Director, two Senior HR Analysts, one HR Analyst I, and two HR Technician II's, actively worked on the 10 functional areas of Human Resources. Those 10 areas include recruitment and selection, classification and compensation, organizational development, diversity, equity, inclusion, and belonging, benefits, worker's compensation, human resources information systems (HRIS)/payroll, employment and labor law, employee relations, and labor relations. The HR Department oversees two boards, including the Civil Service Commission and the Group Health Care Committee.

During the year, the HR Department converted an HR Analyst position to a Systems Analyst position, thereby providing technical support needed for the HRIS and payroll systems, which are used in most of the HR functional areas. Future goals for this position include supplying more HR support and resources to employees and supervisors and making frequently requested information more readily available. Human Resources has also established a new training platform for employees that will roll out in FY24.



*Human Resources Staff*

## MEET WILLOW

A four-legged addition to the team is service-dog-in-training, Willow. She debuted in a City-wide video to provide awareness and education for employees about accessing Americans with Disabilities Act (ADA) protections and accommodations, and service dog etiquette.



## EXPANDED TRAINING

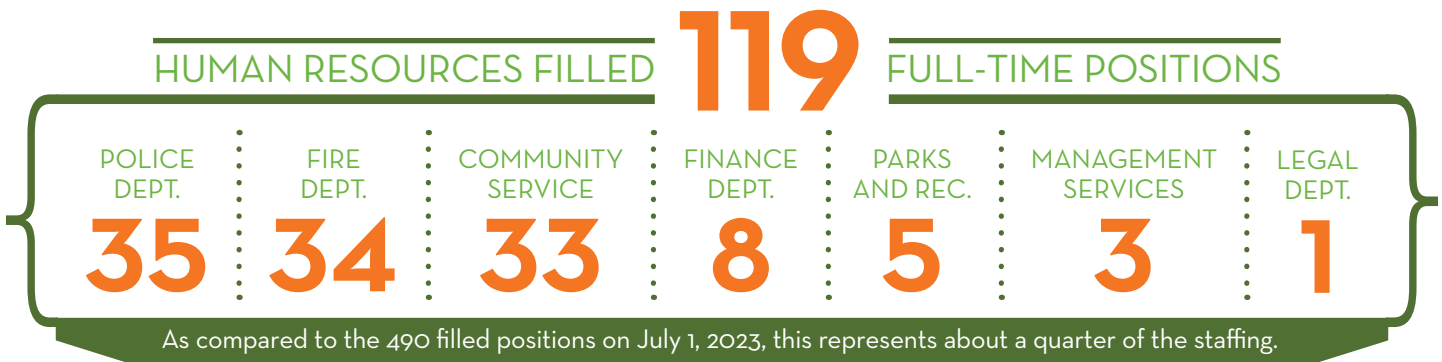
In FY 2022-2023, HR expanded new supervisor training to quarterly opportunities for all new supervisors across the City and offered continued training courses for hiring managers and hiring panelists. HR listened to the requests and needs of staff in City-wide meetings at the end of FY 2021-2022 and partnered with the City Manager's office and the Police Chief to identify an expert trainer for leadership, then provided it in cross departmental groups to supervisors, managers, and directors across the organization. HR also coordinated active shooter training in a continuing effort to bring awareness and education to non-sworn staff about civilian response best practices.

# MANAGEMENT SERVICES

The HR Department partnered with both the Police and Fire Departments to improve and streamline recruiting processes. As a result, the open positions in both Police and Fire were greatly reduced in the fiscal year and just beyond, with major hiring pushes allowing entry level job postings to be taken down for Police Officer, Firefighter, and Firefighter Paramedic. The Police Department already had a recruiting team, but in the fiscal year, collaboration with the team resulted in entry level physical fitness examinations to be increased from quarterly to at least once per month starting January of 2023. In this fiscal year, the Fire Department activated a recruiting team, with the help of Human Resources and CPS-HR consulting services, started a recruiting web platform to communicate with interested candidates, and promoted openings and opportunities through social media.



In collaboration with Sparks Police Department, HR helped facilitate the second **#SparksProud Community Event** involving all City departments in September. At that event, HR staff focused on community engagement and education about City jobs, at the Hug High School event location. The City looks forward to more of these events in FY24 and beyond.



Two key external, nationwide recruitments in FY 2022-2023 were for department head/director positions. Fire Chief Walt White has been well received by staff and adds a wealth of leadership knowledge and experience to the Fire Department and the City. A second recruitment started at the end of the fiscal year, and will conclude in FY 2023-2024, for Parks and Recreation Director. The assessment center for this position included members of the community, the parks and recreation business field locally, the City Council and Mayor, and Department Heads. The City looks forward to introducing the selected candidate to Sparks in October of 2023.

When done well, much of the work in HR happens in the background in support of all the hardworking employees who provide forward-facing services to the Sparks community. The HR team is proud to have found creative and innovative solutions, especially in recruiting, to benefit employees and the City of Sparks.

# FINANCIAL SERVICES DEPARTMENT

## FAST FACTS

Our budget cycle runs July 1st through June 30th of each year.

We must balance our budget each fiscal year. Much like household financial planning, we often save revenue over many years for large purchases or projects crossing multiple budget years. Because of that, sometimes expenses are higher than revenue because we're using balances saved from previous years.

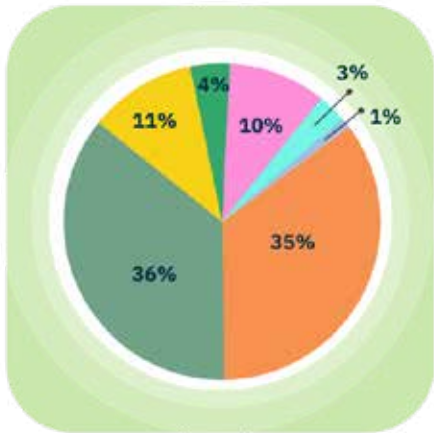
The City's budget is broken into seven fund types consisting of 31 different funds. Each fund (other than the General Fund) has unique sources of revenues and expenditures that are restricted to specific purposes.

## 7 FUND TYPES

Total City Budget: \$281M

- Enterprise Funds**  
Operates like a private business by charging fees to customers for specific services provided by the City.
- General Fund**  
Our primary operating Fund and accounts for most services provided to the citizens of Sparks.
- Internal Service Fund**  
Accounts for goods and services provided by one department or agency to other departments.

- Debt Service Fund**  
Used to account for the accumulation of resources and payment of debt.
- Capital Projects Funds**  
Used to account for the acquisition and construction of capital projects.
- Special Revenue Funds**  
Used to account for specific revenue that are restricted by law or policy to expenditures for a particular purpose.
- Redevelopment Fund**  
A dedicated fund for a tax increment redevelopment district in the City of Sparks.



## FISCAL POLICIES

There are six fiscal policies that drive our budget process:

- 1 Establish a final budgeted ending fund balance no lower than 8.3% to help maintain fiscal stability.
- 2 Establish a General Fund Contingency amount up to 3% of total expenditures in the annual budget to provide for one-time costs that are unexpected or emergency in nature.
- 3 Transfer a minimum of 2.5% of total General Fund revenues plus full funding of IT Hardware and Software Replacement Plans to the Capital Projects Fund.
- 4 Commit a portion of annual business license receipts to the Stabilization Fund to stabilize operations of local government and mitigate effects of natural disasters.
- 5 General Fund personnel costs do not exceed 78% of General Fund total revenues in order to achieve a balanced and sustainable expenditure model.
- 6 Determine strategies to reduce and fund employee and retiree benefit liabilities.

## KEY IT ACHIEVEMENTS IN FY23



**ENHANCED CYBERSECURITY**  
By implementing City-wide multi-factor authentication and completing a cybersecurity incident response plan.



**MANAGED TECHNOLOGY**  
Infrastructure that significantly grew in FY 23 to include **143 servers, 152 networking devices, 85 M user files, and 703 terabytes of data storage.**

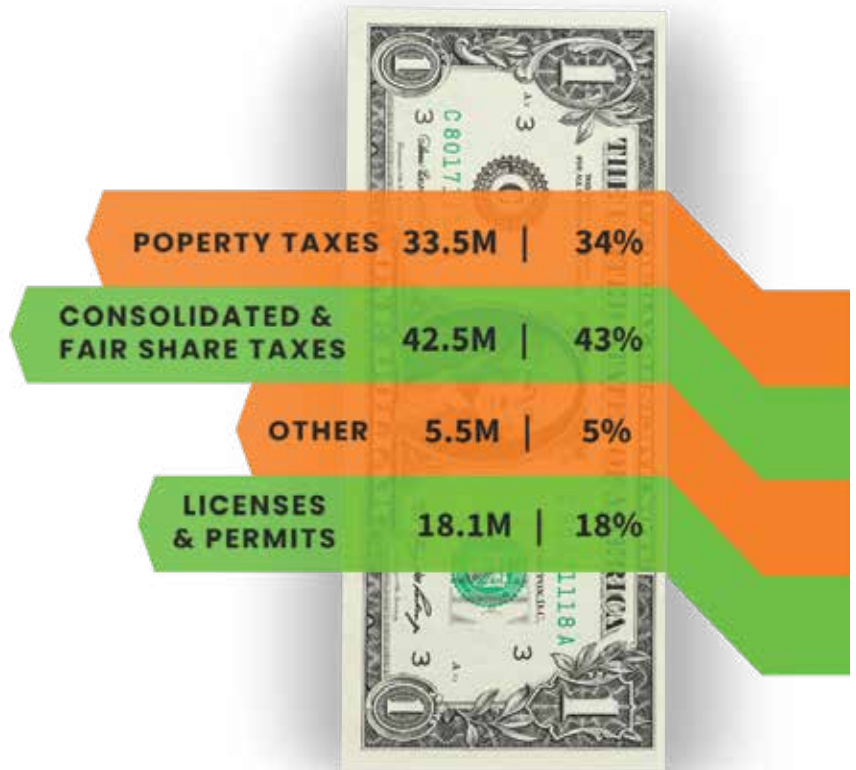


## MONEY COMING IN

**General Fund Sources of Revenue:**  
**Where does the money come from?**  
**Total: 99.6M**

Money comes in from property taxes, consolidated and fair share taxes, licenses and permits. The “other” category includes things like charges for service, fines and forfeits, and miscellaneous revenue.

The City also receives money from grants and donations. We actively search for federal and state funding to help provide additional services to our citizens!

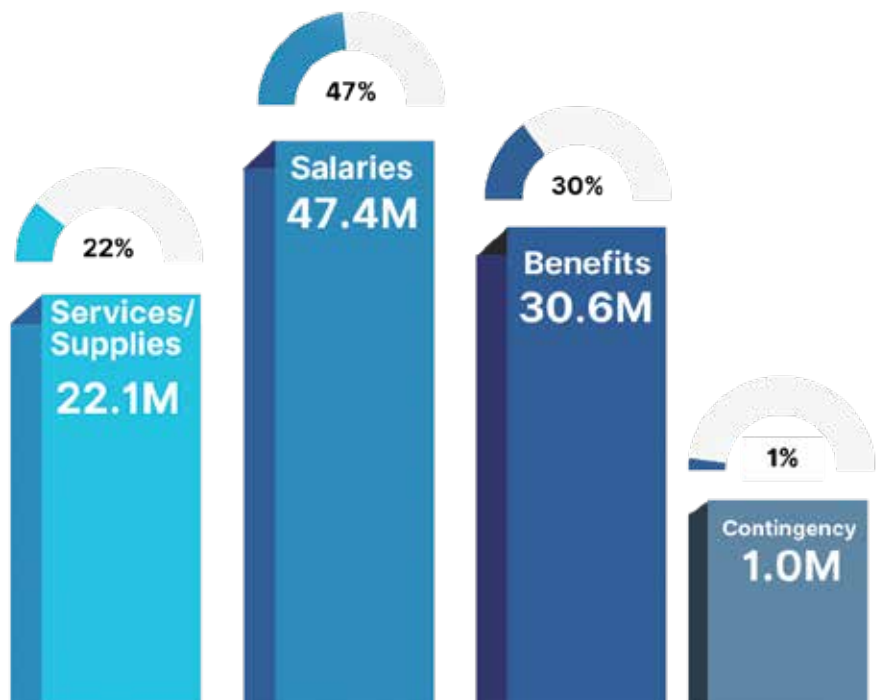


## MONEY GOING OUT

**General Fund expenditures:**  
**Where does the money go?**  
**Total: 101.1M**

The General Fund is our primary operating fund and accounts for most services provided to the citizens of Sparks: salaries, benefits, and services and supplies. You can see the breakdown on the graph.

The budget also includes a Contingency. This is established to provide for expenditures that are one-time, unexpected and may be used in the case of emergency.



**Salaries and benefits remain our largest expense, meaning employees are the City's most valuable asset.**

ACCOUNTING OPERATIONS DIVISION – 6 EMPLOYEES

.....

ACCOUNTING SYSTEMS & COMPLIANCE DIVISION – 4 EMPLOYEES

.....

INFORMATION TECHNOLOGY DIVISION – 13 EMPLOYEES

.....

BUDGET DIVISION – 3 EMPLOYEES

.....

CONTRACTS AND RISK MANAGEMENT – 1 EMPLOYEE



FINANCIAL AND IT  
DEPARTMENTS



# PARKS AND RECREATION

## NOTABLE PARK UPDATES AND ADDITIONS

Through a collaboration between Renown Health, the City of Sparks, and National Fitness Campaign (NFC) the City was able to bring an outdoor Fitness Court to Ardmore Park next to the Larry D. Johnson Community Center. This location will provide equitable access to free outdoor fitness for approximately 10,000 residents within biking distance and approximately 2,500 residents within walking distance. After numerous weather delays, the City was able to cut the ribbon on this new fitness court on April 24, 2023. The event concluded with a friendly relay competition between Sparks Fire and Sparks Police Departments.



American Rescue Plan Act (ARPA) grant funding from The Inter-Tribal Council of Nevada, awarded in FY 2021-2022 was spent this year at the Recreation Gym to remodel the restrooms and convert the wood fiber to playground tiles. Safety fencing was also installed to make the park more inclusive for kids of all abilities.

## NOTABLE DONATIONS



### Scheels donated \$10,000

to the Sparks Scholarship Fund. This fund offers scholarships to Sparks residents that are at risk or from low-income households in need of programming in a safe and structured environment.







## KIDZ PROGRAMS

Enrollment and demand for out-of-school time programs continued to increase in FY 2022-2023. Although staffing vacancies continued to provide a significant challenge, we did see improvement in the last few months of the year. Increasing our base pay rates for entry-level temporary positions played a significant role in our ability to attract new employees.

## SPECIAL POPULATIONS

The Nell J. Redfield Foundation continued to support our Leisure Without Limits programs by awarding Parks & Recreation \$16,550. These funds are used to fund annual dances, classes, and events for people with disabilities.

Leisure Without Limits programs for people with disabilities set new attendance records in FY 2022-2023. Mark Wellman's Adventure Day and Abilities Expo had over 200 attendees and the holiday dances were also very well attended. The City Council also approved the addition of an Inclusion Coordinator to the complement of full-time department positions. We look forward to the addition of this individual, dedicated to serving individuals with special needs, in the coming year.



## LARRY D. JOHNSON COMMUNITY CENTER

LDJ continued to house a popular teen center in FY 2022-2023. In partnership with the Boys and Girls Club of Truckee Meadows, the center is home to The Club, a teen center that provides daily enrichment and social engagement opportunities for teens during the school year. During school breaks LDJ houses our Kidz Kamp programs.

PARKS AND RECREATION  
DEPARTMENT



## FALL INTO THE HOLIDAYS CRAFT FAIR

The 2nd annual Fall into the Holidays Craft Fair event was held at the Recreation Gym in September 2022. With over 50 vendors offering a wide variety of handmade items, the event was a great opportunity for people to start their holiday season shopping while supporting local crafters. Over 1,000 people attended this free, single-day event.



## CARDBOARD BOAT RACES

Our first-ever Cardboard Boat Races were held in April for kids aged 7-15 years at Alf Sorensen Community Center Pool. Teams were challenged to get creative and construct a boat, raft, or some sort of floating watercraft made entirely of cardboard and duct tape and navigate it across Alf Sorensen Community Center Pool. Teams consisted of a captain, a first mate, and a deckhand. We had 9 teams participate in the race and prizes were given to the 1st, 2nd, and 3rd place teams as well as a teamwork/spirit award. We expect that this event will continue to grow, and we look forward to this new signature event in Sparks.





## LEARN TO SWIM PROGRAM

We made a schedule change to increase the number of swim lessons being offered at Alf Sorensen Community Center. With that change, we have doubled the number of kids enrolled in our Learn to Swim program. In FY 2021-2022 we were able to enroll approximately 1,300 kids in our swim lessons. Now, we are able to serve 2,600 kids in our community through this vital program.

NOW ABLE TO ENROLL  
**2,600** CHILDREN  
in our swim lessons program



■ ■ *"We live in Reno. We haven't been able to get into swim lessons for two years. Thanks so much for this program."* – Swim parent ■ ■



## AQUATICS

Between the Sparks Marina, Deer Pool, and Alf Sorensen Community Center pool. We had 10,360 visitors in FY 2022-2023 who enjoyed our aquatic facilities.

■ ■ *"I love taking my boys swimming here. It's a clean and safe pool! The staff are very friendly and helpful. Doesn't cost a lot to swim here either. I definitely recommend this pool."* ■ ■  
– Jen Jen, Deer pool visitor

  
**10,360**  
VISITORS IN FY 2022-23



■ ■ *"I could call this place my second home. For a good part of the last twenty years, I've come here to do water aerobics. I just do my own thing, but they have wonderful classes in it also. The staff is outstanding led by Aquatics Specialist, Shawn Olson. I love this place!!"* ■ ■  
– Jeannie Smith- Alf Sorensen visitor

This year we brought back some of our favorite programs. We held the Pool of Pumpkins on October 21st. 48 children jumped in and swam in a floating pumpkin patch. We dyed the pool purple for an extra spooky effect and kids were able to decorate their pumpkin before leaving.



PARKS AND RECREATION  
DEPARTMENT



## SMALL WONDERS LEARNING CENTER

In 2023, Small Wonders at Alf Sorensen brought back our Annual Trike-a-Thon for St. Jude's. Our preschoolers learned about philanthropy, empathy, and kindness while helping to raise money for a valuable cause. During the course of the event, the students learned about bike and helmet safety before spending the afternoon on a course set up outside at Alf Sorensen. The Child Development class from Reed High School attended with signs encouraging the children and rooting them on. The students raised over \$3,000 during this successful event!

[ STUDENTS  
RAISED OVER **\$3,000** ]



## SPORTS

Sports tournaments and field rentals at both Golden Eagle Regional Park and Shadow Mountain continue to be a steady source of economic impact to our community. The weather in the winter of 2022-2023 was a serious challenge to contend with. Tournaments had to cancel early in the year due to the heavy snow which prohibited travel from out-of-state teams.

FY23

**727**  
LOCAL TEAMS  
PARTICIPATED

**4,218**  
GAMES  
PLAYED  
IN TOURNAMENTS

**1,090**  
VISITING TEAMS  
PARTICIPATED

A benefit from the harsh winter was the increase in field rentals from local high schools in the Spring. With the weather making most grass fields unplayable, we were able to host high school practices, scrimmages, and games deep into their seasons. In FY 2022-2023, field rentals were up \$10,000 over the previous fiscal year.



YOUTH SPORTS

In the Spring of 2023, we started an all-new Mini Sports Camp for participants aged 4-7. Each week focused on a new sport or activity including Blast Ball, yoga, dance, basketball, soccer, and hiking. This camp, for some of our youngest participants, got kids active and having fun while enjoying a variety of activities. We had 23 participants in the first session of this camp and we look forward to it continuing to grow.



MINI SPORTS CAMP

FOR PARTICIPANTS AGED 4-7



BLAST BALL



YOGA



DANCE



BASKETBALL



SOCCER

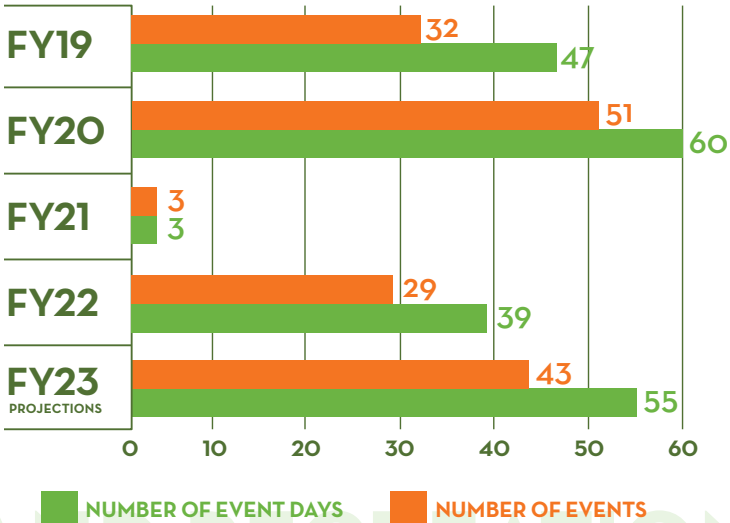


HIKING

23 INAUGURAL SEASON PARTICIPANTS

SPECIAL EVENTS

Special events have returned in full force in FY 2022-2023, leading to record event attendance and special event days, including multiple new events being added to the calendar, and the return of events that haven't taken place in the City of Sparks in many years. This year Sparks hosted a community favorite event, Moms on the Run at Hug High School, and the Concrete Canoe Races returned to the Sparks Marina for the first time since 2016.





## ARTS AND CULTURE



**COMMUNITY  
ENGAGEMENT/  
ADVOCACY/  
COMMUNICATION**



**PUBLIC  
PROGRAMMING**



**PLANNING  
AND DESIGN**



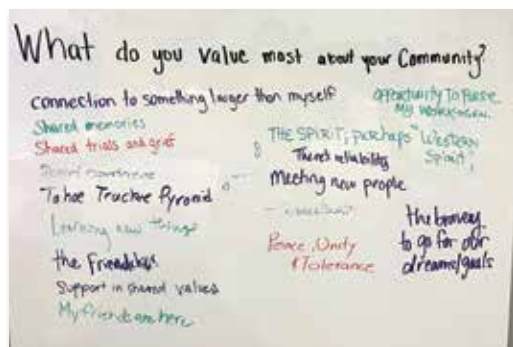
**ECONOMIC  
DEVELOPMENT**



**EDUCATION**

## NATIONAL ENDOWMENT FOR THE ARTS GRANT

In FY 2022-2023 the City received an \$18,750 grant from the National Endowment for the Arts to help fund a commissioned piece of permanent art to be installed on Victorian Square. The Arts and Culture Committee and staff held multiple community engagement events to ask the citizens of Sparks, “What do you value about your community?” and “How would you describe the character of Sparks?” We will provide the answers to these questions to the commissioned artist to help them to capture the identity of our City through their artwork.



## ARTS & CULTURE PROGRAMS



**Sparks the Imagination  
Workshops with The  
Generator and Washoe  
County Library**



**Depot Gallery**



**Sparks Art Walk  
Self-Guided Tours**



**I-80 on ramp:  
Asa Kennedy**



# FIRE DEPARTMENT

The Sparks Fire Department (SFD) provides five essential public services: Fire Suppression, Emergency Medical Services (EMS), Hazardous Materials Mitigation, Technical Rescue and Community Risk Reduction. These services are delivered from five strategically located fire stations, by a workforce of 100 uniformed and civilian personnel.



SFD is a survivor centric, highly reliable all-risk agency with well trained and equipped first responders serving our community and assisting other communities in the region, as well as in the western United States as part of one of the best master mutual aid systems in the Nation. This is a give and receive system. Therefore, we aid other communities during their time of need and can receive reciprocal support upon request if needed.

## OPERATIONS, ADMINISTRATION, TRAINING AND COMMUNITY RISK REDUCTION

The department took purposeful action to fill several key vacancies and address its staffing deficit. Furthermore, we performed an administrative restructuring and rebranding of the Fire Prevention Division to the Community Risk Reduction Division and reclassified an Administrative Assistant position to Administrative Analyst to more effectively manage workload and take a more analytical approach to developing strategies and programs to address all fire and life safety hazards and concerns in our community. Sparks Fire brought onboard 11 new members, including a Fire Chief and Fire Marshal from outside of the organization for the first time in the history of the department, adding an outside perspective to our administrative and operational management. Additionally, 18 incumbent members were promoted to new roles, including: Division Chief of Operations, Division Chief of Emergency Medical Services,

Division Chief of Emergency Management, Battalion Chiefs, Fire Captains and Fire Apparatus Operators (FAO). We have begun planning for a basic firefighter recruit academy class of 15 new firefighters to begin on September 5, 2023, to fill the remainder of our firefighter vacancies and plan to conduct an FAO promotional assessment process to fill our three current FAO vacancies and establish eligibility lists of qualified candidates to fill future FAO and firefighter vacancies.

The department focused on **Innovation, Infrastructure** and **Inclusion** to address our three biggest challenges: staffing levels to match the growth of our population, fiscal constraints driven by inflation outpacing new revenue and maintaining a cohesive, value driven, service-oriented culture during an environment of adversity and change.



# FIRE DEPARTMENT

## IMPROVE OUT OF HOSPITAL CARDIAC ARREST (OHCA) SURVIVAL RATES

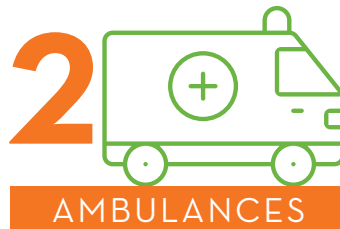
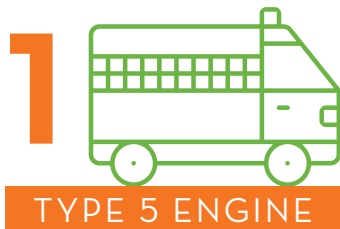
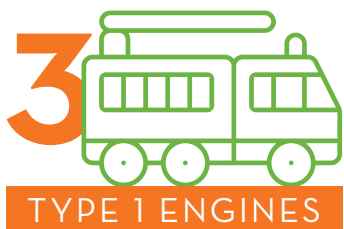
To save lives and improve Out of Hospital Cardiac Arrest (OHCA) survival rates the Stryker LUCAS 3- EMS-Ready CPR Machines, external, pneumatic cardiac compression devices were added to our fire engines and are among the tools our first responders use to ensure the proper depth and rate of cardiac compressions are performed in the prehospital setting and during transport to a receiving hospital. Additionally, Sparks Fire is actively participating in the Cardiac Arrest Registry to Enhance Survival (CARES), a National Registry that measures OHCA survival rates by community, allowing us to benchmark our performance and identify the effectiveness of new technology and training. In 2024, Sparks Fire will start providing Advanced Life Support (ALS) transport EMS services to meet the needs of our expanding community and growing demand for these services.



## NEW STATION COMING SOON



The City of Sparks completed both the land acquisition and station design for Fire Station #6, which will be in North Sparks. We anticipate the sale of bonds to fund this development and construction to begin in FY 2023-2024. Additionally, the department replaced aging fire apparatus and added to its fleet of reliable equipment with the purchase of a truck, three (3) type 1 engines, one (1) type 5 engine, two (2) ambulances and a water tender. We anticipate taking ownership of these apparatus during FY 2023-2024. We received City Council approval and submitted grant applications, seeking three years of federal funding for our 15 new firefighters through the Federal Emergency Management Agency (FEMA) Staffing for Adequate Fire and Emergency Resources (SAFER) program and to fund a Personal Protective Equipment (PPE) extractor and Air Compressor to maintain our PPE and fill our Self-Contained Breathing Apparatus (SCBA) cylinders, through the FEMA Assistance to Firefighter Grant (AFG) program.



## IMPROVED COMMUNICATION AND ENHANCED RESPONSE

The department continues to work inclusively and collaboratively with our regional allied agencies toward improved communication and enhanced response, focusing on dispatching efficiencies and speed and weight of response with improved mutual aid response and a regional Computer Aided Dispatch (CAD) system upgrade. We train and respond together regarding hazardous materials mitigation and water rescue and body recovery with the Reno Fire Department and Truckee Meadows Fire and Rescue. Furthermore, Sparks Fire is in the development stage of adding a Division Chief to oversee our multi-agency hazardous materials mitigation response program. Lastly, the department continues to work with internal and external stakeholders, providing public education on fire and life safety and supporting many special and community events, including partnering with Sparks Parks and Recreation on minicamp sessions this Summer for children ages 6 to 13 years old to introduce them to the occupation of firefighting as part of the City of Sparks Summer Outburst Program.



## FIREFIGHTER CHALLENGE NATIONAL CHAMPIONSHIP

Sparks Fire staff is also working together with multiple community stakeholders to host a Firefighter Challenge National Championship in 2024. The Firefighter Challenge is a significant event that promotes fitness in the fire service and showcases to the general public the arduous demands of firefighting. It is a competition with a purpose that pits pairs of firefighters on a course of five common yet critical firefighting tasks, racing against each other and the clock. A national event attracts hundreds of firefighters from across the Nation, creating a positive economic impact to the City of Sparks.



**1** 1605 VICTORIAN AVE.  
**6,749 CALLS**

**43%**  
OF CALLS



**2** 1900 N. TRUCKEE LN.  
**3,243 CALLS**

**20%**  
OF CALLS



**3** 1750 E. GREG ST.  
**2,532 CALLS**

**16%**  
OF CALLS



**4** 1450 DISC DR.  
**1,834 CALLS**

**12%**  
OF CALLS



**5** 6490 VISTA BLVD.  
**1,454 CALLS**

**9%**  
OF CALLS



**6** 6963 SCHEIDBAR RD.  
**COMING SOON!**



**15,812 TOTAL CALLS IN FY22-23**

**FIRE**  
DEPARTMENT



## EMERGENCY MEDICAL SERVICES (EMS)

Emergency Medical Services (EMS) is an essential component of the fire department's response. Last year, the SFD responded to 13,318 medical incidents accounting for 84% of the department's total call volume. In 2017, the department enhanced its EMS response from Intermediate Life Support (ILS) to Advanced Life Support (ALS) utilizing existing, paramedic trained, fire personnel responding on fire engines and ladder trucks. Through a phased approach, the City of Sparks five fire stations had implemented paramedic level services in early 2021.

# 84%



## 13,318 MEDICAL INCIDENTS



### 2 AMBULANCES

## STRENGTHENING PARAMEDIC LEVEL SERVICES

The SFD continues to strengthen its paramedic level services with the anticipated arrival of two new ambulances. The first ambulance is expected to arrive in November 2023 while a second unit is in production with a forecasted arrival date in the Fall of 2024. In addition to ambulances, the SFD acquired and placed into service six LUCAS devices. LUCAS devices are automated chest compression machines that enable medical personnel to perform hands-free, high quality, and uninterrupted CPR while attending to the patient's other needs during a sudden cardiac arrest. The success of these units in addition to expedited emergency medical interventions enables the SFD to increase chances of survivability during a cardiac arrest.



## EXPANSION OF PARAMEDIC SERVICERS

To keep up with the expansion of paramedic services, five SFD firefighters are attending paramedic school, and several new hire personnel with paramedic certification or advanced emergency medical technician certification (AEMT) are preparing to attend the Sparks Fire academy in September.

The Sparks Fire Department is proud to share our professional experience with EMT students and frequently mentors ride along EMT students throughout the year with the goal of adding more emergency responders in our community.

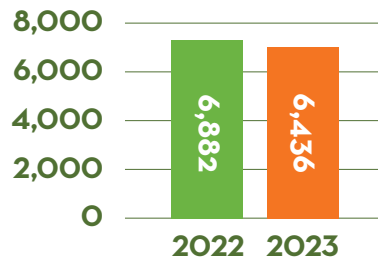


# FIRE DEPARTMENT RESPONSES

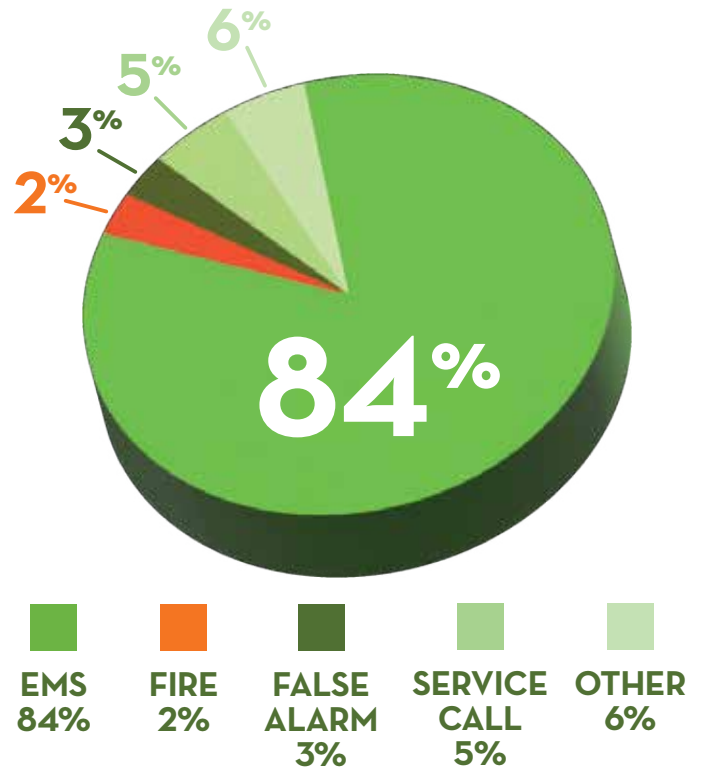
FY23



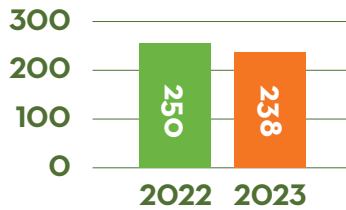
EMS CALLS  
2022-2023



**TOTAL 13,318**



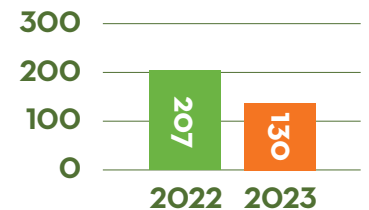
FALSE ALARM CALLS  
2022-2023



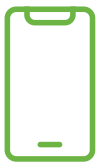
**TOTAL 488**



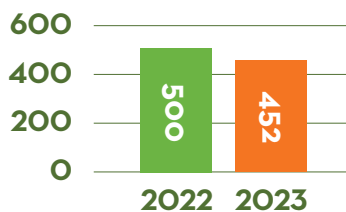
FIRE CALLS  
2022-2023



**TOTAL 337**



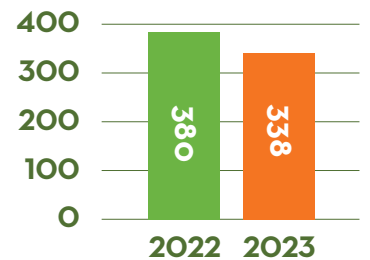
OTHER CALLS  
2022-2023



**TOTAL 951**



SERVICE CALLS  
2022-2023



**TOTAL 718**

FIRE  
DEPARTMENT



## COMMUNITY RISK REDUCTION STATISTICS

**849**   
Fire Plan Review

**136**   
Development  
Review/MTGS

**3,461**   
Fire Inspections

**29**   
Public Education

**47**   
Fire  
Investigations

**3**   
Adult Arrests

**291**   
Public Record  
Requests

## SPARKS FIRE ACADEMY CLASS 2023-1



# SPARKS POLICE DEPARTMENT



## 2022/2023 CRIME INDEX

	MURDER	RAPE	ROBBERY	ASSAULT	BURGLARY	VEHICLE BURG	LARCENY	GTA
JULY	3	4	12	27	30	45	80	32
AUGUST	1	6	5	24	26	43	69	37
SEPTEMBER	0	3	10	23	25	45	74	28
OCTOBER	0	4	8	31	19	46	79	27
NOVEMBER	0	7	12	24	27	47	51	33
DECEMBER	1	10	6	15	23	35	88	23
JANUARY	1	4	6	25	23	31	77	26
FEBRUARY	0	8	5	20	21	31	56	35
MARCH	0	7	4	20	15	32	65	37
APRIL	0	3	9	29	23	30	52	20
MAY	1	7	10	23	35	41	81	21
JUNE	2	4	7	26	24	33	85	38
TOTAL	9	67	94	287	291	459	857	357



SPARKS POLICE  
DEPARTMENT



## SPARKS POLICE DEPARTMENT CRIME OVERVIEW - 2022-2023

### USE OF FORCE INCIDENTS

74

2% OF ARRESTS

ONLY .00079% OF ALL CALLS.



### SPARKS POLICE MADE

3,583

ARRESTS



(3,366 adults, 217 juveniles - the chart above does not have all misdemeanors listed, hence the number discrepancy), 1,245 of those were felony arrests.

### SPARKS POLICE ISSUED

6,348

CITATIONS



Approximately 65% of all moving citations and warnings were issued by traffic unit.

#### TOTAL CITATIONS ISSUED

Adult Moving	3,337
Juvenile Moving	166
Adult Civil Infractions	1,449
Juv. Civil Infractions	27
Warnings	1,369
<b>TOTAL</b>	<b>6,348</b>

#### CITES ISSUED BY TRAFFIC UNIT

Adult Moving	1,753
Juvenile Moving	105
Adult Civil Infractions	1,095
Juv. Civil Infractions	18
Warnings	1,178
<b>TOTAL</b>	<b>4,149</b>

GROUP A OFFENSES	Arrests (**)	
	Adult	Juvenile
Murder and Nonnegligent Manslaughter	2	0
Negligent Manslaughter	0	0
Kidnapping/Abduction	27	0
Rape	3	2
Sodomy	0	0
Sexual Assault With An Object	0	0
Fondling	6	0
Incest	0	0
Statutory Rape	0	0
Aggravated Assault	77	5
Simple Assault	397	68
Intimidation	13	0
Human Trafficking, Commercial Sex Acts	0	0
Human Trafficking, Involuntary Servitude	0	0
Arson	7	0
Bribery	0	0
Burglary/Breaking & Entering	38	1
Counterfeiting/Forgery	18	0
Destruction/Damage/Vandalism of Property	88	12
Embezzlement	22	2
Extortion/Blackmail	0	0
False Pretenses/Swindle/Confidence Game	30	0
Credit Card/Automated Teller Machine Fraud	5	0
Impersonation	0	0
Welfare Fraud	0	0
Wire Fraud	0	0
Identity Theft	2	0
Hacking/Computer Invasion	0	0
Robbery	28	3
Pocket-picking	1	0
Purse-snatching	0	0
Shoplifting	114	48
Theft From Building	9	0
Theft From Coin Operated Machine or Device	0	0
Theft From Motor Vehicle	23	1
Theft of Motor Vehicle Parts/Accessories	1	0
All Other Larceny	53	8
Motor Vehicle Theft	20	6
Stolen Property Offenses	90	2
Drug/Narcotic Violations	117	3
Drug Equipment Violations	334	2
Betting/Wagering	0	0
Operating/Promoting/Assisting Gambling	1	1
Gambling Equipment Violations	0	0
Sports Tampering	0	0
Pornography/Obscene Material	1	1
Prostitution	0	0
Assisting or Promoting Prostitution	0	0
Purchasing Prostitution	13	0
Weapon Law Violations	18	0
Animal Cruelty	0	0
<b>TOTAL ARRESTS</b>	<b>1558</b>	<b>165</b>

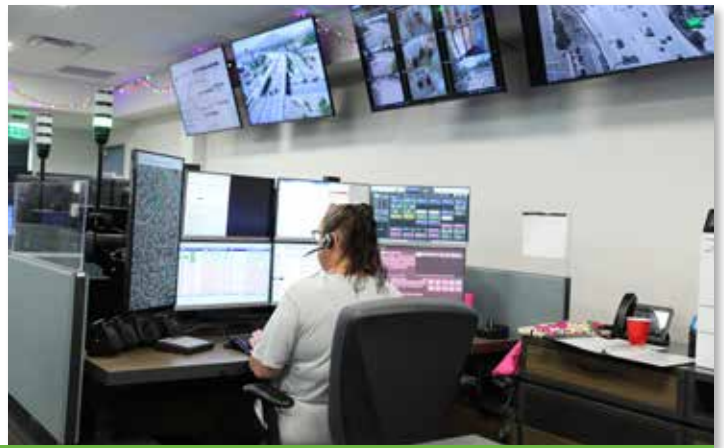
## ADMINISTRATION DIVISION

The Administration Division comprises the majority of non-sworn staff. This essential division includes the following functions: Records, ID, Police Assistants, Dispatch and Volunteers.



**12**  
DISPATCHERS

**3**  
DISPATCH  
TRAINEES



### DISPATCHERS RECEIVED



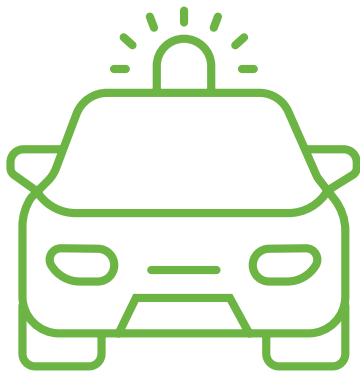
**165,822**  
CALLS FROM PUBLIC



**48,647**  
911 EMERGENCY CALLS



**245**  
TEXTS TO 911



SPARKS POLICE  
RESPONDED TO

**93,150**

— CALLS FOR SERVICE —

**34%**  
SELF-INITIATED

**26%**  
CITIZEN-  
GENERATED

**93,438**  
UP 2% FROM FY22



### SPARKS POLICE COMPLETED

**12,641**  
Reports processed  
by 7 personnel in  
Records Section

**4,227**  
of those reports  
were completed by  
6 Police Assistants  
(33.4% of all reports)

**4,135**  
Public records  
requests processed



**325** required photographs or  
video from evidence section



SPARKS POLICE  
DEPARTMENT





**12,958**  
**PERMITS, LICENSES AND  
 OTHER REQUESTS PROCESSED**

**BRINGING IN  
 \$20,207.57**

TOTAL VOLUNTEER HOURS

**1,619**



**11 VOLUNTEERS**

## INVESTIGATIONS DIVISION

The Investigations Division is comprised of the Detective Section which includes general assignment detectives, two victim advocates who oversee our Victim Services Unit (VSU), and three property and evidence technicians; detectives and supervisors assigned to various Regional Investigation Teams that have been created in partnership with the Reno Police Department and the Washoe County Sheriff's Office; the Professional Standards Unit; the Support Services Section which includes community outreach, training compliance, recruitment/hiring, public information, crime prevention, the Homeless Outreach Proactive Engagement (HOPE) Team, and the Neighborhood Police Unit (NPU); and the IT section.

## NEIGHBORHOOD POLICE UNIT

The Police Department has established a new Neighborhood Police Unit or NPU to help improve the quality of life for residents and visitors by establishing partnerships between law enforcement and the public. Building on the success of the HOPE (Homeless Outreach and Proactive Engagement) Team, the newly created Neighborhood Police Unit (NPU) began to take shape in October 2022. It began with the assignment of Sergeant Wes Keller who visited several other law enforcement agencies to observe similar community-oriented police units. Following Sergeant Keller was the addition of two police officers to the NPU, Officer Scott Hale-Byron and Officer Stevie Trevino. Traditional law enforcement has been largely reactive in nature. Crimes happen and law enforcement responds. NPU however will take a proactive approach to address problems, some seemingly small in nature, before they turn into larger crimes. This proactive approach will hopefully result in quality-of-life issues being addressed before crimes are committed. Of course, this can't be done alone so one of NPU's main goals is to establish partnerships and good working relationships with our community partners, citizens, and business owners. This will likely result in less calls for service that drain patrol staffing. NPU is funded through a COPS grant that lessens the financial impact to the City. Here are the stats for NPU since its inception.



### NEIGHBORHOOD POLICE UNIT (NPU)

Total Number of Apartment Complexes Partnered with NPU	<b>52</b>
Total Number of Community Groups NPU has Met or Partnered With	<b>5</b>
Total Number of School Presentations or School Events	<b>2</b>
Total Number of People that NPU has Connected to Resources	<b>8</b>



## SHOTSPOTTER

On June 1, 2023, the Sparks Police Department implemented ShotSpotter, a gunshot detection system that can monitor and track the acoustic signature or sound a gun makes when fired outside, and then pinpoint the location of the gunshot within a few feet. ShotSpotter can be a valuable tool to reduce and prevent gun violence in the City of Sparks. This technology relies on the placement of small sensors throughout a designated four (4) square mile area within our City's borders. This area was chosen based on a data analysis by ShotSpotter from the previous two (2) years of gun related calls for service responded to by the Sparks Police Department. Once the gunshot is detected, an alert is sent to both the emergency communications center and on-duty police officers which facilitates an immediate response by patrol units to the alerted location. The alerts from ShotSpotter are often the only notifications that law enforcement receives regarding gunshots and no other emergency communications from the public are obtained. The ShotSpotter alerts help to decrease response times to calls for service involving gunfire, and increase the opportunity to identify suspects and witnesses, recover vital evidence and most importantly render life-saving aid to victims. The system operates twenty-four hours a day, seven days a week.



VICTIM SERVICES UNIT (VSU)	
Total Service Contacts (Phone, email, text, in-person, warm handoff to external service provider)	1791
Outreach (services offered but declined)	313
Primary Victims Served	526
Secondary Victims Served	156
Witnesses Served	18
UVISA Signatures Provided	24
Prior Reported Victims receiving continued/additional services	140
Educational Presentations provided on victims rights & resources, compassion fatigue, and self care	9
Students taught	39
Hours	14

  
**HOPE**  
 CALLS FOR SERVICE

  
**830**  
 ENCAMPMENTS CONTACTED


  
**1452**  
 SUBJECTS CONTACTED

  
**717**  
 VEHICLES CONTACTED  
 60% WERE RVs/TRAILERS

PROPERTY EVIDENCE SECTION	
Police Public Records Requests Completed	388
Fire Public Records Requests Completed	16
Items Taken in & Stored in Evidence	12,488
Items Taken to Lab for Testing	485
Items Returned to Owner	779
Items Destroyed	4394
Items Donated (Bikes)	43
Items Sent to Auction	43
Brady Backgrounds	123
Callouts	32

**311**  
 ACCEPTED  
 RESOURCES

**1167**  
 TOTAL CALLS  
 FOR SERVICE

IT DIVISION  
**30** TOTAL SYSTEMS  
 4 ONBOARDED IN FY23  


SPARKS POLICE  
 DEPARTMENT



## OPERATIONS DIVISION

Mobile Outreach Safety Team (MOST) employees are licensed clinicians who have received specialized training in interacting with persons who suffer from behavior health issues and have been certified in crisis intervention. MOST employees respond to calls related to such individuals and can provide follow up for mental health and crisis related calls.



### MOST Statistics from October 2022 - July 2023

**14**  
MENTAL HEALTH  
CALLS  
(LEGAL 2000  
ADMINISTERED)

**419**  
MENTAL HEALTH  
CALLS  
(RESOURCES GIVEN)

**404**  
GENERAL CALLS  
FOR SERVICE

## TRAFFIC ENFORCEMENT UNIT

The officers of the Sparks Police Department Traffic Unit work to insure the highest level of traffic safety for both citizens and visitors within our community. The Traffic Unit is currently comprised of four officers and one unit supervisor. In addition to traffic enforcement, the Traffic Unit is tasked with investigating any accident that results in major injury or death.

The Sparks Police Department was approved for a grant through the Office of Traffic Safety to acquire two new Stalker radar trailers. The radar trailer will give the Traffic Unit the ability to monitor speeding vehicles in real time, or historically via cloud stored data. Each trailer has a 3'x6' display screen that allows visibility from up to 850 feet away. The display screen will serve as an excessive speed deterrence, but it can also be used for emergency notification.



### Traffic Unit Statistics January 2023-July 2023

**799**  
WARNINGS

**271**  
CRASH  
INVESTIGATIONS

**2,588**  
CITATIONS

**8**  
MAIT  
INVESTIGATIONS

## K9 UNIT

**240** Total deployments

**140** Positive Tracking/  
Detection

**24** K9 Assisted Arrests



The Sparks Police Department K9 Unit is comprised of three K9 Handler-certified officers, a Sergeant, and Lieutenant. The officers and their K9 partners are strategic tools utilized to enhance patrol response and performance, increase officer safety, and enhance community interaction.

The three K9's are all Belgian Malinois / Shepherds that are "dual-purpose" dogs, as they are used for physical apprehension of suspects, tracking, narcotics, and article searches.

## EVIDENCE SEIZED

  
**\$6,331**  
US CURRENCY

  
**192**  
DRUG PARAPHERNALIA

  
**902 G**  
METHAMPHETAMINE

  
**80 G**  
HEROIN

  
**14 G**  
COCAINE

  
**7 G**  
FENTANYL  
POWDER

  
**809**  
FENTANYL  
PILLS

\*Firearms are usually located after an alert to the presence of narcotics or during an evidence search.

# COMMUNITY SERVICES DEPARTMENT

The Community Services Division (CSD) is comprised of 5 functional areas:



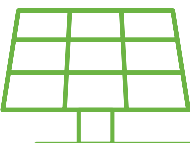
- BUILDING AND SAFETY
- ENGINEERING
- PLANNING
- PUBLIC WORKS MAINTENANCE



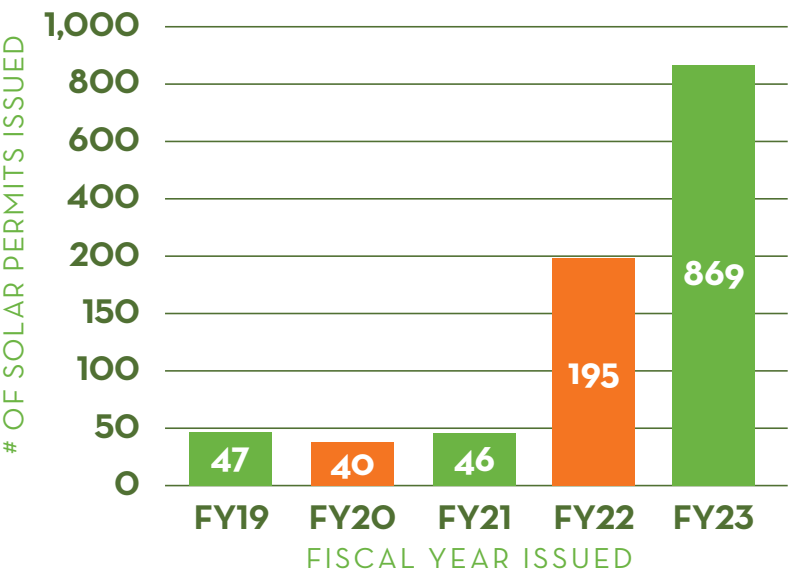
There are approximately 200 employees in these five areas who maintain the City's infrastructure including buildings, streets, sewers, parks, and vehicles. They also treat the community's wastewater, manage road and utility construction, and work with engineers, planners, and contractors to help ensure growth in Sparks is done according to its master plan and zoning. The Community Services Department also supports all special events held in the City and is an integral part of Sparks' emergency management.

In March the Community Services Department bid farewell to a long-tenured staff member. Director Armando Ornelas began his career with the City of Sparks in October 1999 and served at various times as the Grants Administrator, Advanced Planning Manager, Redevelopment Manager, City Planner and Assistant Community Services Director, ultimately retiring as the Community Services Director in March 2023.

Armando consistently committed his time and knowledge to making significant contributions to planning, and redevelopment in the City of Sparks during his tenure. Outside of attending hundreds of public hearings, workshops, and study sessions during his tenure at Sparks; he participated in the Sparks Comprehensive Plan, overhaul of the Zoning Code, and was instrumental in the development of Victorian Square, the Sparks Marina, and the Northern Sparks Sphere of Influence.



## SOLAR ENERGY PERMITS



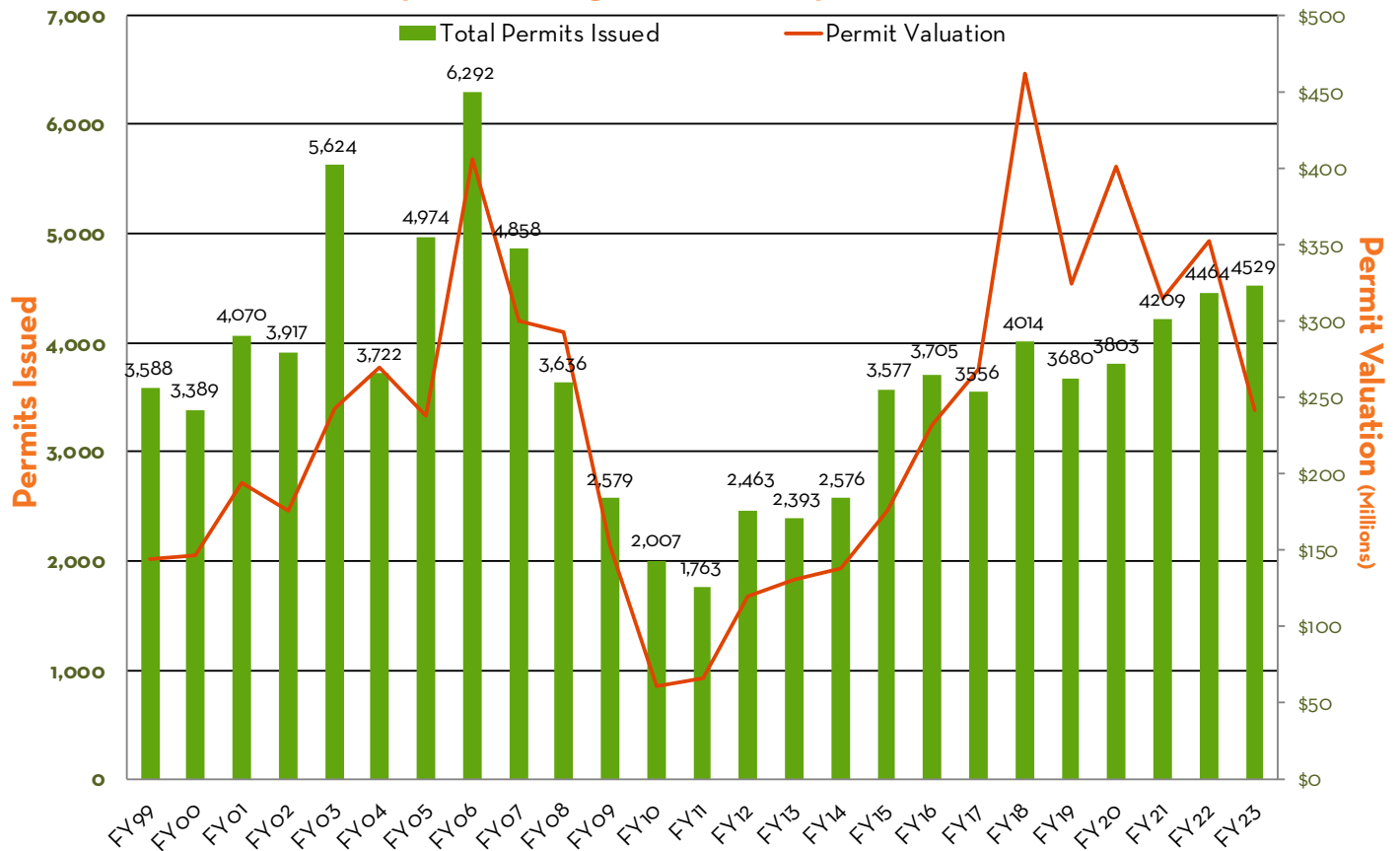
## BUILDING AND SAFETY DIVISION

The overall number of building permits issued this year was almost the same as last year; however, there was a significant difference in the type of permit applications being processed. New residential housing permits have decreased while permits to install new residential rooftop solar energy systems have soared. The trend toward alternative energy doesn't stop with residential solar system installations. Rivian is nearing completion of a tenant improvement to establish an electric truck/SUV dealership on Greg St.

COMMUNITY SERVICES  
DEPARTMENT



## Sparks Building Permit Activity (FY99 - FY23)



The Kiley Ranch Apartments, the Rowan Apartments, and the Stonebrook Apartments are all approaching the finish line despite the perpetual snow this winter.



Kiley Ranch Apts. - 1234 Sabata Way



Rowan Apts -6026 Golden Triangle



Stonebrook Apts - Tierra Del Sol Pkwy.

Some of the more notable commercial projects completed this year include the Exo Self Storage Facility at Golden Triangle Way, Slim Chickens on Los Altos Pkwy and the Northern Nevada Medical Center Emergency Rooms on Oppio Ranch Pkwy. Also nearing completion is the Extended Stay Hotel on East Lincoln Way.



EXO Storage



ER at Spanish Springs - 1511 Oppio Ranch Pkwy



Extended Stay Hotel - 790 E Lincoln Way



Slim Chickens

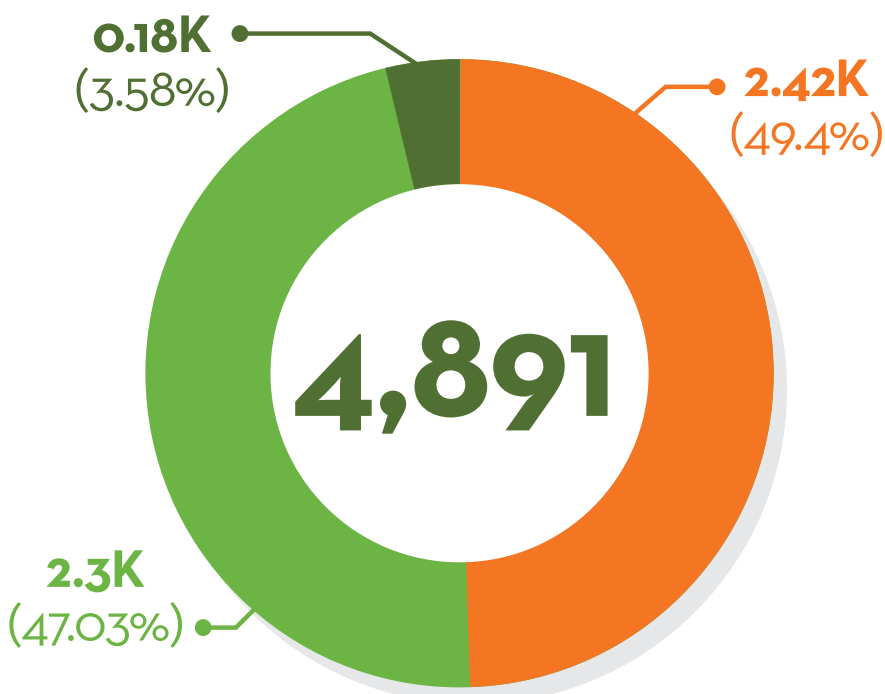
The ePermitHub electronic plan review program implemented in FY 2021-22 has made the review process more convenient and flexible and has streamlined the processes for customers and plan reviewers. While we do not mandate electronic submittal of permit applications, customers prefer it more and more.

#### — VALUE —

Electronic Plan Review

No Plan Review

Paper Plan Review



COMMUNITY SERVICES  
DEPARTMENT



New permit applications currently under review include:

- New Dutch Bros in the Walmart parking lot
- 2 large (approx. 200,000 sq. ft.) warehouse buildings in Kiley Ranch
- Master plans for repeat homes in the 5 Ridges subdivision at the intersection of Pyramid Way and Highland Ranch Rd.
- Fire Station 6 in Spanish Springs
- A new McDonald's restaurant on Los Altos Pkwy.

May 2023 was proclaimed Building Safety Month by Sparks City Council.

Next year will see us collaborating with the City of Reno, Washoe County, Carson City and several other regional jurisdictions to draft the 2024 Northern Nevada International Code Council amendments in preparation of adopting the 2024 building codes.



*Pictured left to right: Dan Feeney, J.D. Kiley, Jim Lewandowski (top), Fred Olsen (bottom), Teresa Parkhurst, Councilman Kristopher Dahir, Mark Meranda, Jon Pennington, Aaron Viviano, Amanda Puente, Sam Miller, Bryce Lallement. Not pictured: Jacob Reed*

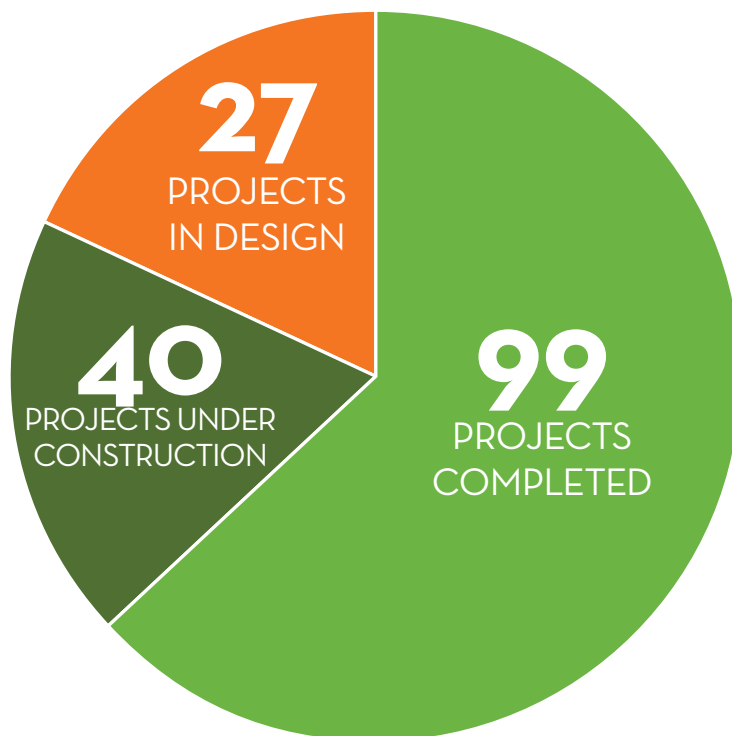
## ENGINEERING DIVISION

### CAPITAL PROJECTS

The Capital Projects Division oversees new construction, rehabilitation, and repair of City facilities, parks, and pathways. The Division strives to uphold a cohesive partnership and open communication with all City departments in an effort to use taxpayer funding in the most efficient and cost-effective manner. This ensures we perform projects that keep up with the maintenance, energy efficiency, and improvement needs of current City facilities and infrastructure.

The Capital Projects Division manages the Capital Improvement Plan (CIP) and collaborates with other divisions and City leadership to provide a short- and long-term vision of the CIP. This allows City leadership and Council to see a broad view of projects required to keep up with City infrastructure, Roads, and Utilities and make the best fiscally responsible decisions as they approve the CIP in May of each fiscal year. The Capital Projects Division reports on the status of the CIP every quarter. For the fiscal year 2023 Capital Improvement Plan ending on June 30, 2023, there were 166 active projects. The Engineering Division ended the year with 99 projects completed, 40 under construction, and 27 under design.

### PROJECTS



## GOLDEN EAGLE REGIONAL PARK FIELD 9 TURF REPLACEMENT

Golden Eagle Regional Park is a beautiful sports facility in north Sparks that is used extensively by both local teams and those throughout the United States. Extensive use brings wear and tear to the surfaces which include 15 artificial turf sports fields. The turf requires replacement approximately every 15 years. This project is part of a turf replacement plan that began several years ago to ensure the park continues to serve the community in the best way possible.

# 15

## Artificial Turf Fields



## PUBLIC WORKS INSPECTORS

The Capital Projects Division oversees the Public Works Inspection staff that ensure the streets and utilities constructed by developers are safe, provide the intended benefit to the community, and are installed as required by local and regional codes.



## RECREATION GYM RESTROOM REMODEL

The Capital Projects Division oversees renovation projects that are required for each facility operated by the City of Sparks. One of those projects was remodeling the existing restrooms within the recreation gym at 98 Richards Way. This facility is used both for childcare and as a public events venue. The restrooms have not been upgraded since the original construction in 1964 and required plumbing and aesthetic upgrades along with improvements to meet current ADA standards.

## STAFF UPDATE

FY23 brought the close of some chapters and the beginning of others. Long time traffic engineer Jim Herman retired in December 2022. While leaving some big shoes to fill, the City was lucky to welcome Andrew Jayankura to the City and offer his expertise in the traffic engineering department.

## FY24

The Transportation department has been busy preparing some exciting projects that will come to life in FY24. These include a handful of grant-supported projects that will aid in traffic calming, pedestrian connectivity, ADA accessibility, and school zone safety. Staff also continues discussion on multimodal opportunities that may be a good fit for the City and provide additional transportation opportunities for Sparks residents and visitors.



TRAFFIC  
CALMING



ADA  
ACCESSIBILITY



PEDESTRIAN  
CONNECTIVITY



SCHOOL ZONE  
SAFETY

COMMUNITY SERVICES  
DEPARTMENT



## UTILITY ENGINEERING

The Utility Engineering Section is responsible for managing the engineering and support services to construct and operate, sanitary sewer, storm drain, flood, and reclaimed water infrastructure. The services provided include engineering design support, project management, and construction administration for utility-related civil improvement projects. The section manages the City's utility infrastructure ensuring appropriate cost recovery and equitable rate structures by developing and implementing capacity masterplans and rehabilitation programs. The section also manages reclaimed water discharge permits, administers reclaimed water account services, and develops long-term capital improvement plans for system reinvestment.

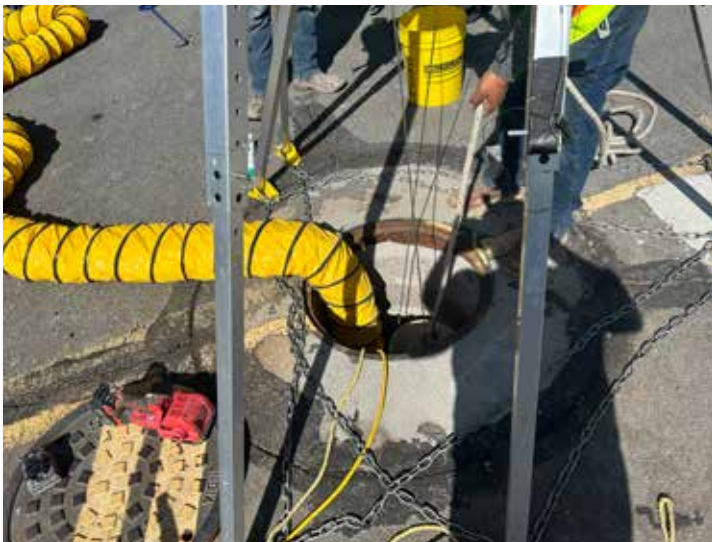
In addition to Engineering services, the Utility section also provides **Geospatial Information Systems (GIS) and Location Services**. The section manages GIS hardware and software capabilities City-wide. It develops and maintains geospatial mapping products for all departments to include personalized data collection applications. Staff compiles engineering documents for public records requests and provides "Call Before You Dig" location services for City underground infrastructure.



*Left to Right: Kevin Porter (Utility Manager), Nicholas Connolly (Senior Systems Analyst - GIS), Ashley Elson (Senior Civil Engineer), Jon Walker (Senior Systems Analyst - GIS), Mike Trussell (Utility Locator)*

Kevin Porter is taking flight, literally, from the City of Sparks. He will be taking an airline pilot position at Delta Airlines. Kevin has been a strong leader in the Community Services - Utility Division. Kevin began working at the City of Sparks in 2008 as an engineering intern in his final year at the University of Nevada in the Civil Engineering program. After earning his BS in Civil Engineering and interning for two years, Kevin then worked for the Nevada Department of Transportation for

five years earning his Professional Engineer license. He also earned an MBA from the University of Nevada. He returned to the City of Sparks in 2015 accepting a position as a Civil Engineer working in Capital Projects. Kevin was promoted to Senior Civil Engineer in the Utility Division in 2017 and to the Utility Engineering Manager position in 2019. Community Services will miss Kevin, but we are all supportive of Kevin's new chapter in life. We all wish him well.







## SANITARY SEWER CIPP

As our Sanitary Sewer systems age, the pipes in the system will need to be replaced. Using a Cured-In-Place-Pipe (CIPP) places a new structural liner inside of the existing pipe without having to use the traditional open trench method of construction. The liner can extend the life span of a sewer pipe by more than double while allowing for a safer and less disruptive construction site. The Cured-In-Place Pipe rehabilitation method was selected due to the pipes' structural deterioration exhibited compared with the flow characteristics. The CIPP method consists of a structural pipe liner that is fitted into the existing pipe. Once cured by steam or UV light, the liner provides a structural section like polyvinyl chloride (PVC) sewer pipe and a lifespan of up to 50 years. The CIPP rehabilitation method is cost-efficient because it provides increased structural life of a sewer pipe for significantly less cost than a traditional open trench pipe replacement.



... **\$508,717** ...

CONSTRUCTION  
CONTRACT

... **7,500** ...

Linear Feet  
OF CIPP

## SANITARY SEWER MANHOLE REHAB

Portions of the City of Sparks are prone to having a high ground water table, as a result, our Sanitary Sewer manholes can experience groundwater infiltration. This infiltration takes up capacity not only in the pipe system but also at the Truckee Meadows Water Reclamation Facility (TMWRF). The existing manholes are treated and sealed from the inside to stop the groundwater infiltration which frees up capacity at in the sanitary sewer collection system and at TMWRF. Additionally, the groundwater mitigation effort reduces overall treatment costs at TMWRF.



MANHOLES



**\$284,000**

CONSTRUCTION  
CONTRACT

COMMUNITY SERVICES  
DEPARTMENT

## PLANNING DIVISION

The Planning Division's responsibilities include development review, long-range or advance planning, code enforcement, housing rehabilitation, grants administration (primarily the City's Community Development Block Grant), redevelopment, and economic development. Planning Division staff also participate in numerous regional and inter-jurisdictional committees and initiatives, including coordination with the Truckee Meadows Regional Planning Agency, Regional Transportation Commission, Reno-Tahoe Airport Authority, Reno Area Alliance for the Homeless, and Truckee Meadows Healthy Communities.

Type of Entitlement	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22
Annexation	2	0	1	1	0	0
Administrative Review	25	32	20	31	35	46
Tentative Map	6	7	3	7	4	5
Final Map	8	8	7	14	11	6
Boundary Line Adjustment	7	4	3	9	7	5
Parcel Map	7	10	10	9	19	14
Planned Development Review	5	5	4	5	8	5
Conditional Use Permit	15	17	12	5	8	11
Master Plan Amendment	5	3	4	4	1	5
Rezoning	5	1	3	3	2	5
Major Deviation	0	0	1	2	2	1
Totals	85	87	68	90	97	103

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Hours Spent in Sparks Planning Commission	23:58:16	19:09:46	14:41:34	21:01:16	10:17:27	18:27:06

The data shown in the 20/21 Annual Report reflected the City's goal of streamlining development review through the application of codified standards, and therefore not requiring a public hearing. Year over year, progress towards this goal diminished as the hours allotted to the Planning Commission increased by eight hours. However, this increase is largely attributed to Administrative Review conditions requiring the Planning Commission to review building elevations furthering the goal of predictability and consistency afforded through the Administrative Review process.

## HOUSING

During FY 2022-2023, the City implemented programs and completed new projects utilizing Community Development Block Grant (CDBG) funding that support low-to-moderate (LMI) residents and neighborhoods. Using these funds, the Oppio Park Tennis Courts were rehabilitated to include four new pickleball courts, and \$836,752 allowed for the reconstruction of curbs, gutters, and sidewalks throughout neighborhoods in West Sparks. The City also allocated CDBG funds to the Eddy House to support their mission of providing resources to homeless youth, as well as the Silver State Fair Housing Council to increase awareness of housing discrimination.

The City also administered various state and federal funding sources dedicated to providing relief to residents and businesses impacted by the Coronavirus Pandemic. Using \$309,367 of CDBG-COVID funds from the State of Nevada, the City purchased two prefabricated ADA restrooms for installation at Shelly Park and Burgess Park. With federal CDBG COVID funds, the City awarded \$231,252 to the Food Bank of Northern Nevada to purchase food for distribution to LMI-income neighborhoods in Sparks. The City also allocated \$360,000 to Opportunity Alliance Nevada and Catholic Charities of Northern Nevada to implement an employment assistance program supporting Sparks residents and businesses.

In addition, the City partnered with Washoe County to assist City of Sparks residents, in jeopardy of being evicted, with completing an application for rental assistance.

Through this partnership to allocate federal funds, City staff assisted over 100 residents with applications, of which over 90 were approved. This allowed these households to remain in their homes, eliminating the threat of homelessness.

Looking forward to FY 2023-2024, the Housing staff is excited for two new housing programs. The City received \$1M in Home Means Nevada Initiative (HMNI) funding from the State of Nevada to purchase vacant land for the future use of affordable housing. In addition, the City will receive an appropriation of \$1.5M dollars from the State of Nevada General Fund for rental assistance in the City of Sparks.





## CODE ENFORCEMENT

During FY 2022-2023, the Code Enforcement division opened 864 new cases, 23% more than the average for the prior two years. Among the 864 cases, landscaping violations are the most prominent, followed by waste and refuse. The photos below demonstrate these types of violations and the property maintenance improvements Code Enforcement Officers have facilitated. Of the 864 cases opened in FY 2022-2023, 18 cases were referred to the City Attorney's office for prosecution. Nine of these cases are in process and nine were closed prior to filing a legal complaint with the Sparks Municipal Court.



Before



After



Before



After



Before



After

  
**864**  
LANDSCAPING VIOLATIONS  
*23% More Than Prior Two Years*

  
**18**  
REFERRED FOR PROSECUTION

COMMUNITY SERVICES  
DEPARTMENT

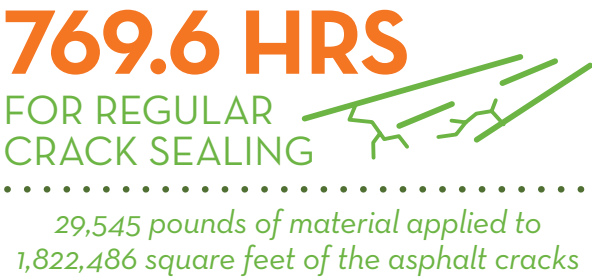
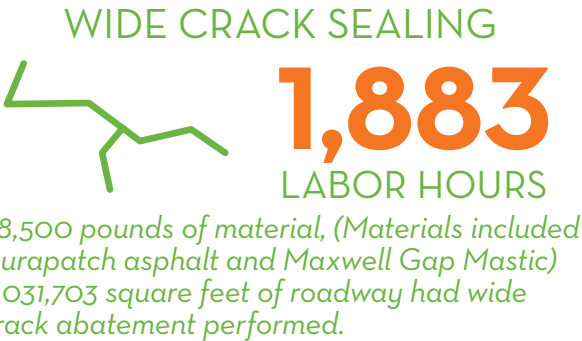
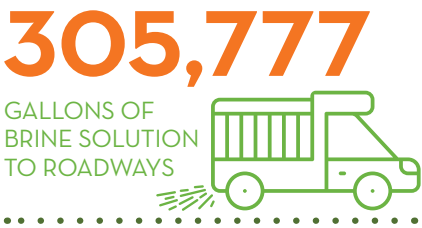
PUBLIC WORKS MAINTENANCE DIVISION

STREETS MAINTENANCE

Our streets section is responsible for potholes, crack sealing, patching, sidewalk and pathway repair, guard rails, snow and ice control, and brine production.



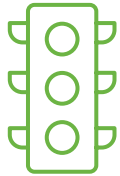
MAINTENANCE STATISTICS FOR FISCAL YEAR 2022-23





## TRAFFIC SIGNAL MAINTENANCE

The Traffic Signal section handles a large volume of trouble calls, including power outages, traffic accidents, and other problems that negatively impact the City's signal systems. These individuals respond during all hours of the day and night, in any type of weather, to ensure traffic and pedestrians have the safest commute possible. Additionally, our signals team supports other departments with electrical repairs and installations, special events, and coordinating projects and repairs with private contractors.



**115**  
**TRAFFIC SIGNALS**  
*With integrated  
pedestrian crossings*



**61**  
**SCHOOL  
ZONE  
SYSTEMS**



**16**  
**INDEPENDENT SIGNALIZED  
PEDESTRIAN CROSSINGS**



**10**  
**RADAR SPEED LIMIT  
SIGN LOCATIONS**  
*With two poles and  
units per installation*



**2500+**  
**LIGHT FIXTURES**  
*City owned streetlights  
and park lighting*



## TRAFFIC PAINT AND SIGNS

This Traffic Paint and Signs section is responsible basically as titles. They deal with all City-owned signs, road striping, curb paint, island markers, crosswalks, turn lane markings, bike lanes, and parking lot striping.



**10,000+**  
**SIGNS**



**736+**  
**LANE MILES**  
*Of striping and  
pavement markings*



**30+**  
**PARKING LOTS  
STRIPPED**

## UTILITY MAINTENANCE DRAINS

Drains maintenance is responsible for the stormwater drainage systems within our City. There are several measures to convey the water to the river and remove debris that can back up or block the system.

**10,619**

Outfalls/inlets  
maintained City-wide

**8,635**

Catch basins  
maintained City-wide

**246**

Miles of City-wide storm  
drainpipes maintained

**4,300**

Swept miles

**29**

Sand and oil  
separators

**155.5**

Miles of open City-wide  
ditches maintained



COMMUNITY SERVICES  
DEPARTMENT



## UTILITY MAINTENANCE SEWERS

Sewer maintenance is responsible for maintaining all sanitary sewer structures from private connections to the Truckee Meadows Water Reclamation Facility.

**464**

Total city-owned sewer line miles

**9**

Sewer lift stations, 18 pumps

**302,718 ft**

Total effluent pipe

**184**

Meters

**452,493 ft**

Cleaned sewer lines

**529,390 ft**

Sewer video assessed

**3**

Effluent lift stations, 8 pumps



## FLEET MAINTENANCE

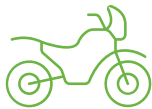
Fleet maintenance encompasses all things pertaining to vehicles from purchase to disposal. This includes specifying new vehicles, procuring, scheduling, and performing upfitting, in servicing, maintenance, repairs, smogs, compliance checks, accident/failure investigation, and disposal from the fleet.

**645 TOTAL CITY-OWNED ITEMS**



**189**

Pieces of small equipment: pressure washers, portable pumps, portable generators



**6**

Motorcycles



**79**

Miscellaneous items such as trailers and other non-motorized items



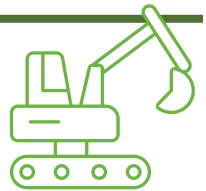
**256**

Light-duty vehicles (up to 1-ton rating)



**87**

Heavy-duty (1-ton and above)



**28**

Pieces of large equipment: loaders, bulldozer, back-hoe, excavators



**3,135**

TOTAL REPAIRS



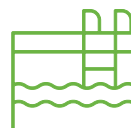
## FACILITY MAINTENANCE

Facility maintenance maintains all things building-related. This includes HVAC, boilers, pumps, locks, windows, lighting, toilets, sinks, and everything in between.



**1,275**

HVAC FILTERS CHANGED



**3**

POOLS  
3 Boilers, 14 Pumps, over 375,000 gallons of swimmable water



**51** CITY BUILDINGS



**30**

PROJECTS  
Supported over 30 Capital Improvement Projects

## PARKS MAINTENANCE

Parks maintenance supports a variety of community events, special events, sports tournaments as well as maintaining the areas in our parks and trail system.



## COMMUNITY APPEARANCE AND WEED ABATEMENT

This section is responsible for the appearance of City areas that do not neatly fit into other sections. This crew assists the police department with abandoned property, assists the HOPE team, provides weed abatement, river and pathway maintenance, and public facility landscaping.

- Treated **8,685,000 square feet** for weeds
- Vegetation management of **15 miles of pathway**
- Maintenance of **40 miles of median and roadsides**
- **Illegal dumping** in City areas including alleys, medians, paths, parks, river, fire access, and streets



# COMMUNITY SERVICES DEPARTMENT



## TRUCKEE MEADOWS WATER RECLAMATION FACILITY

The Truckee Meadows Water Reclamation Facility (TMWRF) is the largest wastewater treatment plant in northern Nevada and provides wastewater treatment for the entire City of Sparks as well as portions of the City of Reno and Washoe County. While jointly owned by Sparks and Reno, the City of Sparks manages the day-to-day operation of the facility. The influent to the facility is comprised of all water that is discharged through a drain including domestic wastewater from toilets, showers, dishwashers, washing machines, and other sources; all commercial flow from restaurants and other businesses; and process water from local industry. This wastewater is reclaimed to exceptionally high standards through a number of advanced treatment processes. These processes are a mixture of physical/mechanical, biological, and chemical steps to produce a finished product that is safe to return to the Truckee River and reuse in the City at a variety of public parks, athletic fields, golf courses, and other green spaces.

Since its commissioning in 1966, TMWRF has had a long history of being on the cutting edge of wastewater treatment to provide the best possible water quality. In the 1970s, TMWRF partnered with the EPA and became the 1st water reclamation facility in the United States to conduct full-scale piloting and implementation of a novel phosphorus removal process. Continuing to be an industry leader, the facility built a state-of-the-art nitrogen removal process in the late 1980s, also the first of its kind in the U.S., and the remains the largest operating system of its type to this day.

The 2010s reflected another great period of adopting innovation with TMWRF installing the 14th installation worldwide of a crystallization facility to recover precious nutrients and produce and reintroduce them back to the economy. The upcoming year is also looking to be a trailblazing one. TMWRF will be conducting a year-long pilot project to examine a new type of technology that could potentially increase treatment capacity, lower chemical and electric demands, and provide better resiliency. This pilot will treat approximately 7 million gallons per day of wastewater and be the second-largest demonstration in the world of its kind. Look for the results of this year-long test in the 2024 Annual Report.



Plant Aerial



Chris Sneed washes down sand filter cells to keep them clean and filtering well

### OPERATIONS

The operations department staff the treatment plant with five crews working around the clock to ensure monitoring of the equipment and process to maintain water quality standards 365 days a year. This innovative group of 29 certified operators regularly evaluates new technology and conducts a number of pilot testing activities to vet integration into the treatment plant. The past year saw operators conduct pilots on four separate technologies ranging from solids stabilization, mechanical dewatering, and filtration. This team also works hard to find better, more efficient ways to run the facility. Increased monitoring with additional instrumentation, new calculations, and programming changes this past year led to a reduction of nearly 20% in the demand for disinfection chemicals from the previous five years which created a yearly savings of over \$400,000.

**\$400,000** CALCULATIONS,  
AND PROGRAMMING CHANGES SAVES



20% reduction in demand for disinfection chemicals  
from previous 5 years

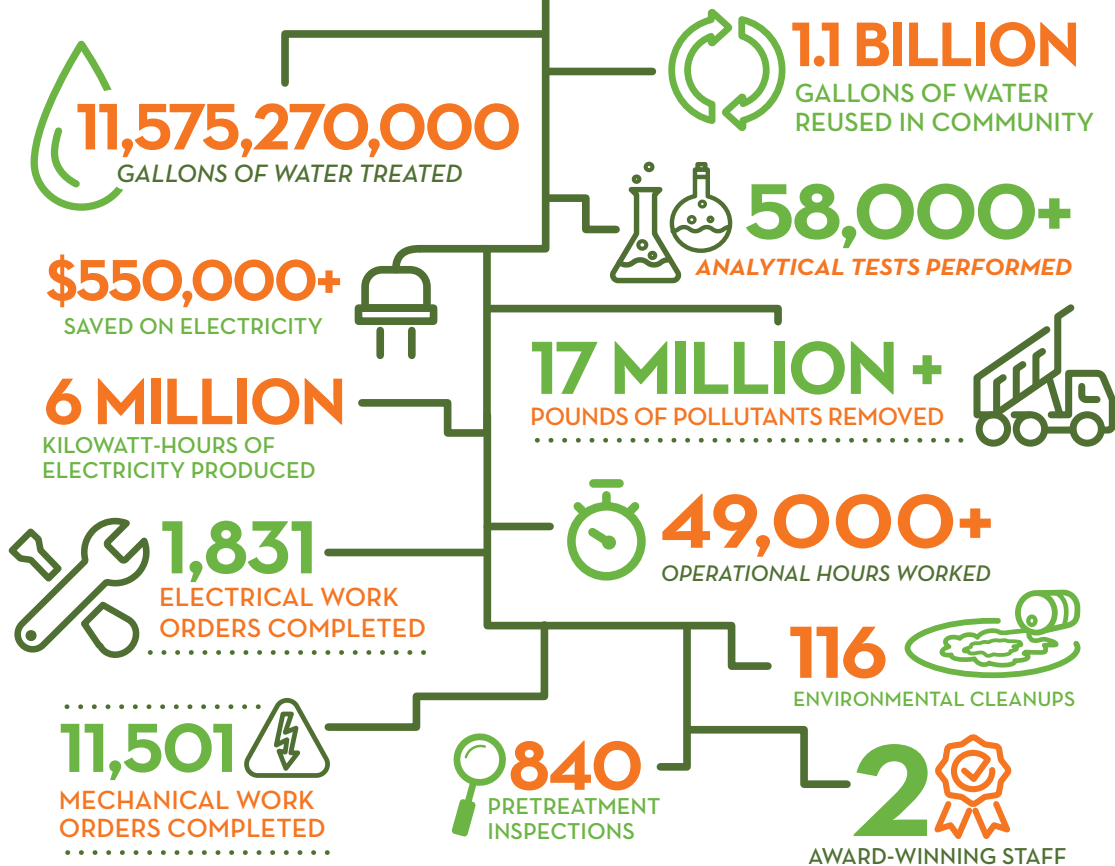
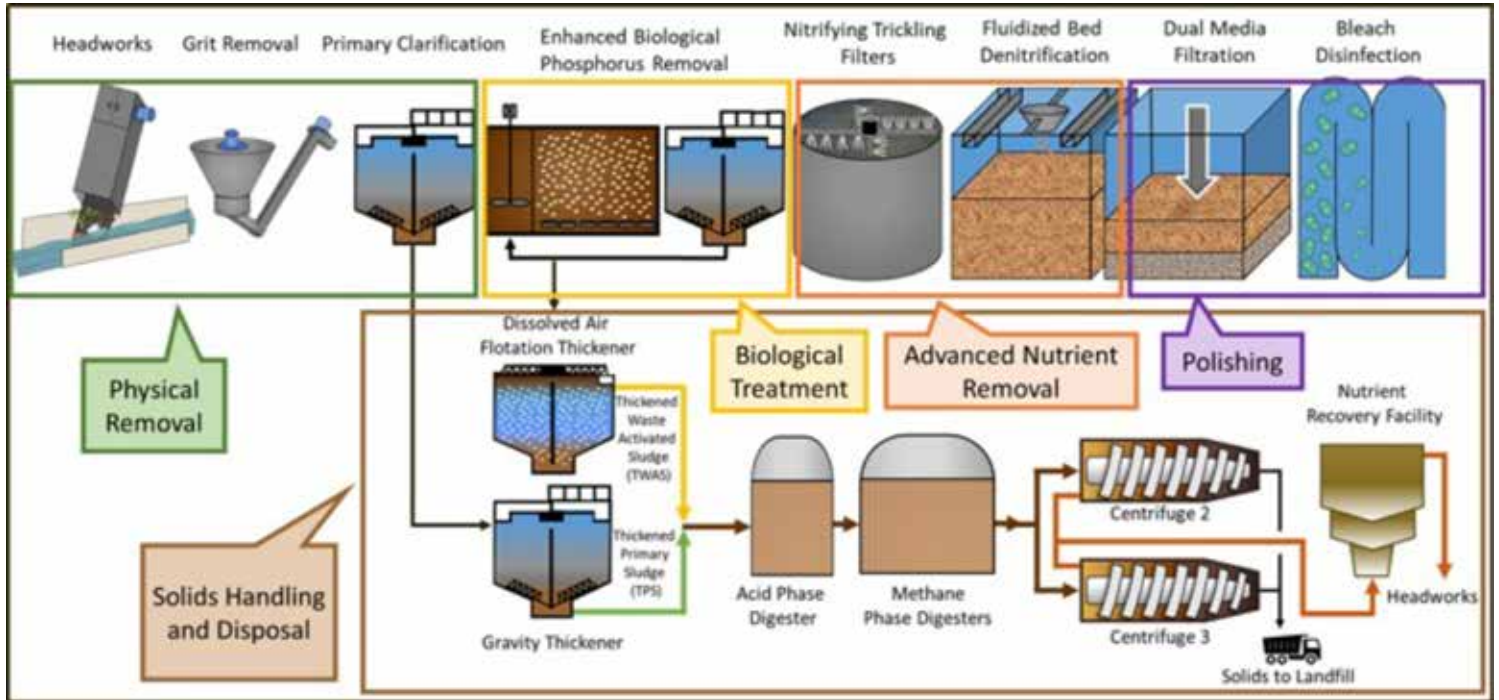


**29**

CERTIFIED  
OPERATORS



# HOW YOUR WASTEWATER IS TREATED



## PROCESS

The top of the graphic shows a simplified treatment process. TMWRF uses physical, biological and chemical methods to remove pollutants from the water before discharge. TMWRF has a staff of 26 certified operators divided into 5 crews. The facility is staffed 24 hours per day, every day of the year.

COMMUNITY SERVICES  
DEPARTMENT

## MAINTENANCE

The maintenance department at TMWRF is comprised of 10 industrial mechanics and six electricians. This team maintains over 5,000 assets at the facility to keep all the critical equipment running. This past year, the mechanical team constructed an extensive chemical addition and recirculation system that allows for efficient removal of pipe scaling in the solids handling portion of the process. This has improved equipment performance, reduced manual labor, and created a more efficient process. The electrical team was able to dramatically improve the electrical and communication infrastructure at the treatment plant over the past

year. Electrical staff completely rebuilt approximately 27% of the facility's Process Control Unit (PCU) cabinets and installed over 3,000 feet of fiber optic cable.



**3,000**  
FEET OF FIBER  
OPTIC CABLE

REBUILT  
**27%**  
FACILITIES  
PCU CABINETS



*Todd Manatt conducting work on a recently rebuilt Process Control Unit cabinet*



*Mechanic Cory Gurr inspects the new diaphragm pump he helped install*

## LABORATORY

TMWRF has a certified analytical laboratory staffed by five chemists, one quality assurance officer, and a laboratory manager. The lab is certified for 24 different methods for wastewater covering 52 parameters and three different methods for solids and waste materials covering 20 parameters. They conduct water quality testing every day of the year including weekends and holidays. Not only do chemists at TMWRF monitor the treatment plant process, but they also conduct sampling and testing of water quality parameters for the Sparks Marina and the Truckee River to ensure the environment and public health are protected.

**24** DIFFERENT METHODS  
FOR WASTEWATER  
*Covering 52 parameters*

**3** DIFFERENT METHODS  
FOR SOLID WASTE  
*Covering 20 parameters*



*Tom Farrell carrying out the weekly sampling of the Truckee River*



*Jason Rivera and Karissa Goldsam troubleshoot the laboratory's nitrogen instrumentation*



## ENVIRONMENTAL CONTROL

The Sparks Environmental Control section is comprised of four officers who are charged with protecting the treatment plant from commercial and industrial discharges as well as protecting the river system from non-point source pollution. This team conducted 840 facility inspections and conducted 71 separate sampling events this year to ensure businesses remain compliant with their wastewater requirements. They also responded to 116 incidents within the community to prevent environmental pollution. Officers participated in a number of public outreach and education events this past year such as WaterPalooza, a water education experience hosted at a Sparks elementary school, and Snapshot Day, a day where they took elementary and high school students on a water quality monitoring field trip to the Truckee River.



Conducted  
**840**  
FACILITY INSPECTIONS



Conducted  
**71**  
SAMPLING EVENTS



Responded to  
**116**  
INCIDENTS WITHIN  
THE COMMUNITY



## AWARD WINNING STAFF

The Water Environment Federation, an international education and technical organization of water quality professionals, honored two TMWRF staff members this year.



**Chemist II Natalianne Tuttle received the Laboratory Analyst Excellence Award.**



**Operator III Andrew Maneggio received the Hatfield Award for their exceptional performance, professionalism and contributions to their respective fields.**

# COMMUNITY SERVICES DEPARTMENT

# CITY ATTORNEY'S OFFICE

The Sparks City Attorney's Office is a full-service public law firm providing legal representation to the City Council and every City Department. The City Attorney also serves as the chief prosecutor for the City of Sparks by prosecuting all misdemeanor crimes within its jurisdiction. Fiscal year 2023 was a very productive year with a focus on significant public safety measures and on passing new ordinances.

In July 2022, City Attorney Duncan launched his Safer Sparks and Community Tour shortly after taking office to hear directly from residents in Sparks about the needs of the community. Shortly after the launch, City Attorney Duncan announced his office's "End the Silence of Domestic Violence" campaign. The focus of the initiative included passing new laws and training law enforcement officers on proper techniques to gather evidence for successful prosecutions and giving dignity to victims and survivors of domestic violence by working more closely with them.

Additionally, the City Attorney's Office advocated for the passage of a first of its kind ordinance in the jurisdiction prohibiting

domestic violence in the presence of children after observing an increase of cases including children witnessing acts of domestic violence. For those efforts, City Attorney Duncan was appointed to two statewide committees, the State of Nevada Advisory Council for Prosecuting Attorneys, and the Nevada

Attorney General's Domestic Violence Committee. Appointments to these committees allow Sparks to showcase its innovative approaches to public safety while also helping advance innovative policies to combat domestic violence and other measures statewide. In addition, the City Attorney's office teamed with the Sparks Police Department to pass an ordinance prohibiting spectators from illegal street racing exhibitions in order to bolster public safety on the roadways.



Chief Assistant City Attorney Nic Danna

## NEW PERSONNEL

In terms of new personnel, the City welcomed Chief Assistant City Attorney Nic Danna who previously served as a Nevada special assistant attorney general, gang prosecutor and municipal lawyer in another jurisdiction. Nic is a veteran of Afghanistan and currently serves as the Staff Judge Advocate at the Nevada Air National Guard, 152nd Airlift Wing in Reno.

During the year, the City Attorney's Office was active defending the City and its stakeholders in 17 different civil lawsuits in both state and federal court, with several notable wins. The City received a full affirmance at the Ninth Circuit Court of Appeals of the federal district court's grant of the City's Motion for Summary Judgment in a federal lawsuit against a Sparks police officer alleging a violation of constitutional rights. The City also received a full affirmance of a state district court's grant of a Motion to Dismiss and a Motion for Summary Judgment in a state court lawsuit against several Sparks police officers alleging several constitutional violations. In both cases, the courts found no evidence of any constitutional violations or wrongdoing by the officers. Additionally, the City Attorney's Office succeeded in having an additional lawsuit against the Sparks Police Department

dismissed and won in district court on a petition for judicial review challenging a zoning decision of the Sparks City Council. Two of these cases were litigated by Senior Assistant City Attorney Brandon Sendall, and Senior Assistant City Attorney Barrack Potter successfully litigated the other two. City Attorney Duncan argued on behalf of Sparks Police Department Officers in front of the Ninth Circuit Court of Appeals resulting in partial victory and an appeal pending to the United States Supreme Court. Apart from these court victories, the Civil Division has been actively defending the other litigation filed against the City and its employees, engaging in hundreds of hours of written motion practice, discovery, and legal research. All the office's civil litigation success was supported by the efforts of Senior Legal Secretary Roxanne Doyle.



In 2023, City Attorney Duncan and Senior Assistant City Attorney Sendall continued the practice of training numerous clients on open meeting law, public records requests, and ethics laws to ensure legal compliance throughout the City of Sparks. Additionally, the City Attorney's Office has continued its first of its kind "Mini Academy" training program to all new officers or lateral officers joining the Sparks Police Department. City Attorney's office personnel attended Sparks Police shift briefings to provide training to officers on topics facing officers throughout the City. Additionally, Senior Assistant City Attorney Mariah Northington and Senior Criminal Attorney Zadora Hightower provided training to new Nevada State Police Officers in Carson City on report writing, court room demeanor, and mock trials. Senior Assistant City Attorney Mariah Northington assisted in mock trials for new cadets at the Northern Nevada Law Enforcement Academy that encompasses Sparks Police cadets and partner law enforcement agencies. These efforts were greatly appreciated by involved agencies and strengthened partner relationships in the region.

Other efforts through the year included the City Attorney's Office providing legal review on approximately 950 individual public records requests for departments across the City. Through the efforts of Senior Assistant City Mariah Northington, the City Attorney's Office handled approximately 60 sewer appeals and 15 code enforcement prosecutions. The office also worked with the IT department to improve discovery practices and public records requests to ensure best practices.

As to the criminal prosecution section, the City Attorney's Office received 1,494 total criminal cases during Fiscal Year 2023 processed by Criminal Secretaries Kristen Aaquist and Michelle Ballesteros. Roxanne Doyle also played a pivotal role in helping the criminal section. Senior Assistant City Attorney Zadora Hightower successfully prosecuted the first domestic battery jury trial in the City of Sparks, and secured the first conviction at trial for domestic violence committed in the presence of a child. Furthermore, Senior Assistant City Attorney Ana Swanson successfully tried a vehicular manslaughter case to verdict in an emotional case involving a woman who was struck by a vehicle and killed in the street. The prosecution team tried approximately 15 trials in 2023, and stood up for victims of crime in the City. Finally, the prosecution team also handled bail hearings every Saturday morning to comply with newly passed state law. Mary Villaseñor, victim advocate, provided support to victims of crime throughout the fiscal year.

Through the efforts of every member of the City Attorney's Office, the City was well served by the hard work, timely advice, and dedicated service of each member of the office. City Attorney Duncan could not be prouder of every member of his team.

..... FY 22/23 CASES .....

1,494  
CRIMINAL CASES

15  
TRIALS IN FY

15  
CODE  
ENFORCEMENT  
PROSECUTIONS

17  
CIVIL LAWSUITS

60  
SEWER APPEALS

950  
PUBLIC RECORD  
REQUESTS FOR  
LEGAL REVIEW



CITY ATTORNEY'S  
OFFICE

FISCAL YEAR  
**22-23**  
ANNUAL REPORT

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CITYOFSPARKS.US