



MAYOR
Ron Smith

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

CITY ATTORNEY
Chet Adams

CITY MANAGER
Neil Krutz

REGULAR CITY COUNCIL MEETING MINUTES

2:00 P.M., Monday, May 11, 2020

This meeting was held virtually due to the COVID-19 pandemic

1. Call to Order

The regular meeting of the Sparks City Council was called to order by Mayor Ron Smith at 2:00 p.m.

2. Roll Call

Mayor Ron Smith, Council Members Donald Abbott, Ed Lawson, Paul Anderson, Charlene Bybee, Kristopher Dahir, City Manager Neil Krutz, City Attorney Chet Adams, City Clerk Lisa Hunderman, PRESENT via ZOOM.

3. Opening Ceremonies

3.1 Invocation Speaker

No invocation speaker.

3.2 Pledge of Allegiance

The Pledge of Allegiance was led by Council Member Bybee.

4. Public Comment

None.

5. Agenda

5.1 Approval of the Agenda (FOR POSSIBLE ACTION)

Consideration of taking items out of sequence, deleting items and adding items which require action upon a finding that an emergency exists.

Motion: Move to approve the agenda.

Moved by: Council Member Dahir

Seconded by: Council Member Abbott

Yes: Council Members Abbott, Lawson, Anderson, Bybee, Dahir

No: None

Abstain: None

Vote: Motion passed unanimously, 5-0

6. Minutes

6.1 Consideration and possible approval of the minutes of the Sparks City Council meeting for April 27, 2020. (FOR POSSIBLE ACTION)

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Motion: Move to approve the minutes of the Sparks City Council meeting for April 27, 2020.
Moved by: Council Member Anderson
Seconded by: Council Member Bybee
Yes: Council Members Abbott, Lawson, Anderson, Bybee, Dahir
No: None
Abstain: None
Vote: Motion passed unanimously, 5-0.

7. Announcements, Presentations, Recognition Items, and Items of Special Interest
None

8. Consent Items (FOR POSSIBLE ACTION)

Motion: Move to approve consent items 8.1 and 8.2 as submitted
Moved by: Council Member Abbott
Seconded by: Council Member Anderson
Yes: Council Members Abbott, Lawson, Anderson, Bybee, Dahir
No: None
Abstain: None
Vote: Motion passed unanimously, 5-0.

8.1 Consideration and possible acceptance of the report of the claims and bills approved for payment and appropriation transfers for the period of April 15, 2020 through April 28, 2020. (FOR POSSIBLE ACTION)

An agenda item from Chief Financial Officer Jeff Cronk requesting Council approval of the report of claims and bills approved for payment and the appropriation transfers for the period of April 15, 2020 through April 28, 2020.

8.2 Consideration and possible acceptance of grants and/or donations received by the city in the third quarter Fiscal Year 2020 that amount to less than \$5,000 each. (FOR POSSIBLE ACTION)

An agenda item from Chief Financial Officer Jeff Cronk requesting Council consideration and possible acceptance of grants and/or donations received by the city in the third quarter Fiscal Year 2020 that amount to less than \$5,000 each. Donations totaling \$45.00 were donated for Partners in Parks and Recreation from January – March 2020.

9. General Business

9.1 Presentation, discussion, and possible approval of a complement change in the Financial Services Department effective May 11, 2020. (FOR POSSIBLE ACTION)

An agenda item from City Manager Neil Krutz and presented by Human Resources Analyst Senior Jill Valdez requesting Council approval of a complement change in the Financial Services Department effective May 11, 2020. To ensure continuity of operations and effective departmental cross-training, an employee complement

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change to remove one position of Payroll Administrator and replace with position of Accountant I is necessary. The estimated cost to the General Fund is \$500 for FY20 and \$7,000 for FY21. Council asked about training requirements for this complement change, as well as future considerations for employee training costs and pay increases during the Covid-19 pandemic.

Motion: Move to approve the complement change in the Financial Services Department effective May 11, 2020.

Moved by: Council Member Dahir

Seconded by: Council Member Bybee

Yes: Council Members Abbott, Lawson, Anderson, Bybee, Dahir

No: None

Abstain: None

Vote: Motion passed unanimously, 5-0.

10. Public Hearing and Action Items Unrelated to Planning and Zoning

10.1 Public Hearing, consideration and possible approval of a Memorandum of Understanding (AC-5663) between the city of Sparks and the Operating Engineers Local #3 – Non-Supervisory Unit changing the classification level and pay range for the positions of Building Inspector I, Equipment Mechanic Lead and Wastewater Operator III in the Appendix A of the current collective bargaining agreement between the parties effective May 11, 2020. (FOR POSSIBLE ACTION)

An agenda item from City Manager Neil Krutz and presented by Human Resources Analyst Senior Jill Valdez requesting Council approval of a Memorandum of Understanding (AC-5663) between the city of Sparks and the Operating Engineers Local #3 – Non-Supervisory Unit changing the classification level and pay range for the positions of Building Inspector I, Equipment Mechanic Lead and Wastewater Operator III in the Appendix A of the current collective bargaining agreement between the parties effective May 11, 2020. Council asked how often the panel convenes, and how often wage changes might be considered.

City Attorney Chet Adams removed himself from the meeting at 2:23 p.m. and was replaced by Assistant City Attorney Shirle Eiting.

Public hearing was opened at 2:25 p.m. There were no comments.

Motion: Move to approve the Memorandum of Understanding between the City of Sparks and the Operating Engineers Local #3 – Non-Supervisory Unit effective May 11, 2020.

Moved by: Council Member Bybee

Seconded by: Council Member Dahir

Yes: Council Members Abbott, Lawson, Anderson, Bybee, Dahir

No: None

Abstain: None

Vote: Motion passed unanimously, 5-0.

10.2 Public Hearing, consideration and possible approval of a Memorandum of Understanding (AC-5664) between the city of Sparks and the Operating Engineers Local #3 – Supervisory Unit changing the classification level and pay range for the position of Environmental Control Supervisor in the Appendix A of the current collective bargaining agreement between the parties effective February 3, 2020. (FOR POSSIBLE ACTION)

An agenda item from City Manager Neil Krutz and presented by Human Resources Analyst Senior Jill Valdez requesting Council approval of a Memorandum of Understanding (AC-5664) between the city of Sparks and the Operating Engineers Local #3 – Supervisory Unit changing the classification level and pay range for the position of Environmental Control Supervisor in the Appendix A of the current collective bargaining agreement between the parties effective February 3, 2020.

Public hearing was opened at 2:27 p.m. There were no comments.

Motion: Move to approve the Memorandum of Understanding between the City of Sparks and the Operating Engineers Local #3 – Supervisory Unit.

Moved by: Council Member Lawson

Seconded by: Council Member Abbott

Yes: Council Members Abbott, Lawson, Anderson, Bybee, Dahir

No: None

Abstain: None

Vote: Motion passed unanimously, 5-0.

10.3 Public hearing, consideration and possible approval of the Five-Year Consolidated Plan for fiscal years 2020-2024 and Annual Action Plan for fiscal year 2020-2021, for Community Development Block Grant and Washoe County HOME Consortium funding, for submission to the U. S. Department of Housing and Urban Development (HUD). (FOR POSSIBLE ACTION)

An agenda item from Planning Manager Jim Rundle requesting Council conduct a public hearing but defer action on approving submittal of the Five-Year Consolidated Plan for federal fiscal years 2020-24 and the Annual Action Plan for federal fiscal year 2020 to the U. S. Department of Housing and Urban Development until the June 22, 2020 City Council meeting. Continuing this item to June 22nd will provide the City time to identify, propose and seek public comment on the expenditure of Community Development Block Grant funding to respond to the COVID-19 emergency. The federal government permitted the use of CDBG funds for these purposes in the Corona Virus Aid, Relief and Economic Security Act (CARES Act) of 2020.

Council asked how much the City received in supplemental funding; Assistant Community Services Director Armando Ornelas confirmed \$402,633.00. Council asked how the funds might be used to assist local businesses during the pandemic; City Manager Krutz confirmed staff will research options and present to Council at a future meeting.

Public hearing was opened at 2:35 p.m. There were no comments.

Motion: Move to conduct a public hearing but defer action on approving submittal of the Five-Year Consolidated Plan for federal fiscal years 2020-2024 and the Annual Action Plan for federal fiscal year 2020 to the U. S. Department of Housing and Urban Development until the June 22, 2020 City Council meeting.

Moved by: Council Member Anderson

Seconded by: Council Member Bybee

Yes: Council Members Abbott, Lawson, Anderson, Bybee, Dahir

No: None

Abstain: None

Vote: Motion passed unanimously, 5-0.

11. Planning and Zoning Public Hearings and Action Items

None.

12. Comments

12.1 Comments from the Public

None.

12.2 Comments from City Council and City Manager

Council Member Bybee thanked City employees for their work ensuring continuity of operations during the pandemic, particularly Assistant City Manager Doug Thornley and Community Relations Manager Julie Duewel for their work with regional partners.

Council Member Anderson reminded the community to remain patient and kind during these unprecedented times.

13. Adjournment

Council was adjourned at 2:40 p.m.

Ronald E. Smith, Mayor

ATTEST:

Lisa Hunderman, City Clerk

>>>LK