



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, April 27, 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 Lawson

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 Anderson

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 13, 2020. (FOR POSSIBLE ACTION)

Motion: Move to approve the minutes of the Sparks City Council meeting for April 13, 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.

7. **Announcements, Presentations, Recognition Items and Items of Special Interest**

7.1 **Presentation: Regional Preparation and Response to COVID-19 Pandemic Event by the Washoe County District Health Officer and Incident Commander**

Washoe County District Health Officer Kevin Dick and Incident Commander Sam Hicks updated City Council on the regional effort to slow the spread of COVID-19 in our community. The national guard has been added to staff call centers to help identify positive cases, schedule testing, and help with contact tracing. Washoe County has been working with the State to produce more tests as well as reaching out to the community for social distancing and stay-at-home guidelines. Additional Federal financial support will provide more financial aid for testing and contact tracing needs. Models show an 80% probability that Nevada has passed or reached the peak of cases and we are in good shape as long as the community continues social distancing.

The State is working with FEMA to increase our testing capacity. Nevada is currently testing three hundred (300) people per day and plan to increase that to one thousand (1,000) per day in the near future. The common test used is the PCR test which identifies if the virus present in the blood. More mobile testing facilities will be added statewide and there will be an increase in testing for healthcare and first responder workforce. State labs are also working to approve an antibody tests that will identify whether an individual has been exposed to Covid-19 and carries the antibodies. Once the State approves an antibody test, it will be incorporated into the testing protocols.

Mayor Smith asked what the minimum amount of testing we have to do to get out of Phase 0 of the Governor's reopen plan. Mr. Dick stated he is unaware of a minimum amount established by the Governor, but the goal is to have 4,000 tests per day statewide which would be about six hundred (600) tests per day for Washoe County.

Council asked if the new tests we received are the Abbott rapid saliva tests. Mr. Dick stated FEMA gave them four (4) Abbott rapid testing units which are able to get results in 15 minutes. As of now, the PCR test is the standard test used and the antibody test will be used once the State approves it.

Council requested Mr. Dick to explain why the lockdowns were necessary. Mr. Dick stated there was a 3-point strategy to prepare and manage the pandemic in Washoe County. First, build up capacity of our hospital system to accommodate the projected cases. Building that infrastructure as soon as possible was a preventative measure to ensure our healthcare system is able to manage a surge in cases. Second, the Governor enacted crisis standards of care which changed the allocation of medical resources to the current pandemic event should a surge occur. Finally, the mitigation measures such as social distancing and non-essential business closings were to decrease the number of new cases and slow the spread.

City Attorney Adams asked what the Covid-19 recovery rate is and how do Covid-19 hospitalizations compare to this latest flu season. Mr. Dick stated so far the recovery rate is 34% for Covid-19 for Washoe County. The numbers for the flu are incomplete. Typically, they are compiled throughout the season on a weekly basis, but since February we haven't had the capacity for maintaining flu numbers.

Mr. Adams asked if the antibody test will help us understand how prevalent Covid-19 is in the community. Mr. Dick stated the antibody test will be important to tell us how many people in the community have been exposed to the virus and will give a more accurate data on the infection rate.

Mr. Adams asked if we find out that a majority of our population has the antibodies, will any future surge of cases will be put into proper perspective. Mr. Dick stated the rate of spread of the virus will be dependent on the number of people that have immunity to it. If the antibody tests show a majority of the people testing positive have either recovered or not shown symptoms of the disease, then it will give a better picture of the herd immunity in the community and narrows the odds on whom the virus is able to infect. The greater the herd immunity, the less likely the virus will spread.

Mr. Adams asked if contact tracing could be explained. Mr. Dick stated contact tracing is an interview with positive cases to ascertain where they went and who they had contact with over several days before they started to develop symptoms. The positive case also needs to quarantine themselves for fourteen (14) days. The contact investigator monitors them through that time and develops a strategy for a release once the virus runs its course. Additionally, individuals who may have had contact with the positive case are contacted by an investigator for a quarantine plan and the investigator will monitor and/or schedule testing should symptoms develop.

Mr. Adams proposed that if someone is subject to an enforced self-quarantine, they should be entitled to an antibody test to see if they are at risk. Mr. Dick stated once the antibody test is available, it would be great to incorporate that kind of testing during the contact tracing procedure.

Mr. Hicks added the Edison House and other infrastructures are available for positive cases. Nobody is currently staying at the Edison House.

Council inquired about the total number of occupied hospital beds. Mr. Hicks stated the capacity numbers do not include the parking garage overflow and acknowledged we are in good shape for our capacity needs.

Mayor Smith asked if there is a possibility that we will need the additional quarantine trailers at the Edison Housing. Mr. Dick stated that keeping those trailers available would be a good idea for future need of quarantine space once the hospitality industry reopens.

7.2 Presentation: New Proctor R. Hug High School at Wildcreek

Washoe County School District Chief Facilities Management Officer Adam Searcy updated Council on the progress and timeline of the Proctor R. Hug High School at Wildcreek project. This project was first envisioned in the 2016 ballot initiative. In 2019, the school district and the City of Sparks came to a development agreement. So far, the on-site permitting, powerline relocation, and Orr ditch relocation have been complete. Construction of the building will begin in Summer 2020 with offsite construction such as road and sidewalk improvements beginning in Summer of 2021.

7.3 Boards and Commissions Vacancy Announcement: Civil Service Commission

City Manager Neil Krutz announced two (2) vacancies on the Civil Service Commission, each for three-year terms ending June 30, 2023. Applicants must be Sparks residents. Applications will be taken through May 1, 2020 at 5:00 pm.

7.4 Boards and Commissions Vacancy Announcement: Parks and Recreation Commission.

City Manager Neil Krutz announced three (3) vacancies on the Parks and Recreation Commission, each for three-year terms ending June 30, 2023. Applicants must either be a Sparks resident or have a valid Sparks business license at the time of appointment. Applications will be accepted through May 1, 2020 at 5:00 pm.

8. Consent Items (FOR POSSIBLE ACTION)

Motion: Move to approve consent item 8.1 as submitted
Moved by: Council Member Abbott
Seconded by: Council Member Dahir
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 1, 2020 through April 14, 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 1, 2020 through April 14, 2020.

9. General Business

9.1 Consideration, discussion and possible approval of the joint appointment (with the City of Reno) of one elected official to represent the owners of the Truckee Meadows Water Reclamation Facility on the Board of Trustees of the Western Regional Water Commission from the following pool of applicants, listed in alphabetical order: Donald Abbott, Paul Anderson, Jenny Brekhus, Charlene Bybee, Kristopher Dahir, Oscar Delgado, Naomi Duerr, Neoma Jardon, Ed Lawson, Devon Reese, Hillary Schieve, Ron Smith or Bonnie Weber (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini requesting Council approval of a representative of The Board of Trustees for the Western Regional Water Commission has one (1) vacancy for a two-year term, commencing on April 1, 2020 through March 31, 2022. The vacancy is for a representative of the Truckee Meadows Water Reclamation Facility. The cities of Sparks and Reno share this elected official and switch between every two years. The current Representative is Sparks City Council Member Abbot whose term is expiring. The TMWRF joint coordinating committee recommended Bonnie Weber of the city of Reno for the open position.

Motion: Move to approve the joint appointment of Reno City Councilmember Bonnie Weber to represent the owners of the Truckee Meadows Water Reclamation Facility on the Board of Trustees of the Western Regional Water Commission for a two-year term ending March 31, 2022.

Moved by: Council Member Anderson

Seconded by: Council Member Abbott

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

No: None

Abstain: None

Vote: Motion passed unanimously, 5-0.

9.2 Consideration, discussion, and possible adoption of Resolution (R-3360) adopting the 2020 Washoe County Regional Multi-Hazard Mitigation Plan. (FOR POSSIBLE ACTION)

An agenda item from Division Chief Shawn McEvers requesting Council adopt Resolution (R-3360) adopting the 2020 Washoe County Regional Hazard Mitigation Plan. The Federal Emergency Management Agency (FEMA) requires that each jurisdiction adopt a Multi-Hazard Mitigation Plan on a 5-year cycle. An updated plan was produced with experts from the various public safety disciplines throughout the County as well as private businesses and citizens. The plan includes the cities of Sparks and Reno, the Reno-Sparks Indian Colony, the Pyramid Lake Paiute Tribe, TRFMA, as well as the North Lake Tahoe Fire Protection District

(NLTFPD) and Truckee Meadows Fire Protection District (TMFPD). The plan was presented to citizens in four public meetings and has been approved by the State of Nevada and FEMA. To enable the jurisdiction to receive FEMA Hazard Mitigation grant funds, the final step in this process is formal adoption of the plan.

Motion: Move to adopt Resolution (R-3360) adopting the 2020 Washoe County Regional Hazard Mitigation Plan.
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 with those present, 5-0.

9.3 Consideration, discussion and possible approval to complete an application for a NV JAG Grant to purchase a VirTra training simulator. (FOR POSSIBLE ACTION)

An agenda item from Police Chief Pete Krall requesting Council approval of to complete an application for a NV JAG Grant to purchase a VirTra training simulator. VirTra training simulators use five screens to create a life-like virtual reality training theater police agencies use to train officers in use of force scenarios and decision-making. The approximate cost of the simulator is \$84,000. The department intends to use a grant writer to complete the application process. Hiring a grant writer to complete the application will cost \$2,500.00; budget authority exists for the expenditure. The VirTra Firearms Training Simulator is the only simulator currently on the market that meets the needs of the department. This training simulator can account for a number of training issues now required by state law. This simulator is recognized by the National POST (Peace Officer Standards and Training) Directors organization as specifically addressing, Fair and Impartial Policing, Implicit Biased Based Policing, De-escalation and De-confliction, as well as other categories through multiple stress-induced, scenario-based realistic training models.

Council asked if Sparks would be the only local agency to have this kind of simulator in the region and if we would share it with other law enforcement agencies. Chief Krall confirmed we would be, and we would make efforts to share it with the other regional police departments.

Council inquired about any annual maintenance or subscription for the simulator. Chief Krall stated there is no annual fee or subscription for the simulator.

Motion: Move to direct the Police Department to apply for a NV JAG Grant in the amount of approximately \$84,000, for the purpose of purchasing a VirTra Firearms Training Simulator.
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 with those present, 5-0.

9.4 Consideration, discussion, and possible approval of the contract (AC-5662) for the 2020 Community Development Block Grant (CDBG) Street Improvements - Federally Funded Project, Bid No. 19/20-020, PWP-WA-2020-146 to Sierra Nevada Construction in the amount of \$496,007.00, comprised of \$257,007.00 from the City of Sparks and \$239,000.00 from the Redevelopment Agency of the City of Sparks, Redevelopment Area 1 funds. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by Transportation Manager Amber Sosa requesting Council approval of contract (AC-5662) for the 2020 Community Development Block Grant (CDBG) Street Improvements - Federally Funded Project. This project involves removing and replacing the deteriorating curb gutter, sidewalk, driveway approaches and roadway surface along D Street and 16th Street. The project also includes removing and replacing the deteriorating curb, gutter, and sidewalk along 15th Street. If approved, this project will be paid for with a combination of \$257,007.00 of Community Development Block Grant (CDBG) funding from the City of Sparks and \$239,000 from the Redevelopment Agency of the City of Sparks, Redevelopment Area 1 funds. Accordingly, the contract must be approved by both the Sparks City Council and the Redevelopment Agency of the City of Sparks.

Mayor Smith asked if project would be done by Summer 2020. Ms. Sosa confirmed the project will be complete by the end of the summer.

Motion: Move to approve contract (AC-5662) for the 2020 CDBG Street Improvements -Federally Funded Project, Bid No. 19/20-020, PWP-WA-2020-146 to Sierra Nevada Construction in the amount of \$496,007.00, comprised of \$257,007.00 from the City of Sparks and \$239,000.00 from the Redevelopment Agency of the City of Sparks, Redevelopment Area 1 funds.

Moved by: Council Member Bybee

Seconded by: Council Member Abbott

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

No: None

Abstain: None

Vote: Motion passed unanimously, 5-0.

9.5 Consideration, discussion, and possible approval of fiscal year 2020-2021 budget recommendations and fiscal items including 1) the City Manager's recommendations for the City of Sparks final budget; and 2) the proposed five-year Capital Improvement Plan. (FOR POSSIBLE ACTION)

An agenda item from City Manager Neil Krutz and presented by Chief Financial Officer Jeff Cronk requesting Council approval of the City Manager's

recommendations for the fiscal year 2020-2021 final budget and proposed five-year Capital Improvement Plan. The final budget recommendations come as the result of a process which began the previous October involving many staff members from each City department. Each department is tasked with reviewing their current budgets and spending patterns to make recommendations for FY21 budget needs to continue meeting required service levels. The City Council is being asked to direct the City Manager in preparing the City's final budget document for submission to the State of Nevada.

Most of the financial information and expectations found in the attached City Manager's FY21 Budget Recommendations book are based on data available prior to the COVID-19 pandemic crisis. City staff expects a significant decline in revenue, with specific emphasis on lost Consolidated Tax (CTAX) revenue which is primarily composed of sales taxes. As such, the City Manager and Chief Financial Officer are recommending filing a budget for FY21 based on the data that is currently available which will afford the City the financial and budget flexibility should changes be necessary.

Council inquired about the potential budget shortfalls due to the Covid-19 pandemic. Mr. Cronk stated there may be a delay receiving the revenue data and it's likely we will start seeing issues with the budget in the Fall of 2020, but there are no definite answers yet.

Council inquired about communication with other regional CFO's for their input on the pandemic, how it will affect government budgets, and what strategies they may be utilizing. Mr. Cronk stated he has spoken with the other regional municipal CFO's, but there is no template for this kind of budgeting issue and moving forward with a status quo budget is the only option to take at this time until more data comes to light.

Council asked if there are priorities in the budget and if there are any foreseen changes to it in the coming year. City Manager Krutz stated there are priorities in the budget and those will be spared from any future budget cuts as best as possible.

Council inquired about potential strategies to increase City revenue without raising taxes. Mr. Cronk stated taxes and/or fees are not being raised nor are we looking to raise them.

Motion #1: Move to approve the proposed five-year Capital Improvements Plan for fiscal year 2020-2021 through fiscal year 2024-2025.

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.

Motion #2: Move to approve the City Manager's final budget recommendations for fiscal year 2020-2021.
Moved by: Council Member Anderson
Seconded by: Council Member Abbott
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
None.

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
None.

13. Adjournment
Council was adjourned at 3:40 p.m.

Ronald E. Smith, Mayor

ATTEST:

Lisa Hunderman, City Clerk

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