



MAYOR  
Geno Martini

CITY COUNCIL  
Julia Ratti, Ward I  
Ed Lawson, Ward II  
Ron Smith, Ward III  
Charlene Bybee, Ward IV  
Ron Schmitt, Ward V

CITY ATTORNEY  
Chet Adams

CITY MANAGER  
Steve Driscoll

**REGULAR CITY COUNCIL MEETING MINUTES**  
**2:00 P.M., Monday, February 22, 2016**  
**City Council Chambers, Legislative Building, 745 Fourth Street, Sparks, Nevada**

**1. Call to Order** (Time: 2:00 p.m.)

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

**2. Roll Call** (Time: 2:01 p.m.)

Mayor Geno Martini, Council Members Julia Ratti, Ed Lawson, Ron Smith, Charlene Bybee, Ron Schmitt, City Manager Steve Driscoll, City Attorney Chet Adams and City Clerk Teresa Gardner, PRESENT.

ABSENT: None

Council Member Ratti said State Senator Debbie Smith passed away this weekend. The late Senator Smith was a friend, a mentor, and the epitome of a public servant for the State of Nevada. A moment of silence was observed in honor of State Senator Debbie Smith.

**3. Opening Ceremonies**

**3.1 Invocation Speaker** (Time: 2:03 p.m.)

The invocation was provided by Pastor Pete Vossler, Crosswinds Assembly of God.

**3.2 Pledge of Allegiance** (Time: 2:04 p.m.)

The Pledge of Allegiance was led by Council Member Lawson.

**4. Public Comment** (Time: 2:04 p.m.) - None

**5. Agenda** (Time: 2:04 p.m.)

**5.1 Approval of the Agenda (FOR POSSIBLE ACTION)**

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

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

**6. Minutes (Time: 2:05 p.m.)**

**6.1 Consideration and possible approval of the minutes of the regular Sparks City Council meeting of February 8, 2016, the Sparks City Council Workshop of February 8, 2016 and the Sparks City Council Concurrent meeting of February 1, 2016. (FOR POSSIBLE ACTION)**

A motion was made by Council Member Lawson, seconded by Council Member Smith, to approve the minutes of the regular Sparks City Council meeting of February 8, 2016, the Sparks City Council Workshop of February 8, 2016 and the Sparks City Council Concurrent meeting of February 1, 2016. Council Members Ratti, Lawson, Smith, Bybee, Schmitt, YES. Passed unanimously.

**7. Announcements, Presentations, Recognition Items and Items of Special Interest (Time: 2:05 p.m.)**

**7.1 Proclamation: "International Women's Day" (Time: 2:05 p.m.)**

Mayor Martini proclaimed March 8, 2016 as International Women's Day and recognized women for their achievements without regard to division, whether national, ethnic, linguistic, cultural, economic, or political. The proclamation was read by Council Member Bybee and presented to Xiomara Rodriguez. Ms. Rodriguez thanked the Council, gave them an informational flyer on Tu Casa Latina and invited them to attend an event to be held March 8, 2016.

**7.2 Proclamation: "Black History Month" (Time: 2:10 p.m.)**

Mayor Martini proclaimed February 2016 as Black History Month and encouraged citizens everywhere to celebrate the countless contributions of African Americans. The proclamation was presented to Andrew Barbano, Lucille Adin and Lonnie Feemster. Mr. Barbano requested the city activate the diversity commission approved in 2007 and cooperate with the City of Reno's upcoming human rights commission. Mr. Barbano also informed Council of the poetry contest to be held at Paradise Park the afternoon of February 27, 2016.

**7.3 Presentation: "Community Health Alliance" (Time: 2:14 p.m.)**

Community Health Alliance Chief Executive Officer Charles Duarte presented information about the Community Health Alliance and its mission to provide quality, affordable, comprehensive health services to all. Council Member Ratti thanked Mr. Duarte and said the organization serves a critical role in the community and it is exciting to see a center come to Sparks.

**7.4 Presentation: City of Sparks' participation in the Washoe County Emergency Management Accreditation Program (Time: 2:24 p.m.)**

Administrative Services Director Chris Syverson introduced Washoe County Emergency Manager Aaron Kenneston who described the EMAP accreditation process. The region was awarded accreditation which validates the actions taken to prepare our region for emergency response. Mr. Kenneston distributed the emergency preparedness and elected officials guides and presented the City of Sparks with an accreditation plaque.

**8. Consent Items (FOR POSSIBLE ACTION) (Time: 2:29 p.m.)**

A motion was made by Council Member Lawson, seconded by Council Member Ratti, to approve the consent items as submitted. Council Members Ratti, Lawson, Smith, Bybee, Schmitt, YES. Passed unanimously.

**8.1 Report of Claims and Bills approved for payment and appropriation transfers for the period January 21, 2016 through February 3, 2016. (FOR POSSIBLE ACTION)**

An agenda item from Financial Services Director Jeff Cronk recommending the City Council approve the report of claims and bills as presented in the staff report.

**8.2 Consideration and possible award of a contract to provide Engineering Services for the City of Sparks Lift Stations Cellular Communications System with George T. Hall Company in the amount of \$95,125. (FOR POSSIBLE ACTION)**

An agenda item from Utility Manager Andrew Hummel recommending Council award the contract. This contract will provide for the design and construction of the remaining ten (10) pumping station site communication systems to provide service within the sanitary sewer, storm drain, and effluent utilities. Funds are budgeted in the CIP, there is no impact to the general fund.

**9. General Business**

**9.1 Consideration and possible approval of a funding allocation recommended by the Tourism and Marketing Committee for 2016 special events. (FOR POSSIBLE ACTION) (Time: 2:29 p.m.)**

An agenda item from Community Relations Manager Adam Mayberry recommending Council approve a funding request for \$2,000 for "Kids Free Fishing Day" sponsored by the Rotary Club of Sparks as recommended by the Tourism and Marketing Committee after their February 9, 2016 meeting. The City of Sparks receives an annual allocation of room tax revenues from the Reno Sparks Convention & Visitors Authority which can only be used for the marketing and promotion of tourism in the City of Sparks and the operation and maintenance of capital improvements within redevelopment areas of the city. Funds are budgeted in the Tourism and Marketing fund.

A motion was made by Council Member Smith, seconded by Council Member Ratti, to approve the funding allocation for the event of the 2016 special events season as recommended by the Tourism and Marketing Committee. Council Members Ratti, Lawson, Smith, Bybee, Schmitt, YES. Passed unanimously.

Council Member Lawson thanked the Council and said June 9, 2016 will be free fishing for those with disabilities and June 11, 2016 will be free fishing day.

**9.2 Consideration, review and possible acceptance of a grant from the Union Pacific Foundation for \$5,000. (FOR POSSIBLE ACTION) (Time: 2:32 p.m.)**

An agenda item from Special Events Supervisor Francine Burge recommending Council accept the grant. The City of Sparks hosts over 14 events in Victorian Square. The city's goal of hosting events serves 3 objectives: to encourage economic development, promote tourism and stimulate civic pride. Nearly half of these events are fundraisers produced by non-profit organizations. The funds requested will be used to help the producers offset the costs of events by adding logistical elements such as portable restrooms and barricades. There is no impact to the general fund.

A motion was made by Council Member Ratti, seconded by Council Member Bybee, to accept this grant from Union Pacific Foundation in the amount of \$5,000 to purchase equipment as outlined by staff. Council Members Ratti, Lawson, Smith, Bybee, Schmitt, YES. Passed unanimously.

**9.3 Consideration, discussion, and possible adoption of Resolution No. 3289 to adopt the Washoe County Multi-Hazard Mitigation Plan. (FOR POSSIBLE ACTION) (Time: 2:34 p.m.)**

An agenda item from Administrative Services Director Chris Syverson and Washoe County Emergency Manager Aaron Kenneston recommending Council adopt the Resolution. Mr. Kenneston said the Federal Emergency Management Agency (FEMA) requires that each jurisdiction adopt a Multi-Hazard Mitigation Plan on a 5-year cycle. In 2015, Washoe County worked closely again with Regional Partners for the 5-year update of the plan. The plan was produced with experts from the various public safety disciplines throughout the County as well as private businesses and citizens. The plan was presented to citizens in four public meetings and has been approved by the State of Nevada and FEMA. The final step in this process is formal adoption of the plan. There is no impact to the general fund.

A motion was made by Council Member Bybee, seconded by Council Member Ratti, to adopt Resolution No. 3289 for the adoption of the Washoe County Multi-Hazard Mitigation Plan. Council Members Ratti, Lawson, Smith, Bybee, Schmitt, YES. Passed unanimously.

**9.4 Consideration, discussion, and possible action to approve a change order for additional funding of \$44,104 for the Regional Business License and Permits Program. (FOR POSSIBLE ACTION) (Time: 2:41 p.m.)**

An agenda item from Administrative Services Director Chris Syverson and Deputy City Manager for Community Services Neil Krutz, presented by City Manager Steve Driscoll, recommending Council approve the change order for additional funding. The City of Sparks, the City of Reno, the Washoe County Health District, and Washoe County have been working with Accela to develop and implement a new regional license and permit program since April, 2012. The City Council approved the Interlocal Cooperative Agreement on June 23, 2014. The City Council also approved Washoe County to perform duties as fiscal manager for all four agencies. Washoe County holds the contract with Accela and acts as overall project manager.

This program will replace current legacy systems of HDL for business licensing and Permits Plus for permits. Initially, the system was slated to 'go live' December, 2015. Due to the difficulty of bringing four agencies on to one platform, as well as changes within the Accela organization, the project 'go live' date has been moved to August 22, 2016. As a result of the setbacks, the Project Oversight Committee is recommending approval of Change Order 4, which encompasses the necessary tasks to implement the project. Due to the long contract extension, Accela has brought forward this change order, and additional fees associated with the order, totaling \$148,000 (Sparks share \$44,104).

The Oversight Committee approved use of project contingency funds to continue the project until this additional funding may be approved by the appropriate governing boards and commissions. Approval of this change will allow payments for the changes and to replenish the contingency funds. Cost would be shared between the general fund (\$17,200) and the business enterprise fund (\$26,904).

Council discussed the importance of the project and the current change order and strongly encouraged staff to get the project completed quickly and without additional change orders.

A motion was made by Council Member Schmitt, seconded by Council Member Ratti, to approve a change order for the additional funding of \$44,104 for the Accela Regional Business License and Permits Program as outlined by staff. Council Members Ratti, Lawson, Smith, Bybee, Schmitt, YES. Passed unanimously.

**9.5 Consideration, discussion, and possible action to approve funding of up to \$57,000 relating to a future change order for the Regional Business License and Permits Program for an electronic document storage solution. (FOR POSSIBLE ACTION) (Time: 2:55 p.m.)**

An agenda item from Administrative Services Director Chris Syverson and Deputy City Manager for Community Services Neil Krutz, presented by City Manager Steve Driscoll, recommending Council approve funding related to a future change order. This additional funding may be required to program the interface between the City's current record storage program, ApplicationXtender, to Accela. Cost would be shared between the general fund (\$22,230) and the business enterprise fund (\$34,770).

A motion was made by Council Member Schmitt, seconded by Council Member Bybee, to approve funding of up to \$57,000 relating to a future change order for the Regional Business License and Permits Program for an electronic document storage solution as outlined by staff. Council Members Ratti, Lawson, Smith, Bybee, Schmitt, YES. Passed unanimously.

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

**10.1 Second Reading and Public Hearing of Bill No. 2702, an Ordinance providing for the conducting and holding of the 2016 municipal elections. (FOR POSSIBLE ACTION) (Time: 2:56 p.m.)**

An agenda item from City Clerk Teresa Gardner recommending Council adopt Bill No. 2702. Passage of this ordinance allows the City of Sparks to contract with Washoe County for the Registrar of Voters to conduct the city's elections in conjunction with the Federal and State Primary and General Elections for 2016.

The Public Hearing was opened at 2:57; no comments were received; the Public Hearing was closed.

A motion was made by Council Member Smith, seconded by Council Member Ratti, to adopt Bill No. 2702, an Ordinance providing for the conducting and holding of the 2016 municipal elections. Council Members Ratti, Lawson, Smith, Bybee, Schmitt, YES. Passed unanimously.

**11. Planning and Zoning Public Hearings and Action Items**

**11.1 None**

**12. Closed Door Sessions**

**12.1 None**

**13. Comments**

**13.1 Comments from the Public (Time: 2:58 p.m.) - None**

**13.2 Comments from City Council and City Manager** (Time: 2:58 p.m.)

Council Member Smith said there will be a voting forum to demonstrate, educate and encourage voting of disabled voters at the Boys and Girls Club on Thursday, February 25, 2016 from 10:00 a.m. until 4:00 p.m. and business leaders and elected officials are encouraged to attend.

**14. Adjournment**

Council was adjourned at 2:59 p.m.

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GENO R. MARTINI, Mayor

ATTEST:

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Teresa Gardner, City Clerk

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