



MAYOR
Ed Lawson

CITY COUNCIL
Donald Abbott, Ward I
Dian VanderWell, 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, January 25, 2021

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 Ed Lawson at 2:00 p.m.

2. Roll Call

Mayor Ed Lawson, Council Members Donald Abbott, Dian VanderWell, 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

The invocation was given by Rajan Zed, President, Universal Society of Hinduism.

3.2 Pledge of Allegiance

The Pledge of Allegiance was led by Council Member Abbott.

4. Public Comment

Alexis Motarex provided public comment on behalf of the Nevada Chapter of the Associated General Contractors regarding agenda item 9.3. Ms. Motarex commented while there are circumstances that may require construction work to be performed outside of mandated hours, requiring a temporary use permit in each instance can be unfairly costly to contractors. She expressed interest in a flexible agreement that works for both parties.

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: I move to approve the agenda as submitted.

Moved by: Council Member VanderWell

Seconded by: Council Member Abbott

Yes: Council Members Abbott, VanderWell, 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 January 11, 2021. (FOR POSSIBLE ACTION)

Motion: I move to approve the minutes of the Sparks City Council meeting for January 11, 2021.

Moved by: Council Member Dahir

Seconded by: Council Member Anderson

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

No: None

Abstain: None

Vote: Motion passed unanimously, 5-0.

6.2 Consideration and possible approval of the minutes of the Concurrent meeting with the City of Sparks, City of Reno, and Washoe County for November 18, 2020. (FOR POSSIBLE ACTION)

Motion: I move to approve the minutes of the Concurrent meeting with the City of Sparks, City of Reno, and Washoe County for November 18, 2020.

Moved by: Council Member Bybee

Seconded by: Council Member VanderWell

Yes: Council Members Abbott, VanderWell, 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 Transportation Commission's presentation of the development of the 2050 Regional Transportation Plan.

A presentation from Regional Transportation Commission (RTC) Interim Executive Director Amy Cummings regarding the 2050 Regional Transportation Plan. The presentation included an overview of the Plan's purpose, guiding principles, and goals pertaining to community-based planning, safety improvement, integrating land use and economic prosperity, and promoting health communities and sustainability.

Council asked about improvements to public transportation routes in the Greg Street industrial area, and what the long-term effects of the pandemic look like for the region. Mrs. Cummings noted there are current short-term projects that include small-scale spot improvements in the industrial area over the next two years, however long-term improvements are still being identified and planned. She also commented long-term effects of the pandemic are unknown currently, however ridership has decreased an estimated 30-40 percent and use of motor vehicles has decreased around 15 percent. Mrs. Cummings noted they remain hopeful those figures will rebound once the economy starts to return to normal.

7.2 Presentation: Update on the cumulative fiscal impact of the COVID-19 pandemic.

A presentation from Chief Financial Officer Jeff Cronk providing an update on the cumulative fiscal impact created by the COVID-19 pandemic using the most current data available. The update included total revenue lost to date (\$1,867,981), expenses incurred to date (\$19,176,261), and combined impact to date (\$21,044,242).

7.3 Boards and Commissions vacancy announcement: Parks and Recreation Commission

City Manager Neil Krutz announced one (1) vacancy on the Parks and Recreation Commission, for a partial term ending June 30, 2022. Applicants must be a Sparks resident or hold a valid Sparks business license. Applications will be accepted until 5:00 p.m. on Thursday, February 11, 2021.

7.4 Boards and Commissions vacancy announcement: Western Nevada Development District Board of Directors

City Manager Neil Krutz announced one (1) vacancy on the Western Nevada Development District Board of Directors for private citizen appointments. Applicants must be involved in business, industry, professions, or education. Both appointments are for two-year terms ending December 31, 2022. Applications will be accepted until 5:00 p.m. on Friday, January 29, 2021.

8. Consent Items (FOR POSSIBLE ACTION)

Motion: Move to approve consent items 8.1 through 8.3 as submitted.
Moved by: Council Member Anderson
Seconded by: Council Member Dahir
Yes: Council Members Abbott, VanderWell, 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 December 24, 2020 through January 6, 2021. (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 December 24, 2020 through January 6, 2021.

8.2 Consideration, discussion, and possible approval of a Final Map for The Canyons on Los Altos Subdivision (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by City Engineer Jon Ericson requesting Council approval of a Final Map for The Canyons on Los Altos Subdivision. The Canyons on Los Altos final map will create 69 residential lots within The Vistas - A Planned Residential Community. The final

map and civil improvement drawings have been reviewed by the Community Services Department and have been found to be acceptable.

8.3 Consideration, discussion, and possible approval of a Final Map for Stonebrook Village G1-A Subdivision. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by Utility Manager Kevin Porter requesting Council approval of an assignment and assumption agreement (AC-5730) to assign the duties of effluent agreement (A-3167) from Martin Marietta Materials, Inc. to Pyramid Materials, Inc. Martin Marietta Materials intends to sell the Spanish Springs Quarry to Pyramid Materials, Inc. The assignment and assumption agreement will assign the duties described in effluent service agreement A-3167, dated December 31, 2004, from Martin Marietta Materials to Pyramid Materials, Inc. The agreement allows for assignment to a new property owner with the written consent of the City.

9. General Business

9.1 Presentation, discussion, and possible appointment to the Truckee River Fund Advisory Committee from the following pool of applicants, listed in alphabetical order: James Smitherman. (FOR POSSIBLE ACTION)

An agenda item from and presented by City Manager Neil Krutz requesting Council approval of the Mayor's recommendation to appoint James Smitherman to the Truckee River Fund Advisory Committee. There is no specified term; Mr. Smitherman will serve at the pleasure of the Sparks Mayor and City Council.

Motion: I move to appoint James Smitherman to the Truckee River Fund Advisory Committee, who will serve at the pleasure of the Sparks Mayor and City Council.

Moved by: Council Member Abbott

Seconded by: Council Member VanderWell

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

No: None

Abstain: None

9.2 Consideration and possible ratification of Amendment No. 1 to the Grant Program Contract (AC-5684) between the City of Sparks and the Reno Housing Authority to modify the terms and conditions for the expenditure of CARES Act funds for residential rental assistance. (FOR POSSIBLE ACTION)

An agenda item from and presented by Assistant Community Services Director Armando Ornelas requesting Council ratification of Amendment No. 1 to the Grant Program Contract (AC-5684) between the City of Sparks and the Reno Housing Authority (RHA) to modify the terms and conditions for the expenditure of CARES Act funds for residential rental assistance.

Because time was of the essence, on December 15, 2020, the City Manager approved Amendment No. 1 to AC-5684 modifying the terms and conditions for the expenditure of funds provided to RHA, including reducing the amount of funds

the RHA could expend from \$2,000,000 to \$1,408,243; extending the date for the expenditure of funds by RHA from December 11 to December 30, 2020; and, extending the date for RHA to notify the City of unexpended funds from December 15 to December 29, 2020. This amendment was a product of RHA's request for an extension of the deadline for the expenditure of funds in order to assist additional eligible households, and RHA informed the City that it did not anticipate expending more than \$1,408,243 of the \$2,000,000 provided by the City, even if granted additional time to expend funds.

Mrs. Jones provided a program status update. Council sought clarification on applications from the elderly population, what the breakdown of applications received is by ethnicity, and reasons were for withdrawn applications. Mrs. Jones confirmed several resources were used to advertise the program in efforts to reach a wide variety of demographics. She offered to research applications from the elderly and see if there is a reason for the lack of applicants from that demographic. She also confirmed she would provide an ethnicity breakdown, and efforts to reach those demographics as well. Mrs. Jones confirmed of the 985 applications received, nearly half were withdrawn due to non-responsiveness, lack of documentation, and funding no longer being needed. Council asked what will happen to unused funds; Chief Financial Officer Cronk noted the funds were reallocated to public safety.

Motion: I move to ratify Amendment No. 1 to the Grant Program Contract (AC-5684) between the City of Sparks and the Reno Housing Authority to modify the terms and conditions for the expenditure of CARES Act funds for residential rental assistance.

Moved by: Council Member VanderWell

Seconded by: Council Member Bybee

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

No: None

Abstain: None

9.3 Consideration, discussion, and possible direction to the City Manager to initiate changes to Sparks Municipal Code Section 20.04.005, Intensity Standards, to amend permitted hours of construction. (FOR POSSIBLE ACTION)

An agenda item from Council Member Paul Anderson and presented by Planning Manager Jim Rundle requesting Council provide direction to the City Manager to initiate changes to Sparks Municipal Code (SMC) Section 20.04.005, Intensity Standards, to amend permitted hours of construction. Currently, Section 20.04.005(D) of the Sparks Municipal Code limits the hours of construction from 7 a.m. to 7 p.m. Monday through Friday, and from 9 a.m. to 5 a.m. on Saturday. No construction is permitted on Sundays.

If Council directs the City Manager to initiate amendments to the construction hours regulations in the zoning code, staff will draft changes, obtain input from stakeholders, propose amendments for the Planning Commission's consideration,

and then bring a public hearing item to the City Council with the Planning Commission's recommendation.

Discussion from Council included temporary use permits and limitations, if the need for an amendment truly exists within the industry, and if it is worth staff hours to research amendment options.

Motion: I move to direct the City Manager to initiate changes to Sparks Municipal Code Section 20.04.005, Intensity Standards, to amend permitted hours of construction.

Moved by: Council Member Dahir

Seconded by: Council Member Anderson

Discussion continued after the motion to include limiting the number of staff hours spent on amendment alternatives, options for discussions with industry representatives, and parameters of temporary use permits.

Amended Motion: I move to direct the City Manager to initiate conversations with industry representatives and identify needs and possible amendments to SMC Section 20.04.005, while minimizing the research hours dedicated by staff, and present findings to Council.

Moved by: Council Member Dahir

Seconded by: Council Member Anderson

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

No: None

Abstain: None

9.4 Consideration, discussion and possible approval of a consulting agreement (AC-5729) with Stantec Consulting Services Inc. for the design of the Alarm System Upgrade at the Truckee Meadows Water Reclamation Facility (TMWRF) in the amount of \$55,800 dollars, with the City of Sparks' share being \$20,400.48. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by Treatment Plant Manager Michael Drinkwater requesting Council approval of a consulting agreement (AC-5729) with Stantec Consulting Services Inc. for the design of the Alarm System Upgrade at the Truckee Meadows Water Reclamation Facility (TMWRF) in the amount of \$55,800 dollars, with the City of Sparks' share being \$20,400.48. The current alarm system is antiquated and no longer meets the needs of the facility.

Motion: I move to approve the consulting agreement (AC-5729) with Stantec Consulting Services Inc. for the design of the Alarm System Upgrade at the Truckee Meadows Water Reclamation Facility (TMWRF) in the amount of \$55,800 dollars, with the City of Sparks' share being \$20,400.48.

Moved by: Council Member VanderWell
Seconded by: Council Member Bybee
Yes: Council Members Abbott, VanderWell, Anderson, Bybee, Dahir
No: None
Abstain: None
Vote: Motion passed unanimously, 5-0.

- 9.5 Consideration, discussion, and possible approval of Resolution No. 3369, amending Resolution No. 3341, Management, Professional and Technical Employee Resolution, effective February 1, 2021. (FOR POSSIBLE ACTION)**
An agenda item from City Manager Neil Krutz and presented by Assistant City Manager Alyson McCormick requesting Council approval of Resolution No. 3369, amending Resolution No. 3341, Management, Professional and Technical Employee Resolution, effective February 1, 2021. This Resolution would amend Resolution No. 3341, Management, Professional and Technical Employee Resolution, July 1, 2018 through June 30, 2021, to (1) clarify and increase the pay available for employees filling department head roles on a long-term basis, and (2) revise Appendix A regarding job class and salary ranges.

Motion: I move to approve Resolution No. 3369, amending Resolution No. 3341, the Management, Professional and Technical Employee Resolution, effective February 1, 2021.

Moved by: Council Member Abbott
Seconded by: Council Member VanderWell
Yes: Council Members Abbott, VanderWell, Anderson, Bybee, Dahir
No: None
Abstain: None
Vote: Motion passed unanimously, 5-0.

- 9.6 Consideration, discussion, and possible ratification of the fifth amendment and extension of agreement (AC-5661) for services between Well Care Services Reno, LLC, City of Sparks, City of Reno, Washoe County, and Washoe County Health District for the provision of short-term housing services for the purpose of isolation or quarantine of individuals residing in Washoe County who have tested positive for COVID-19 or are suspected of having COVID-19, in a total amount up to \$266,200.00 with the City of Sparks's share being 15 percent of the total unreimbursed cost. (FOR POSSIBLE ACTION)**
An agenda item from City Manager Neil Krutz and presented by Assistant City Manager Alyson McCormick requesting Council ratification of the fifth amendment and extension of agreement (AC-5661) for services between Well Care Services Reno, LLC, City of Sparks, City of Reno, Washoe County, and Washoe County Health District for the provision of short-term housing services for the purpose of isolation or quarantine of individuals residing in Washoe County who have tested positive for COVID-19 or are suspected of having COVID-19, in a total amount up to \$266,200.00 with the City of Sparks's share being 15 percent of the total unreimbursed cost.

Council ratified the original agreement on April 13, 2020, and the original agreement has been extended and amended multiple times. This amendment provides a total of 22 beds and extends the term of the agreement through April 30, 2021. To avoid discontinuity of this service, the then-Acting City Manager signed the amendment on behalf of the City, and this agenda item recommends that Council ratify that action.

Council asked if this cost is only for the extension, and what expenditures to date are. Mrs. McCormick confirmed these costs are for the extension only, and she did not have overall expenditure data available but would provide to Council.

Motion: I move to ratify the fifth amendment and extension of agreement (AC-5661) for services between Well Care Services Reno, LLC, City of Sparks, City of Reno, Washoe County, and Washoe County Health District for the provision of short-term housing services for the purpose of isolation or quarantine of individuals residing in Washoe County who have tested positive for COVID-19 or are suspected of having COVID-19, in a total amount up to \$266,200.00 with the City of Sparks's share being 15 percent of the total unreimbursed cost.

Moved by: Council Member Dahir

Seconded by: Council Member Anderson

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

No: None

Abstain: None

Vote: Motion passed unanimously, 5-0.

9.7 Consideration, discussion, and possible approval of the City of Sparks 2021 Legislative Platform. (FOR POSSIBLE ACTION)

An agenda item from City Manager Neil Krutz and presented by Assistant City Manager Alyson McCormick requesting Council approval of the City of Sparks 2021 Legislative Platform. The platform will guide the City's advocacy before the Nevada Legislature in the coming session. The 2021 Legislative Platform is grouped into the following categories based on the City's six strategic goals: Managing Growth; Connectivity; Community Facilities and Services; Community Character; Resiliency and Sustainability; and Housing and Affordability.

Motion: I move to approve the City of Sparks 2021 Legislative Platform as presented by staff.

Moved by: Council Member Bybee

Seconded by: Council Member Anderson

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

No: None

Abstain: None

Vote: Motion passed unanimously, 5-0.

9.8 Presentation, discussion, and possible approval of the City of Sparks Group Health Care Committee Rules of Procedure. (FOR POSSIBLE ACTION)

An agenda item from City Manager Neil Krutz and presented by Human Resources Director Mindy Falk requesting Council approval of the City of Sparks Group Health Care Committee Rules of Procedure.

Over a period of several months, the City of Sparks Group Health Care Committee (GHCC), which consists of representatives from each of the City's employee groups, developed Rules of Procedure that will govern future GHCC meetings. The City Council is being asked to approve the Rules of Procedure, the final step in memorializing and implementing these Rules.

Motion: I move to approve the City of Sparks Group Health Care Committee Rules of Procedure effective January 25, 2021.

Moved by: Council Member VanderWell

Seconded by: Council Member Abbott

Yes: Council Members Abbott, VanderWell, 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

Council Member VanderWell requested a resolution be sent to the State of Nevada supporting the State Infrastructure Bank. Mayor Lawson directed the City Manager to research and provide an update to Council.

Council Member Anderson encouraged public participation in the “Every Voice Counts” Forum on January 26, 2021 at 6:00 p.m. via Facebook Live. This session will provide an opportunity to meet and chat with newly appointed Police Chief Chris Crawforth and Assistant City Manager Alyson McCormick regarding the formation of a diversity council for the city.

13. Adjournment

Council was adjourned at 3:40 p.m.

Ed Lawson, Mayor

ATTEST:

Lisa Hunderman, City Clerk

>>>LK