



MAYOR  
Ed Lawson

CITY COUNCIL  
Donald Abbott, Ward I  
Vacant, 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, August 24, 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 Ed Lawson at 2:00 p.m.

### 2. Roll Call

Mayor Ed Lawson, Council Members Donald Abbott, 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 provided by Council Member Dahir.

#### 3.2 Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Lawson.

### 4. Public Comment

City Clerk Lisa Hunderman read into record an email from Susan DeBoer regarding new developments in the City and limited resources.

Emails from Marika Moore and Wendy Stolyarov were also read into record. They urged the city of Sparks to pass Grady's law which would ban the retail sale of dogs and cats within the city.

### 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 as submitted.

**Moved by:** Council Member Anderson

**Seconded by:** Council Member Abbott

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

**No:** None

**Abstain:** None

**Vote:** Motion passed unanimously, 4-0

**6. Minutes**

**6.1 Consideration and possible approval of the minutes of the Sparks City Council meeting for August 10, 2020. (FOR POSSIBLE ACTION)**

**Motion:** Move to approve the minutes of the Sparks City Council meeting for August 10, 2020.

**Moved by:** Council Member Dahir

**Seconded by:** Council Member Bybee

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

**No:** None

**Abstain:** None

**Vote:** Motion passed unanimously, 4-0.

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

**7.1 Boards and Commissions Vacancy Announcement: Civil Service Commission**

There is one (1) vacancy on the Civil Service Commission, for a partial term ending June 30, 2023. Applicants must be Sparks residents. Applications will be taken through 5:00 p.m. on Friday, August 28, 2020.

**8. Consent Items (FOR POSSIBLE ACTION)**

**Motion:** Move to approve consent items 8.1 through 8.3 as submitted.

**Moved by:** Council Member Bybee

**Seconded by:** Council Member Dahir

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

**No:** None

**Abstain:** None

**Vote:** Motion passed unanimously, 4-0.

**8.1 Consideration and possible acceptance of the report of the claims and bills approved for payment and appropriation transfers for the period of July 29, 2020 through August 6, 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 July 29, 2020 through August 6, 2020.

**8.2 Consideration and possible approval of a professional services contract (AC-5681) with NCE for the FY21 Annual Pavement Condition Data Collection in the amount of \$55,930.00. (FOR POSSIBLE ACTION)**

An agenda item from Assistant City Manager John Martini and presented by Transportation Manager Amber Sosa requesting Council approval of a professional services contract (AC-5681) with NCE for the FY21 Annual Pavement Condition Data Collection. This contract will engage NCE to collect pavement condition data and perform related duties on one third of City of Sparks roadways. The City's evaluation of its pavement conditions is on a three-year inspection cycle for the non-RTP (Regional Transportation Plan) pavement sections. This data is collected and entered into the City's existing MicroPaver database. The City uses this information to plan future road rehabilitation projects.

**8.3 Consideration, discussion, and possible approval of a Final Map for City View Executive Homes Subdivision. (FOR POSSIBLE ACTION)**

An agenda item from Assistant City Manager John Martini and presented by City Engineer Jon Ericson requesting Council approval a Final Map for City View Executive Homes Subdivision. This new subdivision will be generally located north of S Los Altos Parkway and east of the Vista Boulevard and will create 45 residential lots on 26.14 acres. The developer will be Sierra View Investments, LLC. The final map and civil improvement drawings have been reviewed by the Community Services Department and have been found to be acceptable.

**9. General Business**

**9.1 Consideration, discussion, and possible acceptance of the donation of pedestrian safety equipment from Renown Health Safe Kids Program. (FOR POSSIBLE ACTION)**

An agenda item from City Manager John Martini and presented by Transportation Manager Amber Sosa requesting Council approval of the donation of pedestrian safety equipment from Renown Health Safe Kids Program. The City of Sparks will receive two Rectangular Rapid Flashing Beacon (RRFB) systems and our staff will install them at the corner of Prater Way and 13th Street, near Robert Mitchell Elementary School and at the intersection of Lincoln Way and 4th Street, near Lincoln Park Elementary School. Future maintenance of the systems will be the responsibility of the City.

**Motion:** Move to accept the donation of pedestrian safety equipment for school zones from Renown Health Safe Kids Program.

**Moved by:** Council Member Abbot

**Seconded by:** Council Member Anderson

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

**No:** None

**Abstain:** None

**Vote:** Motion passed unanimously, 4-0.

**9.2 Review and possible approval of a Grant Program Contract (AC-5684) between the City of Sparks and the Reno Housing Authority, in an amount not to exceed \$2,000,000 of Corona Virus Aid, Relief and Economic Security Act (CARES Act) funds, to provide residential rental assistance to tenants residing within the corporate limits of the City of Sparks. (FOR POSSIBLE ACTION)**

An agenda item from the Community Services Department and presented by Assistant Community Services Director Armando Ornelas requesting Council approval of a Grant Program Contract (AC-5684) between the City of Sparks and the Reno Housing Authority (RHA), in an amount not to exceed \$2,000,000 of Corona Virus Aid, Relief and Economic Security Act (CARES Act) funds, to provide residential rental assistance to tenants residing within the corporate limits of the City of Sparks. RHA will provide rental assistance funds as a grant to eligible Sparks tenants. The funds do not have to be paid back. Funds will be awarded on a first-come, first serve basis, and will be paid directly to landlords on behalf of tenants. Assistance is available to Sparks residents who have experienced a

reduction or loss of income due to COVID-19 and are currently delinquent on rent payments.

Council asked when Sparks residents can apply for this assistance and if it pays for the full rental amount. Assistant Community Services Director Ornelas stated residents have already been able to apply for the State funds with RHA and this contract provides an additional \$2,000,000 in assistance for Sparks residents only. RHA Director Amy Jones stated they have already received applications and the funding can go out immediately once the applicant is determined to be eligible. The RHA will pay the full amount of rent for that eligible time period and will continue to verify the applicant's eligibility going forward.

Mayor Lawson asked if the rental assistance will come out of Spark's share of the CARES Act funds first then through the State/County funds if the City should use it all. Director Jones confirmed the assistance for Sparks citizens comes out of Spark's share of the CARES Act funds first, then through the State/County funds.

Council asked if the RHA needed assistance with the increased workload and if Sparks would be responsible for any staffing needs. Director Jones stated the RHA has already added more staff and since many of the processes for this kind of rental assistance were already in place, they feel confident they can keep things running smoothly. It is more of a concern for RHA run out of funds rather than be understaffed. If funds were to run out, they would halt the program. Mr. Ornelas stated since the RHA administers the program, they would be responsible for additional staffing.

Council asked if the courts are going to be working with the RHA regarding evictions. Director Jones stated the RHA has not communicated with the courts, and it is the resident's responsibility to inform the courts if they are going through the rental assistance programs.

Council asked how much in rental assistance have residents been asking for so far. Director Jones stated the average for the State funds has been about \$3,200 in arrears. Going forward is unclear since residents have only been asking for arrears, but once the moratorium on evictions is lifted in September, they are expecting an influx of applications.

Council asked if the RHA had considered to put a halt on applications since so many have already applied, and how many more applicants do they estimate in the next coming weeks. Director Jones stated they are evaluating the State funds and will consider a halt to applications should those funds get close to being spent. There is no estimate for more applications, but they anticipate many more come September 1<sup>st</sup>.

Council requested updates on the status of the RHA rental assistance program is in the coming months.

**Motion:** Move to approve the Grant Program Contract (AC-5684) between the City of Sparks and the Reno Housing Authority, in an amount not to exceed \$2,000,000 of Corona Virus Aid, Relief and Economic Security Act (CARES Act) funds, to provide residential rental assistance to tenants residing within the corporate limits of the City of Sparks.

**Moved by:** Council Member Abbott

**Seconded by:** Council Member Bybee

**Yes:** Council Members Abbott, Anderson, Bybee, Dahil

**No:** None

**Abstain:** None

**Vote:** Motion passed unanimously, 4-0.

**9.3 Review and possible approval of a Grant Program Contract (AC-5683) between the City of Sparks and the Reno Housing Authority, in an amount not to exceed \$402,633 of Community Development Block Grant funds allocated to the City of Sparks through the Corona Virus Aid, Relief and Economic Security Act (CARES Act), to provide residential rental assistance to tenants residing within the corporate limits of the City of Sparks. (FOR POSSIBLE ACTION)**

An agenda item from the Community Services Department and presented by Assistant Community Services Director Armando Ornelas requesting Council approval of a Grant Program Contract (AC-5683) between the City of Sparks and the Reno Housing Authority (RHA), in an amount not to exceed \$402,633 of Community Development Block Grant funds allocated to the City of Sparks through the Corona Virus Aid, Relief and Economic Security Act (CARES Act), to provide residential rental assistance to tenants residing within the corporate limits of the City of Sparks. RHA will provide rental assistance funds as grants to eligible Sparks tenants. The funds do not have to be paid back. Funds will be awarded on a first-come, first serve basis to eligible applicants and will be paid directly to landlords on behalf of tenants. Assistance is available to Sparks residents who have experienced a reduction or loss of income due to COVID-19. Assistance is provided for up to three (3) months of rent, including past due rent, payable to an eligible household's landlord by RHA, acting on behalf of the City of Sparks.

Council asked if the City is finding a way to help businesses with rent, similar to the RHA program. Assistant Community Services Director Ornelas stated that staff is working with the State to find options for business rental assistance.

**Motion:** Move to approve the Grant Program Contract (AC-5683) between the City of Sparks and the Reno Housing Authority, in an amount not to exceed \$402,633 of Community Development Block Grant funds allocated to the City of Sparks through the Corona Virus Aid, Relief and Economic Security Act (CARES Act), to provide residential rental assistance to tenants residing within the corporate limits of the City of Sparks.

**Moved by:** Council Member Dahir

**Seconded by:** Council Member Anderson

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

**No:** None

**Abstain:** None

**Vote:** Motion passed unanimously, 4-0.

**9.4 Consideration and possible approval to utilize Coronavirus Aid, Relief, and Economic Security (CARES) Act Coronavirus Relief funding to purchase telework technology equipment from Summit Partners, LLC, CDW-G or other vendors as needed, from the National Association of State Procurement Officials (NASPO) ValuePoint contract, in an approximate amount of \$349,800. (FOR POSSIBLE ACTION)**

An agenda item from Chief Financial Officer Jeff Cronk and presented by IT Manager Rich Brown requesting Council approval to utilize Coronavirus Aid, Relief, and Economic Security (CARES) Act relief funding to purchase telework technology equipment from Summit Partners, LLC, CDW-G or other vendors as needed, from the National Association of State Procurement Officials (NASPO) ValuePoint contract. City staff has been preparing for the use of CARES funding to resolve the problem of inadequate telework equipment. The plan being proposed today will include the acquisition of telework equipment including, 101 laptops (and peripherals such as monitors, docks, etc.) of three different grades: engineering, workstation and desktop as well as 19 mobile data computers (MDC).

Council asked about the timeframe in which the new equipment will be available. IT Manager Brown stated the equipment should be available for City employees in two weeks' time.

**Motion:** Move to approve the utilization of CARES funding to purchase telework equipment from Summit Partners, LLC, CDW-G and other vendors as needed, in an approximate amount of \$349,800.

**Moved by:** Council Member Anderson

**Seconded by:** Council Member Dahir

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

**No:** None

**Abstain:** None

**Vote:** Motion passed unanimously, 4-0.

**9.5 Consideration, discussion, and possible approval of a construction contract (AC-5682) for the 2020 Regional Trail Retaining Wall Replacement and Upgrades- Federally Funded Project Bid No. 19/20-006, PWP#WA-2020-065, to Reno Tahoe Construction in the amount of \$178,957.23. (FOR POSSIBLE ACTION)**

An agenda item from Assistant City Manager John Martini and presented by Transportation Manager Amber Sosa requesting Council approval of construction contract (AC-5682) for the 2020 Regional Trail Retaining Wall Replacement and Upgrades- Federally Funded Project. The project involves removing and replacing a failing retaining wall that is located along the Regional Trail system. The project

includes construction of a new retaining wall, drainage improvements to help with erosion and minor landscaping. Once the project is completed, Nevada Department of Transportation (NDOT) will reimburse the City 95% of the total actual construction cost, not to exceed \$233,159.00, from a grant from FHWA, administered by NDOT.

**Motion:** Move to approve the 2020 Regional Trail Retaining Wall Replacement and Upgrades- Federally Funded Project contract (AC-5682) to Reno Tahoe Construction in the amount of \$178,957.23.

**Moved by:** Council Member Dahir

**Seconded by:** Council Member Bybee

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

**No:** None

**Abstain:** None

**Vote:** Motion passed unanimously, 4-0.

**9.6 Consideration and possible approval of a contract (AC-5685) with West Coast Code Consultants, Inc. (WC3), for an amount not to exceed \$150,000, for fire/building permit plan review services in FY21. (FOR POSSIBLE ACTION)**

An agenda item from Fire Chief Jim Reid and presented by Fire Marshal Chris McCubbins requesting Council approval of contract (AC-5685) with West Coast Code Consultants, Inc. (WC3), for an amount not to exceed \$150,000, for fire/building permit plan review services in FY21. To provide timely plan review services to the development community, the fire department has contracted for a third-party fire/building plan review to supplement city staff. WC3 is one of the firms currently providing the City with these services and only invoices for time spent reviewing plans submitted by the fire department. The contract proposal would provide the fire department's continued use of their services through June 30, 2021, by authorizing the expenditure, not to exceed \$150,000, from the Development Services Enterprise Fund.

**Motion:** Move to approve contract (AC-5685) with West Coast Code Consultants, Inc., in an amount not to exceed \$150,000, for building/fire permit plan review services in FY 21.

**Moved by:** Council Member Bybee

**Seconded by:** Council Member Anderson

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

**No:** None

**Abstain:** None

**Vote:** Motion passed unanimously, 4-0.

**9.7 First Reading of Bill 2776 to rezone real property approximately 28.81 acres in size within a larger parcel 386.87 acres in size generally located at 555 Highland Ranch Parkway from approximately 15.00 acres of C2 (General Commercial) and 13.81 acres of SF-6 (Single-Family Residential, 6,000 sq. foot**

lots) to MF-2 (Multi-Family Residential). (PCN19-0040) (FOR POSSIBLE ACTION)

A first reading from City Clerk Lisa Hunderman of Bill 2776. Public Hearing for this item will be held at the regular City Council meeting scheduled for Monday, September 14, 2020 at 2 p.m. held virtually via ZOOM.

**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**

City Manager Krutz stated a contract has been executed with UNR to test for Covid in the City's effluent water and will be on the next agenda for ratification. Mr. Krutz stated updates with the rental assistance from the RHA will be given regularly with the City's fiscal updates on the first meeting of each month. Lastly, Mr. Krutz thanked staff for working hard in finding uses for the CARES Act funds.

Council thanked citizens and staff for honoring Mayor Ron Smith and giving love and support to his family.

**13. Adjournment**

Council was adjourned at 3:28 p.m.

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Ed Lawson, Mayor

ATTEST:

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Lisa Hunderman, City Clerk

>>>NJ