



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
Steve Driscoll

REGULAR CITY COUNCIL MEETING MINUTES
2:00 P.M., Monday, December 10, 2018
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 Ron Smith at 2:00 p.m.

2. Roll Call (Time: 2:00 p.m.)

Mayor Ron Smith, Council Members Donald Abbott, Ed Lawson, Charlene Bybee, Kristopher Dahir, City Manager Steve Driscoll, Acting City Attorney Shirle Eiting and City Clerk Teresa Gardner, PRESENT.

3. Opening Ceremonies

3.1 Invocation Speaker (Time: 2:00 p.m.)

The invocation was provided by Pastor Barb West, Sparks Church of the Nazarene.

3.2 Pledge of Allegiance (Time: 2:02 p.m.)

The Pledge of Allegiance was led by Council Member Dahir.

4. Public Comment (Time: 2:03 p.m.) - None

5. Agenda (Time: 2:03 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. Mayor Smith requested agenda items 9.1 and 9.2 be moved after agenda item 7.1

A motion was made by Council Member Dahir, seconded by Council Member Lawson, to approve the moving agenda items 9.1 and 9.2 after agenda item 7.1. Council Members Abbott, Lawson, Bybee, Dahir, YES. Passed unanimously.

6. Minutes (Time: 2:04 p.m.)

6.1 Consideration and possible approval of the minutes of the Sparks City Council meetings for November 13 and November 26, 2018. (FOR POSSIBLE ACTION)

A motion was made by Council Member Bybee, seconded by Council Member Abbott, to approve the minutes of the Sparks City Council meetings for November 13 and November 26, 2018. Council Members Abbott, Lawson, Bybee, Dahir, YES. Passed unanimously.

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

7.1 Presentation: The Generator, the Industrial Arts Studio for Burning Man

The Generator Development Director Aric Shapiro presented information on the collaborative and creative environment at the Generator. Mr. Shapiro discussed the history, revenues, future goals, participation in local events and formal workshops available to members. Council thanks Mr. Shapiro and said they look forward to additional public art in Sparks and the availability of classes to the public.

AGENDA ITEMS 9.1 AND 9.2 WERE HEARD AT THIS TIME.

8. Consent Items (FOR POSSIBLE ACTION) (Time: 2:43 p.m.)

A motion was made by Council Member Lawson, seconded by Council Member Abbott, to approve consent items 8.1 through 8.5 as submitted. Council Members Abbott, Lawson, Anderson, Bybee, Dahir, YES. Passed unanimously.

8.1 Consideration and possible acceptance of the report of the claims and bills approved for payment and appropriation transfers for the period of November 08, 2018 through November 21, 2018. (FOR POSSIBLE ACTION)

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

8.2 Consideration, discussion and possible approval of a Final Map for Kiley Ranch North Village 37A – Phase 2 Subdivision. (FOR POSSIBLE ACTION)

An agenda item from City Engineer Jon Ericson recommending Council approve the Kiley Ranch North Village 37A – Phase 2 final map which will create 79 residential lots within the Kiley Ranch North Planned Unit Development. The final map and civil improvement drawings have been reviewed by the Community Services Department and have been found to be acceptable. This subdivision will be generally located north of Sparks Boulevard and east of the Pyramid Highway. This new subdivision will create 79 residential lots on 10.12 acres. The developer will be Lennar Reno, LLC. There is no impact to the general fund.

8.3 Consideration, discussion and possible approval of a Final Map for Kiley Ranch North Village 37B – Phase 2 Subdivision. (FOR POSSIBLE ACTION)

An agenda item from City Engineer Jon Ericson recommending Council approve the Kiley Ranch North Village 37B – Phase 2 final map which will create 57 residential lots within the Kiley Ranch North Planned Unit Development. The final map and civil improvement drawings have been reviewed by the Community Services Department and have been found to be acceptable. This subdivision will be generally located north of Sparks Boulevard and east of the Pyramid Highway. This new subdivision will create 57 residential lots on 8.97 acres. The developer will be Lennar Reno, LLC. There is no impact to the general fund.

8.4 Consideration, discussion and possible approval of a Final Map for Kiley Ranch North Village 43 – Phase 2 Subdivision (FOR POSSIBLE ACTION).

An agenda item from City Engineer Jon Ericson recommending Council approve the Kiley Ranch North Village 43 – Phase 2 final map which will create 55 residential lots within the Kiley Ranch North Planned Unit Development. The final map and civil improvement drawings have been reviewed by the Community Services Department and have been found to be acceptable. This subdivision will be generally located north of Sparks Boulevard and east of the Pyramid Highway. This new subdivision will create 55 residential lots on 5.79 acres. The developer will be Lennar Reno, LLC. There is no impact to the general fund.

8.5 Consideration and possible approval of the purchase of Crafcro Polyflex II and associated material necessary for the application of crack sealer in the amount of \$84,624.63 from Crafcro Inc. (FOR POSSIBLE ACTION)

An agenda item from Public Works Manager Ron Korman recommending Council approve the purchase of 191,250 pounds of Crafcro Polyflex II and associated material necessary for the application of crack sealer. Crafcro Polyflex II is the product used in the crack sealing process when performing maintenance on City streets. This product has proven to give the City the best performance compared with similar products on the market. The Maintenance division estimates the amount of the product needed to complete the work for the season and purchases accordingly. The City will be utilizing the “joinder” provision allowed under NRS 332.115. Specifically, the City will be using a contract for these materials that was issued by the State of Nevada, to Crafcro Inc. The State’s bid represented very high-quality material and the City is able to join this contract and leverage those higher volumes to our benefit. Funds are budgeted in the road fund; there is no impact to the general fund.

9. General Business

9.1 Discussion, candidate interviews and possible confirmation of an appointment by the Mayor to fill the vacancy of Sparks City Council Ward 3 from the following list of candidates listed in alphabetical order: Paul Anderson and Andrea Tavener. (FOR POSSIBLE ACTION) (Time: 2:23 p.m.)

An agenda item from Mayor Ron Smith making an appointment to fill the vacant Ward 3 Council seat. On November 13, 2018, Ron Smith was sworn in as Mayor for the City of Sparks. Upon taking the Oath of Office, Mr. Smith officially vacated his office of Sparks Council Member for Ward 3. Mayor Smith defined an appointment process which asked interested parties to apply. The Mayor reviewed the seven applications received and determined he wanted to publicly interview two candidates, Paul Anderson and Andrea Tavener.

Public Comment: The Nevada Petroleum Marketers and Convenience Store Association Executive Director Peter Krueger, Executive Director spoke in support of Paul Anderson for Council Ward 3 appointment.

Mayor Smith invited Paul Anderson and Andrea Tavener to address the Council, introduce themselves and say why they would like to serve on the Sparks City Council. Upon the conclusion of public interviews which included the Council’s interaction, the Mayor appointed Paul Anderson to fill the vacant elected position. The Sparks City Council confirmed the Mayor’s appointment as required by the City Charter.

A motion was made by Council Member Lawson, seconded by Council Member Dahir, to confirm the appointment of Paul Anderson as appointed by the Mayor. Council Members Abbott, Lawson, Dahir, YES. Bybee, NO. Motion carried 3-1.

9.2 Administer the Oath of Office to newly appointed Sparks Council member for Ward 3. (FOR POSSIBLE ACTION) (Time: 2:35 p.m.)

Mayor Ron Smith administered the Oath of Office to the newly appointed Paul Anderson as Council Member Ward 3. Council Member Paul Anderson took his seat at the dais.

RECESS WAS TAKEN FROM 2:38 P.M. TO 2:43 P.M.

9.3 Consideration and possible approval to purchase one fire ladder truck from Graham Fire Apparatus /Rosenbauer in the amount of \$941,290.00. (FOR POSSIBLE ACTION) (Time: 2:45 p.m.)

An agenda item from Public Works Manager Ron Korman recommending Council approve the purchase of one ladder truck #3300, to replace 377B. The new ladder truck will not arrive until January 2021. Equipment services is requesting to make this purchase early to get the process started. By ordering this truck now the City will not only lock in the current price but will not have to wait an additional eight months to take delivery. Replacement of 377B represents another step in the City's plan to replace the fire apparatus fleet by taking advantage of any discounts in pricing and without incurring any debt. In sourcing the vehicle, the City would be using the joinder provision allowed under NRS 332.195, and purchasing the vehicle utilizing the HGAC bid. These bids have historically been the most competitive. Utilizing the "joinder" provision allows the City to precisely define the vehicle needed while foregoing the need to formally bid the item. Funds are budgeted in the motor vehicle maintenance fund; there is no impact to the general fund.

A motion was made by Council Member Lawson, seconded by Council Member Bybee, to approve the purchase of one fire ladder from Graham Fire Apparatus/Rosenbauer in the amount of \$941,290. Council Members Abbott, Lawson, Anderson, Bybee, Dahir, YES. Passed unanimously.

9.4 Consideration and possible approval of a tentative map request for a 69-unit, multi-family residential townhome subdivision on a site 7.72 acres in size in the MF2/PUD (Multi-family/Vistas Planned Unit Development) zoning district located at 2255 Los Altos Parkway, Sparks, NV. (PCN18-0048) (FOR POSSIBLE ACTION) (Time: 2:48 p.m.)

An agenda item from Senior Planner Ian Crittenden for approval of the tentative map, subject to the proposed 17 Conditions of Approval, for a 69-unit, multi-family residential townhome subdivision within the Vistas Planned Development. This subdivision is proposed for a 7.72-acre site in the MF2/PUD (Multi-family/Vistas Planned Unit Development) zoning district located at 2255 Los Altos Parkway in the Vistas Planned Development. The proposed subdivision conforms with the development agreement the City Council approved for this property on July 23, 2018.

Public Comment: Spencer Ericksen spoke with concerns of condition 16 regarding pedestrian flashers and safety specifically related to Bud Beasley students. Mr. Ericksen also spoke with concerns of construction hours currently allowed 7 a.m. to 7 p.m. and requested it be reduced in consideration of current residents.

Public Comment: Bill Wagner spoke with concerns of lack of adequate parking for this project.

Council discussed safety of the area, inclusion of additional flashers at the roundabout and the developer's commitment to manage traffic for safety. Transportation Manager Amber Sosa said the roundabout would require four (4) flashers. Community Services Director John Martini said the professional engineer recommended the current proposed flasher at Goodwin and additional flashers may require costs to the city. Ms. Sosa estimated the costs to be \$3,000-\$5,000 per flasher. Council Member Lawson stated he would not support this item because of the inclusion of hammer head streets.

STAFF REQUESTED A RECESS 3:26 P.M. TO 3:41 P.M.

Acting City Attorney Shirle Eiting said the engineer's recommendation for flashers should be followed and the requirement for the developer to provide for the additional cost is not appropriate.

Lumos and Associates representative Angela Fuse spoke on behalf of the applicant and discussed the recommendation for the Goodwin flasher to slow traffic prior to the crosswalk and park. Ms. Fuse said the roundabout is a natural calming device and the engineer suggested landscape reduction; however, based on today's discussion and Council's concerns, the applicant offered to provide the additional four (4) flashers on the roundabout as well as the flasher at Goodwin.

Assistant Community Services Director Armando Ornelas read the suggested revised condition 16: The Developer shall accomplish the improvements detailed in the letter from Traffic Works dated September 17, 2018 and include pedestrian flashers, total of four (4), at each leg of the Vista Heights-Los Altos round-about in the civil improvements plans to the approval of the City Engineer prior to issuance of any certificate of occupancy for any structure within the project.

A motion was made by Council Member Bybee, seconded by Council Member Anderson, to approve the tentative map request for a 69-unit, multi-family residential townhome subdivision on a site 7.72 acres in size in the MF2/PUD (Multi-family/Vistas Planned Unit Development) zoning district located at 2255 Los Altos Parkway, Sparks, Nevada, adopting Findings T1 through T12 and the facts supporting these Findings as set forth in the staff report and subject to the Conditions of Approval 1 through 17 including the amended Condition 16. Council Members Abbott, Anderson, Bybee, Dahir, YES. Council Member Lawson, NO. Motion carried 4-0.

9.5 Consideration, discussion and possible acceptance of the City's Comprehensive Annual Financial Report (CAFR) for fiscal year 2017-2018, and possible approval of the City's Plans of Corrective Actions relating to the City's external auditors' conclusions and recommendations. (FOR POSSIBLE ACTION) (Time: 3:53 p.m.)

An agenda item from Accounting Manager Debi Kinder recommending Council accept the Comprehensive Annual Financial Report (CAFR) as presented, including the Plans of Corrective Action for fiscal year 2017-2018, and authorize the CAFR to be distributed to interested parties as well as be submitted to the Government Finance Officers Association (GFOA) for consideration for its Certificate of Achievement for Excellence in Financial Reporting award. Financial Services Director Jeff Cronk discussed fiscal accountability and the city's history of receiving the GFOA award for financial excellence. The fee associated with the GFOA award program is an approximately \$580 impact to the general fund.

Approval of two audit related plans of corrective action, state and federal, are also required. The state plan of corrective action is required to be submitted to the Nevada Department of Taxation to address violations of statute discovered during the audit and is presented as a separate document from the CAFR. A federal plan of corrective action, which pertains to audit findings, is required to be submitted to a federal reporting website and is presented as a separate document from the CAFR. These corrective actions are related to grants and a Parks and Recreation overspend.

A motion was made by Council Member Abbott, seconded by Council Member Dahir, to accept the Comprehensive Annual Financial Report and approve the Plans of Corrective Action for fiscal year 2017-2018 as presented, and authorize the Financial Services Director to distribute the CAFR to interested parties and to the GFOA for award consideration. Council Members Abbott, Lawson, Anderson, Bybee, Dahir, YES. Passed unanimously.

9.6 Consideration, review and possible acceptance of a gift from One World Lantern Festival for \$4834. (FOR POSSIBLE ACTION) (Time: 4:00 p.m.)

An agenda item from Special Events Supervisor Francine Burge for acceptance of a gift from the One World Lantern Festival. One World Lantern Festival was held on September 29, 2018. The event had over 10,000 people in attendance. One World Lantern Festival has donated a portion of the proceeds of their festival of \$4,834 to the City of Sparks. The producers would like the funds to be used for arts programming as directed by the Arts and Culture Advisory Committee. There is no impact to the general fund.

A motion was made by Council Member Bybee, seconded by Council Member Abbott, to accept this gift of \$4834 from the One World Lantern Festival as outlined by staff. Council Members Abbott, Lawson, Anderson, Bybee, Dahir, YES. Passed unanimously.

9.7 Consideration, discussion, and possible approval of a contract (AC-5540) for the 2019 Permanent Patch Project Bid No. 18/19-013, to Sierra Nevada Construction in the amount of \$221,007. (FOR POSSIBLE ACTION) (Time: 4:02 p.m.)

An agenda item from Transportation Manager Amber Sosa for approval of the contract. The permanent patch program requires a contractor to permanently patch city owned streets and alleys that have been cut by permit holders. The project advertised on October 24, 2018. The City of Sparks received three (3) qualified bids for this project. Sierra Nevada Construction submitted the low bid, on November 7, 2018, in the amount of \$221,007. The program is funded solely through permit fees in the budgeted in the street cut CIP project; there is no impact to the general fund.

A motion was made by Council Member Lawson, seconded by Council Member Abbott, to approve the 2019 Permanent Patch Project contract (AC-5540) to Sierra Nevada Construction in the amount of \$221,007. Council Members Abbott, Lawson, Anderson, Bybee, Dahir, YES. Passed unanimously.

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

10.1 SECOND READING, Public Hearing, discussion and possible adoption of Bill No. 2752 amending the Sparks Municipal Code Title 13 relating to the revision of limitations on wastewater strength applied to Significant Industrial Users

(Local Limits) together with other matters properly relating thereto. (FOR POSSIBLE ACTION) (Time: 4:04 p.m.)

An agenda item from Treatment Plant Manager Michael Drinkwater for adoption of Bill No. 2752. The proposed ordinance will revise wastewater discharge limitations (Local Limits) as required by the US Environmental Protection Agency. Local Limits are the wastewater discharge limitations applicable to Significant Industrial Users (SIUs), which are industries discharging an average of 25,000 gallons or more of process wastewater per day to a Publicly Owned Treatment Works (POTW). The changes to the Local Limits include the elimination of certain limits, an increase in the allowable concentrations for certain limits, and the addition of new limits for conventional pollutants. The proposed ordinance will update the current Local Limits and establish the newly calculated Local Limits for Significant Industrial Users for TMWRF pursuant to Federal requirements. The same limits are planned to be adopted by the City of Reno and Washoe County in their respective ordinances for dischargers in those municipalities that sewer to TMWRF. The Local Limits have been informally reviewed by the EPA, which confirmed that the evaluations were completed consistent with EPA guidance, and the proposed ordinance revision has been found to be approvable. The General Fund will not be impacted.

The Public Hearing was opened at 4:07 p.m.; no comments were received.

A motion was made by Council Member Abbott, seconded by Council Member Bybee, to adopt Bill No. 2752, an ordinance amending Chapter 13 of the Sparks Municipal Code 13 relating to the revision of limitations on wastewater strength applied to Significant Industrial Users (Local Limits). Council Members Abbott, Lawson, Anderson, Bybee, Dahir, YES. Passed unanimously.

10.2 SECOND READING, Public Hearing, discussion and possible adoption of Bill No.2753, an ordinance amending Chapter 13 of the Sparks Municipal Code to increase sewer and storm drain user rates 5% annually from July 1, 2019 through July 1, 2022, to set multi family residential and mobile home user rates equal to single family user rates on July 1, 2019, to increase the sewer connection fee by 30% on January 1, 2019 and to increase the storm drain connection fee by 2.96% on January 1, 2019, to annually adjust sewer and storm drain connection fees per the Engineering News Record Construction Cost Index beginning on January 1, 2020 ; and providing for other matters properly related thereto. (Time: 4:09 p.m.)

An agenda item from Community Services Director John Martini for adoption of Bill No.2753, an ordinance amending Chapter 13 of the Sparks Municipal. On October 8, 2018 Community Services staff hosted a workshop with the Sparks City Council and presented the results of the Sparks Utility Rate Study. The results of the study indicate the need to increase revenues in the Sewer and Storm Drain Utility Enterprise Funds for operating and capital improvement needs of the Truckee Meadows Water Reclamation Facility and the sanitary sewer and storm drain collection systems through Fiscal Year 2023. Staff presented the City Council with cash flow models for five (5) scenarios. Based upon discussion and direction at the workshop, staff is recommending that the Council approve a sewer connection fee increase of 30% on January 1, 2019, a storm drain connection fee increase of 2.96% on January 1, 2019, to annually adjust the sewer and storm drain connection fees per the Engineering News Record Construction Cost Index beginning on January 1, 2020, to set Multi-Family Residential and Mobile Home User Rates equal to Single-Family Residential User Rates on July 1, 2019, and increase sewer user and storm drain user rates 5%

annually from July 1, 2019 to July 1, 2022. Adoption of Bill No. 2753 will amend, by ordinance, Title 13 of the Sparks Municipal Code. There is no impact to the general fund.

The Public Hearing was opened at 4:44 p.m.

Developer J Witt spoke in general support of the bill, requesting large scale multi-family be considered as commercial projects which would provide an incentive to projects to be water efficient.

The Public Hearing was closed at 4:47 p.m.

A motion was made by Council Member Abbott, seconded by Council Member Dahir, to adopt Bill No. 2753, an ordinance amending Chapter 13 of the Sparks Municipal Code to increase sewer and storm drain user rates and connection fees as submitted by staff. Council Members Abbott, Lawson, Anderson, Bybee, Dahir, YES. Passed unanimously.

Council Member Abbott directed staff to research the feasibility of considering multi-family as commercial and Council Member Dahir said he agreed the analysis and research should be provided.

11. Planning and Zoning Public Hearings and Action Items

11.1 None

12. Comments

12.1 Comments from the Public (Time: 4:53 p.m.)

Bill Wagner congratulated Mayor Smith, and Council Members Lawson and Bybee on their election success and welcomed Council Member Paul Anderson. Mr. Wagner also commented on the successful dinner event for Mayor Geno Martini.

12.2 Comments from City Council and City Manager (Time: 4:55 p.m.)

City Manager Stephen Driscoll announced the December 24, 2018 Council and Redevelopment meetings are cancelled; the next meeting of the Council would be on January 14, 2019.

Mayor and Council welcomed Mr. Anderson to the Council.

13. Adjournment

Council was adjourned at 4:59 p.m.

RONALD E. SMITH, Mayor

ATTEST:

Teresa Gardner, City Clerk

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