



MAYOR  
Geno Martini

CITY COUNCIL  
Vacant, 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, October 10, 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: 2:00 p.m.)

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

ABSENT: None

Note: Council Member Julia Ratti resigned as a member of the Sparks City Council effective October 9<sup>th</sup>, 2016, due to her appointment by the Washoe County Commission to the State Senate representing District 13 for the 30<sup>th</sup> Special Session of the Nevada Legislature beginning October 10, 2016. Her seat will remain vacant until the elections to be held on November 8, 2016.

**3. Opening Ceremonies**

**3.1 Invocation Speaker** (Time: 2:01 p.m.)

The invocation was provided by Elder Mackay Krey of the Church of Jesus Christ of Latter Day Saints.

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

The Pledge of Allegiance was led by Chief Assistant City Attorney Shirle Eiting.

**4. Public Comment** (Time: 2:03 p.m.)

An anonymous woman expressed her concern regarding the changes in laws in 2013 which affected the way domestic violence and child abuse cases are handled in the court.

**5. Agenda** (Time: 2:07 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 Bybee, seconded by Council Member Smith, to approve the agenda as submitted. Council Members Lawson, Smith, Bybee, Schmitt, YES. Passed unanimously.

**6. Minutes (Time: 2:07 p.m.)**

**6.1 Consideration and possible approval of the minutes of the Sparks City Council Workshop on September 19, 2016 and the regular Sparks City Council meeting of September 26, 2016. (FOR POSSIBLE ACTION)**

A motion was made by Council Member Smith, seconded by Council Member Bybee, to approve the minutes of the Sparks City Council workshop on September 19, 2016 and the regular Sparks City Council meeting of September 26, 2016. Council Members Lawson, Smith, Bybee, Schmitt, YES. Passed unanimously.

**7. Announcements, Presentations, Recognition Items and Items of Special Interest (Time: 2:08 p.m.)**

**7.1 Proclamation: International Walk to School Day (Time: 2:08 p.m.)**

Mayor Martini proclaimed Wednesday, October 12, 2016 as International Walk to School Day and encouraged the citizens of Sparks to walk or bicycle with their children to school. The proclamation was presented to M.J. Cloud of the Washoe County School District Police.

**7.2 Commendation: Nancy Satmary (Time: 2:17 p.m.)**

Mayor Martini commended Nancy Satmary for her dedication to the beautification of her neighborhood and the Sparks Community. Ms. Satmary thanked all the volunteers who helped in cleaning up Woodtrail Park.

**7.3 Presentation: PumpkinPalooza by Northern Nevada Center for Independent Living (Time: 2:23 p.m.)**

Executive Director of Northern Nevada Center for Independent Living (NNCIL) Lisa Bonie gave a presentation on the upcoming fifth annual PumpkinPalooza being held October 23, 2016, 10:30 a.m.-5:00 p.m. at Victorian Square. Special Events Supervisor Francine Burge challenged the Council and city staff to create a pumpkin and participate in the pumpkin derby at the PumpkinPalooza event.

**8. Consent Items (FOR POSSIBLE ACTION) (Time: 2:34 p.m.)**

A motion was made by Council Member Schmitt, seconded by Council Member Bybee, to approve consent items 8.1 through 8.3. 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 September 8, 2016 through September 21, 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 approval to purchase one New Kubota KX080-4 Excavator from Ahern Rentals in the amount of \$99,223.64. (FOR POSSIBLE ACTION)**

An agenda item from Public Works Manager Ron Korman recommending Council approve the purchase. This purchase will replace Caterpillar loader/backhoe unit #723F. The vehicle is at the end of its useful life as current maintenance costs are exceeding the worth of the vehicle for the Drains Department. The purchase was deferred from FY16 budget due to lack of funds. When replaced with this new excavator, vehicle #723F will be sold at auction at a later date. Funding is from the motor vehicle maintenance fund; there is no impact to the general fund.

**8.3 Consideration and possible approval of an interlocal agreement (AC-5305) with the City of Reno for the management and disposition of the Federal Motor Carrier Safety Administration High Priority Grant Program (MCSAP) in the amount of \$14,490 for the purpose of conducting vehicle inspections and traffic enforcement activities that focus on large trucks. (FOR POSSIBLE ACTION)**

An agenda item from Police Chief Brian Allen recommending Council approve the interlocal agreement. The U.S. Department of Transportation Federal Motor Carrier Safety Administration (FMSCA) is offering a MCSAP High Priority Grant Program to the Reno Police Department and to the Sparks Police Department for the purpose of conducting vehicle inspections and traffic enforcement activities that focus on large trucks in work zones and large truck drivers who may be distracted. The Reno Police Department was successful in securing the funds and will be responsible for required reporting. There is no impact to the general fund.

**9. General Business**

**9.1 Presentation, discussion and possible approval to award a contract (AC-5292) to Korn Ferry Hay Group in the amount of \$90,000 for a Classification and Compensation Study. CONTINUED FROM THE SEPTEMBER 26, 2016 COUNCIL MEETING PER REQUEST OF COUNCIL MEMBER LAWSON. (FOR POSSIBLE ACTION) (Time: 2:35 p.m.)**

An agenda item from Assistant City Manager Neil Krutz and Human Resources Manager Mindy Falk, presented by Human Resources Analyst Jill Valdez recommending Council award the contract with Korn Ferry Hay Group. Council has already approved funding for a class and compensation study in this fiscal year. The study will allow a systematic evaluation of the job descriptions and pay bands for full time city jobs. The key long-term goal of the study is to deliver recommendations for consistent, fair, transparent practices in establishing compensation.

The city has about 130 jobs, or job families to be reviewed. Jobs to be evaluated are full time appointed and civil service positions. The salary survey will be conducted in four phases: interviews and data collection; job evaluation; an internal equity analysis and salary structure development; and the reporting phase. The vendor does not have authority to implement changes. However, they will provide their work product to the city as a recommended job and salary structure. This study does not include the Mayor and City Council salaries. Mayor and City Council salaries are determined as outlined in municipal code. There is a \$90,000 impact to the general fund.

Ms. Valdez noted that the last classification and compensation study was done was in the late 1990's. She emphasized that study will only provide recommendations and no changes to job titles or pay will be made without union and city council approval.

A motion was made by Council Member Schmitt, seconded by Council Member Smith, to award the contract with Korn Ferry Hay Group in the amount of \$90,000 as outlined by staff. Council Members Lawson, Smith, Bybee, Schmitt, YES. Passed unanimously.

**9.2 Consideration and possible approval of a parking agreement (AC5307; AC-SRA315) between the City of Sparks, the Redevelopment Agency of the City of Sparks and Syufy Enterprises for use of the Victorian Square parking structure adjacent to the Victorian Square movie theater. (FOR POSSIBLE ACTION) (Time: 2:38 p.m.)**

An agenda item from Assistant Community Services Director Armando Ornelas recommending Council approve the parking agreement. The proposed parking agreement will automatically terminate unless the movie theater has reopened for public operation by December 31, 2017. Beyond that date, the agreement will remain effective for so long as a motion picture theatre is operated in the theater building or September 30, 2040, whichever is sooner. The city retains the right to charge a fee for parking in the parking structure, on a permanent or intermittent basis, to users who are not customers or employees of Syufy or its tenant. There is no impact to the general fund.

Mr. Ornelas reviewed the history of the parking for the theater, stating it was part of the original development agreement with Syufy when the theater was built in 1996.

During discussion, it was noted that the agreement is in affect only if the building remains a theater. If it is converted to another use, the parking agreement becomes void. When the theater was built, the city and redevelopment agency assembled the land and sold it to Syufy, but Syufy did not receive redevelopment dollars to build the theater.

Mr. Andrew McCullough, representing Syufy Enterprises, stated he was present to answer any questions the council may have regarding the agreement.

A motion was made by Council Member Schmitt, seconded by Council Member Bybee, to approve the parking agreement between the City of Sparks, the Redevelopment Agency and Syufy Enterprises. Council Members Lawson, Smith, Bybee, Schmitt, YES. Passed unanimously.

**9.3 Consideration and possible approval of a purchase agreement (AC-5306) for a Temporary Construction Easement and a Storm Drain Pipeline and Access Easement, and payment for temporary off-site parking for a total amount of \$334,201 for the North Truckee Drain Phase 3 Project (apn 034-392-01). (FOR POSSIBLE ACTION) (Time: 2:44 p.m.)**

An agenda item from Utility Manager Andy Hummel recommending Council approve the purchase agreement. Construction of the North Truckee Drain Phase 3 realignment project required substantial acquisition of easements and right-of-way for both construction access and permanent facilities. The property owner associated with this item is affected by the project, and an offer totaling \$334,201 for easements and temporary off-site parking was presented and accepted by the property owner. Funding is from the storm drains capital projects fund; there is no impact to the general fund.

Mr. Hummel stated that this was the final easement acquisition in order to proceed with Phase III of the realignment project. Council stated they were eager to see this project go forward and it was noted that this will lower the flood plain eight to twelve inches. It was noted that the City of Sparks is the only local government actively working on the flood project and expressed hope that the other entities would soon become more financially involved.

A motion was made by Council Member Smith, seconded by Council Member Schmitt, to approve the purchase agreement and payment as outlined by staff. Council Members Lawson, Smith, Bybee, Schmitt, YES. Passed unanimously.

**9.4 Consideration and approval of a Tentative Map request for a 394 single family lot subdivision within the Kiley Ranch North Phase 6 Planned Development (Villages 37A, 37B and 43) on a site totaling 66 acres in size in the NUD (New Urban District) zoning district located south and east of Kiley Parkway and south of Windmill Farms Road, Sparks, Nevada. (PCN16036) (FOR POSSIBLE ACTION) (Time: 2:48 p.m.)**

An agenda item from Development Services Manager Karen Melby recommending Council approve the tentative map request associated with PCN16036. The Kiley Ranch North Planned Development Phase 6 Handbook covers 146.68 acres located at the northeast corner of Kiley Parkway and Henry Orr Parkway. The tentative map consists of three villages located within Phase 6 of the Kiley Ranch North Planned Development. The total number of units is 394. The primary access to the project area is via roads that intersect with Kiley Parkway and Henry Orr Parkway. The proposed road network conforms to the approved Kiley Ranch North Phase 6 Planned Development. These roads are designed to handle traffic generated by this project. There is no impact to the general fund.

Ms. Melby described the history of the project, displayed maps showing the proposed project and reviewed the conditions of approval for the project.

A motion was made by Council Member Schmitt, seconded by Council Member Smith, to approve the Tentative Map for Kiley Ranch North Planned Development (Villages 37A, 37B and 43) associated with PCN16036 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 13 as listed in the staff report. Council Members Lawson, Smith, Bybee, Schmitt, YES. Passed unanimously.

**9.5 FIRST READING and possible discussion of PCN13019 Bill No. 2713, a voluntary annexation request by American Recess, LLC, for two parcels totaling approximately 67.4 acres in size generally located along the southwest corner of the intersection of Pyramid Lake Highway and Highland Ranch Parkway. Upon annexation the parcels would convert from the Washoe County zoning designation of GR (General Rural) to a City of Sparks zoning designation of A40 (Agriculture). (Time: 2:57 p.m.)**

City Clerk Teresa Gardner read the bill by title; the second reading and public hearing will be held at the regular meeting on October 24, 2016

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



**10.1 Public Hearing, consideration and possible approval of a boundary line adjustment between properties owned by the City of Sparks and City of Sparks Redevelopment Agency for the development of the Bridges project. (FOR POSSIBLE ACTION) (Time: 2:58 p.m.)**

An agenda item from City Engineer Jon Ericson recommending Council approve the boundary line adjustment request. Transferring property from the City of Sparks (APN 32-341-20, Parcel H) to the adjacent property owned by the Sparks Redevelopment Agency (APN 32-341-21, Parcel 1) will allow the development of the Bridges project. Parcel 1 is currently being used for public surface parking. An existing temporary public access easement across the Sparks Redevelopment Agency parcel will need to be relinquished and recorded prior to the recording of the BLA. The temporary easement currently allows for public access across the agency parcel from a parking garage exit drive. The removal of the access will not impact the operation of the existing parking garage circulation. There is no impact to the general fund.

Mr. Ericson reviewed the history of this request and noted that boundary line adjustment for area one will square the proposed building and the second area is for a fire riser and other utilities going into the building. He noted there are two quit claim deeds and one temporary easement relinquishment that will need to be recorded during this process. The first quit claim deed will release Verizon Wireless leaseholder interests with regard to areas one and two. Verizon Wireless has a cell towers on top of the parking garage and we need to release their interest in the parcel prior to the recording of the second quit claim deed, the boundary line adjustment, which transfers the property from the City to the Redevelopment Agency. Once these documents are recorded we will prepare a record of survey that will reference all the aforementioned deeds and easements.

The Public Hearing was opened at 3:01; no comments were received; the public hearing was closed.

A motion was made by Council Member Smith, seconded by Council Member Bybee, to approve the boundary line adjustment request as outlined by staff. Council Members Lawson, Smith, Bybee, Schmitt, YES. Passed unanimously.

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

**11.1 None**

**12. Comments**

**12.1 Comments from the Public - None**

**12.2 Comments from City Council and City Manager (Time: 3:01 p.m.)**

City Manager Driscoll announced one vacancy on the Sparks Parks and Recreation Commission to serve a partial term that will end on June 30, 2017. Community Service applications will be accepted through close of business on October 31, 2016.

Mayor Martini asked Community Relations Manager Adam Mayberry to discuss the Nevada League of Cities conference which is being held in Sparks this year. Mr. Mayberry stated the conference starts with an opening reception at Pietro's Famiglia Restaurante Italiano in Victorian Square on Tuesday. Wednesday there will be a series of POWER classes and a golf tournament. Thursday and Friday there will be educational sessions, some of which Sparks city staff will be

moderating. He noted that we anticipate approximately 125 elected officials and staff from all over Nevada to attend the conference.

**13. Adjournment**

Council was adjourned at 3:05 p.m.

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GENO R. MARTINI, Mayor

ATTEST:

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Teresa Gardner, City Clerk

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