



CHAIRPERSON

Charlene Bybee

AGENCY

Kristopher Dahir

Ed Lawson

Paul Anderson

Ron Smith

Vice Chair Donald Abbott

CHIEF LEGAL OFFICER

Chet Adams

CHIEF ADMINISTRATIVE OFFICER

Neil Krutz

SPARKS REDEVELOPMENT AGENCY MEETING MINUTES

Following the City Council Meeting on January 27, 2020

City Council Chambers, Legislative Building, 745 Fourth Street, Sparks, Nevada

1. Call to Order

The regular meeting of the Sparks Redevelopment Agency was called to order by Chairperson Bybee at 2:57 p.m.

2. Roll Call

Chairperson Charlene Bybee, Agency Members Ron Smith, Donald Abbott, Ed Lawson, Paul Anderson, Kristopher Dahir, Chief Administrative Officer Neil Krutz, Chief Legal Officer Chet Adams, Agency Secretary Lisa Hunderman, PRESENT.

Agency member Smith excused himself from dais at 2:57 p.m.

3. Public Comment

None.

4. Agenda

4.1 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 presented.

Moved by: Agency Member Dahir

Seconded by: Agency Member Abbott

Yes: Agency Members Abbott, Lawson, Anderson, Bybee, Dahir

No: None

Abstain: None

Vote: Motion passed, 5-0. 1 Absent.

5. Minutes

5.1 Consideration and possible approval of the minutes of the Sparks Redevelopment Agency meeting for December 9, 2019. (FOR POSSIBLE ACTION)

Motion: I move to approve the minutes of the Sparks Redevelopment Agency meeting of December 9, 2019.

Moved by: Agency Member Dahir

Seconded by: Agency Member Anderson
Yes: Agency Members Abbott, Lawson, Anderson, Bybee, Dahir
No: None
Abstain: None
Vote: Motion passed, 5-0. 1 Absent.

6. General Business Items

6.1 Consideration and possible acceptance of the report of the claims and bills approved for payment and appropriation transfers for the period of November 13, 2019 through January 13, 2020. (FOR POSSIBLE ACTION)

An agenda item from Chief Financial Officer Jeff Cronk recommending the Redevelopment Agency approve the report of claims and bills approved for payment and appropriation transfers as presented in the staff report.

Motion: Move to accept the report of claims and bills, and the appropriation transfers for the period of November 13, 2019 through January 13, 2020.

Moved by: Agency Member Lawson

Seconded by: Agency Member Dahir

Yes: Agency Members Abbott, Lawson, Anderson, Bybee, Dahir

No: None

Abstain: None

Vote: Motion passed, 5-0. 1 Absent.

Agency member Smith returned to dais at 3:00 p.m.

6.2 Consideration, discussion, and possible approval of a construction contract (SRA-AC-318) for the 2020 Downtown Safety Barricades – Phase 1 Installation Project, Bid No. 19/20-015, PWP-WA-2020-081, with A & K Earthmovers in the amount of \$215,000. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by Transportation Manager Amber Sosa requesting Agency approval construction contract (SRA-AC-318) for the 2020 Downtown Safety Barricades – Phase 1 Installation Project, Bid No. 19/20-015, PWP-WA-2020-081, with A & K Earthmovers in the amount of \$215,000. Community Services is requesting approval of a construction contract to install high security, safety barricades and bollards for the Downtown Safety Barricades Project – Phase 1. The equipment, which is a combination of an in-ground barricade system and fixed and removable bollards, was previously purchased by the City of Sparks and will be provided to the contractor. The project advertised on December 4, 2019 and the City received six (6) qualified bids with A&K Earthmovers being the lowest.

Agency asked if this contract constitutes the total project for Victorian Square and if there is going to be future needs for additional bollards. Ms. Sousa explained this is just phase one of the project and there will be future phases as downtown Sparks develops.

Motion: Move to approve construction contract (SRA-AC-318) for the 2020 Downtown Safety Barricades – Phase 1 Installation Project with A&K Earthmovers in the amount of \$215,000.
Moved by: Agency Member Smith
Seconded by: Agency Member Abbott
Yes: Agency Members Smith, Abbott, Lawson, Anderson, Bybee, Dahir
No: None
Abstain: None
Vote: Motion passed unanimously, 6-0.

6.3 Consideration, discussion, and possible approval of a professional service contract (SRA-AC-319) with Christy Corporation for preparation of construction drawings for the realignment of a portion of Avenue of the Oaks south of the Victorian Square movie theater in an amount not to exceed \$90,900. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by City Engineer Jon Ericson requesting Agency approval of professional service contract (SRA-AC-319) with Christy Corporation for preparation of construction drawings for the realignment of a portion of Avenue of the Oaks south of the Victorian Square movie theater in an amount not to exceed \$90,900. Silverwing Development has been building multi-family housing in downtown Victorian Square since 2015. Two projects (Fountain House and The Bridges) have been completed with two currently under construction (The Deco and Atrium). The footprint of the two structures and additional usable public space would require a portion of Avenue of the Oaks to be realigned. Community Services staff reached out to the civil design firm Christy Corporation to provide a detailed scope of services for the preparation of construction drawings for the realignment of Avenue of the Oaks. Christy Corp has worked closely on all the projects Silverwing has developed in Victorian Square and are familiar with the challenges facing the realignment such as utility relocations.

Agency asked for clarification on whether this contract included any construction of the project. Mr. Ericson confirmed this contract is just the drawings and engineering of the project and that they anticipate actual construction to begin by Fall of 2021.

Agency asked if the project will include any work on the bottom part of the horseshoe of Ave of the Oaks. Mr. Ericson stated that it will be completely removed since they want the re-alignment to be completed before construction of buildings to the south of Ave of the Oaks.

Motion: Move to approve professional service contract (SRA-AC-319) with Christy Corporation for the preparation of construction drawings for the realignment of a portion of Avenue of the Oaks south of the Victorian Square movie theater in an amount not to exceed \$90,900
Moved by: Agency Member Dahir
Seconded by: Agency Member Lawson
Yes: Agency Members Smith, Abbott, Lawson, Anderson, Bybee, Dahir

No: None
Abstain: None
Vote: Motion passed unanimously, 6-0.

6.4 Consideration, discussion, and possible approval of a purchase of parking stall counting equipment and software from Q-Free Parking Solutions, including installation, for the Victorian Square Parking Structure in the amount of \$119,493. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by City Engineer Jon Ericson requesting Agency approval of a purchase of parking stall counting equipment and software from Q-Free Parking Solutions, including installation, for the Victorian Square Parking Structure in the amount of \$119,493. To better serve the new businesses and patrons visiting the Victorian Square area, staff researched how to communicate the parking availability in the Victorian Square parking structure. Parking stall availability vendors were asked to submit their system capabilities as it related to criteria established by the city. Q-Free Parking Solutions submitted a proposal that meets the needs of the city by providing external and internal signage indicating stall availability. The amount of spaces available will also be published online and additionally on a mobile app.

Agency expressed appreciation with this project in getting the word out on the garage being renovated.

Agency asked if there was a renewal fee for the software. Mr. Ericson explained there is no renewal fee and the software is updated by the company through the internet.

Motion: Move to approve the purchase of parking stall counting equipment and software from Q-Free Parking Solutions, including installation, for the Victorian Square Parking Structure in the amount of \$119,493.

Moved by: Agency Member Abbott

Seconded by: Agency Member Anderson

Yes: Agency Members Smith, Abbott, Lawson, Anderson, Bybee, Dahir

No: None

Abstain: None

Vote: Motion passed unanimously, 6-0.

6.5 Discussion and possible action to direct the Chief Administrative Officer to review and propose amendments to the Victorian Square Development Plan, a component of the Sparks Town Center Redevelopment Plan, to update and revise the development program and plan for Victorian Square, including the height of structures adjacent to the Victorian Square Plaza and the function and design of the Plaza. (FOR POSSIBLE ACTION)

An agenda item from Assistant Community Services Director Armando Ornelas requesting Agency give direction to the Chief Administrative Officer to review and propose amendments to the Victorian Square Development Plan, a component

of the Sparks Town Center Redevelopment Plan, to update and revise the development program and plan for Victorian Square, including the height of structures adjacent to the Victorian Square Plaza and the function and design of the Plaza. Possible changes could include adding features (e.g., public art, natural or synthetic lawn, dog park, children's play structure, new water feature, vendor kiosks) to provide recreational amenities for downtown residents and increase everyday use of the Plaza, as well as enhancing elements of the Plaza for its continued use during special events.

Agency asked if public input concerning the plan will take place once the City Manager has approved the plan or if public input would be a part of the process before it goes to the City Manager. Mr. Ornelas explained they have a contract with a design firm that will develop a design concept for the plaza on how it will function and what its features will be. Once the concept is complete, it will be brought to public meetings, board meetings, and City Council then revised before it is brought to public hearings.

Agency asked if they want a discussion on the plan today. Mr. Ornelas clarified the vote is just for direction to start the process

Motion: Move to direct the Chief Administrative Officer to review and propose amendments to the Victorian Square Development Plan, a component of the *Sparks Town Center Redevelopment Plan*, to update and revise the development program and plan for Victorian Square, including the height of structures adjacent to the Victorian Square Plaza and the function and design of the Plaza.

Moved by: Agency Member Dahir

Seconded by: Agency Member Lawson

Yes: Agency Members Smith, Abbott, Lawson, Anderson, Bybee, Dahir

No: None

Abstain: None

Vote: Motion passed unanimously, 6-0.

7. Comments

7.1 Comments from the Public

None.

7.2 Comments from the Agency and Chief Administrative Officer

None.

8. Adjournment

The Redevelopment Agency meeting was adjourned at 3:20 p.m.

Charlene Bybee, Chairperson

ATTEST:

Lisa Hunderman, Agency Secretary

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