



MAYOR
Geno Martini

CITY COUNCIL
Donald Abbott, Ward I
Ed Lawson, Ward II
Ron Smith, 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, February 12, 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 Geno Martini at 2:00 p.m.

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

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

ABSENT: None

3. Opening Ceremonies

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

The invocation was provided by Pastor Omar Palmer, Sparks Seventh Day Adventist Church.

3.2 Pledge of Allegiance (Time: 2:01 p.m.)

The Pledge of Allegiance was led by Council Member Smith.

4. Public Comment (Time: 2:02 p.m.)

A woman spoke anonymously about a concealed domestic violence database and a lawsuit she says children of domestic violence have filed against Judge Ritchie. David Reese, speaking on behalf of Diana Iratcabal-Bracy, talked about the accidents occurring on Disc Dr. Angela Fuss read a letter to Council on behalf of the Sparks Parks & Recreation Commission requesting the Council consider the importance of the city's parks when working on the coming year's budget.

5. Agenda (Time: 2:13 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 Smith, seconded by Council Member Dahir, to approve the agenda as submitted. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

6. Minutes (Time: 2:13 p.m.)

6.1 Consideration, discussion and possible approval of the minutes of the regular Sparks City Council meeting of January 22, 2018. (FOR POSSIBLE ACTION)

A motion was made by Council Member Smith, seconded by Council Member Bybee, to approve the minutes of the regular Sparks City Council meeting of January 22, 2018. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

7. Announcements, Presentations, Recognition Items and Items of Special Interest (Time: 2:14 p.m.)

7.1 Certificate of Recognition: Nicholas Connolly (Time: 2:14 p.m.)

Utility Manager Andy Hummel introduced Nicholas Connolly, recognizing Mr. Connolly for becoming a GIS Professional. Mayor Martini read the Certificate of Recognition recognizing GT Specialist II Nicholas Connolly for his recent GIS Professional Certification as it is an important milestone in his continuing career growth and education. The Certificate of Recognition was presented to Mr. Connolly who thanked Mr. Hummel and Sr. Systems Analyst Jon Walker for their support.

8. Consent Items (FOR POSSIBLE ACTION) (Time: 2:17 p.m.)

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

8.1 Report of Claims and Bills approved for payment and appropriation transfers for the period January 4, 2018 through January 24, 2018. (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, discussion and possible approval of a one (1) year contract (AC-5439), with the possibility of four (4) one (1) year extensions to DataProse, LLC for the processing and mailing of sewer bills in an amount not to exceed \$.102/piece plus postage with an estimated annual impact of \$65,360 (Bid #17/18-006). (FOR POSSIBLE ACTION)

An agenda item from Customer Services Manager Lisa Hunderman recommending Council approve the contract. The city uses a contracted service provider to process the city's utility billing data into physical bills and mail them to city customers. The incumbent vendor reached the end of their contracted term, and the city solicited for bids to provide the services going forward and awarded the contract to the lowest responsive and responsible bidder. There is an estimated \$65,360 impact to the general fund.

8.3 Consideration, discussion and possible approval of a professional services contract (AC-5440) with Bureau Veritas North America, Inc. for contract labor to provide building inspection services for the remainder of FY18 in an amount not to exceed \$78,200. (FOR POSSIBLE ACTION)

An agenda item from Assistant Community Services Director Armando Ornelas recommending Council approve the contract. Since June 2015, Community Services-Building Inspection Division has utilized contract workers as building inspectors through third-party vendors to help with the

demands of increased building inspections. Funding is from the development services fund; there is no impact to the general fund.

8.4 Consideration, discussion and possible approval of reimbursement to the City of Reno for the City of Sparks' share of a consulting agreement (AC-5441) between the City of Reno, the City of Sparks and Brown & Caldwell Engineering for the Truckee Meadows Water Reclamation Facility (TMWRF) Nitrification Tower #2 Rehabilitation Project in an amount not to exceed \$139,757.11. (FOR POSSIBLE ACTION)

An agenda item from Treatment Plant Manager Michael Drinkwater recommending Council approve Sparks' share of the agreement. The nitrification towers provide a surface for nitrifying bacteria to convert ammonia to nitrate, a key step in the removal of nitrogen from the wastewater. The efficiency of these towers in this process is affected by a variety of operational and environmental conditions. The first four nitrification towers were constructed in 1985 and have been in constant service since. The concrete structure, mechanical components and media are in need of rehabilitation and/or replacement to ensure the continued effective treatment necessary to meet the total nitrogen discharge limit. The proposed work scope provided for the formal design of Nitrification Tower #2 Rehabilitation Project, including replacement of treatment media and the mechanical distributor arms, limited rehabilitation of concrete tank walls, center column evaluation, automation of existing control valves, and identify re-treatment pumping requirements for startup activities. The City of Sparks will reimburse the City of Reno for Sparks' share of the consulting agreement. Funding is from the sanitary sewer capital project fund; there is no impact to the general fund.

8.5 Consideration, discussion and possible approval of reimbursement to the City of Reno for Sparks' share of a consultant agreement (AC-5442) between the City of Reno, the City of Sparks and HDR Engineering for the design of the Truckee Meadows Water Reclamation Facility RAS-WAS System 2 Pumping Improvement Project in an amount not to exceed \$190,091.53. (FOR POSSIBLE ACTION)

An agenda item from Treatment Plant Manager Michael Drinkwater recommending Council approve Sparks' share of the agreement. One of the key treatment processes at the Truckee Meadows Water Reclamation Facility (TMWRF) consists of providing the correct balance of raw sewage (nutrients), air and microorganisms in a mixed-liquor aeration basin to treat the raw sewage properly. This current design scope addressed the final phase of improvements associated with RAS System 2. This phase provided final design for pumping, piping, and control improvements in TMWRF's System 2 Return Activated Sludge (RAS) and Waste Activated Sludge (WAS) management system. The scope of work tasks included development of construction plans, specifications and bid documents, opinion of probable construction costs, and bidding support services. Funding is from the sanitary sewer capital project fund; there is no impact to the general fund.

9. General Business

9.1 Consideration, discussion and possible acceptance of a grant (AC-5438) from the Nell J. Redfield Foundation in the amount of \$14,550 to the Sparks Parks & Recreation Department to support the Leisure Without Limits program for calendar year 2018. (FOR POSSIBLE ACTION) (Time: 2:18 p.m.)

An agenda item from Recreation Supervisor Shauna Nelson recommending Council accept the grant. The City of Sparks Parks and Recreation Department continues to play a lead role in creating awareness and providing recreational programming for people with disabilities in the Truckee Meadows. The Leisure Without Limits programs include weekly art classes and bowling. Other events for people with disabilities include holiday dances in October and December and the annual Mark Wellman Adventure Day at the marina. This event provides an opportunity for people to use adaptive equipment in order to rock climb, kayak, and handcycle. The grant will enable the Sparks Parks and Recreation Department to continue the Leisure Without Limits programming for people with disabilities in calendar year 2018. There is no impact to the general fund.

A motion was made by Council Member Smith, seconded by Council Member Bybee, to accept the grant for \$14,550. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

9.2 Consideration, discussion and possible approval of Amendment No. 1 to the Lease Agreement (A-3966) between the City of Sparks and the Reno Rodeo Foundation dated February 25, 2013. (FOR POSSIBLE ACTION) (Time: 2:20 p.m.)

An agenda item from Parks and Recreation Director Tracy Domingues recommending Council approve the amendment to the lease agreement. The amendment is for a period of five years. The Reno Rodeo Foundation (RRF) is interested in extending their lease agreement with the City of Sparks for the maintenance and programming of the Gandolfo Rodeo Arena in Horseman's Park located at 2200 Loop Road. The amendment outlines changes in two items of the lease dated February 25, 2013. The first is a change of address for the RRF. The second is the removal of charging the RRF for electricity and water usage at the facility. In 2017, staff discovered the city had overcharged the RRF for both electricity and water usage over the past five years. The RRF has agreed to this arrangement since the city cannot determine what amount to refund at this time. Staff will monitor the usage in 2018 in order to determine the amount of annual overcharges. Findings will be brought back to Council for consideration. Due to the temporary suspension of the electric and water service charges, there is an unknown impact to the general fund.

Council Member Lawson thanked staff for their work. Council Member Bybee requested the overcharge issue be bought back to Council after staff has a chance to monitor usage.

A motion was made by Council Member Bybee, seconded by Council Member Abbott, to approve the proposed amendment to the lease agreement dated February 25, 2013 between the City of Sparks and the Reno Rodeo Foundation. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

9.3 Consideration, discussion and possible approval of Reapportionment No. 4 of assessments levied under Ordinance No. 2397, Local Improvement District No. 3 (Legends at Sparks Marina). (FOR POSSIBLE ACTION) (Time: 2:27 p.m.)

An agenda item from Community Services Director John Martini recommending Council approve the reapportionment. Local Improvement District No. 3 (LID) was created by the City Council in 2008 to support the development of the Legends at Sparks Marina Park. At the time the LID assessments were distributed based on benefit to each parcel. The City Council approved the initial reapportionment on November 8, 2010. Since that time the number of parcels and their configurations have changed, requiring another reapportionment of the LID assessments. The

owners of three parcels within the LID are prepared to record a parcel map that will merge and re-subdivide the existing three parcels and created three new parcels. This change requires reapportionment of the LID assessments levied under Ordinance No. 2397. There is no impact to the general fund.

A motion was made by Council Member Smith, seconded by Council Member Abbott, to approve Reapportionment No. 4 to assessments levied under Ordinance No. 2397, Local Improvement District No. 3 (Legends at Sparks Marina). Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

9.4 Consideration, discussion and possible approval of a Professional Service Contract (AC-5443) with Economic and Planning Systems, Inc. for preparation of a fiscal impact analysis methodology for evaluation of land use proposals and an assessment of the City of Sparks' land use plan in the amount of \$71,240. (FOR POSSIBLE ACTION) (Time: 2:31 p.m.)

An agenda item from Assistant Community Services Director Armando Ornelas recommending Council approve the contract. The city requires applicants to prepare a fiscal impact analysis for certain land use proposals including annexations, Comprehensive Plan land use amendments, planned developments and tentative maps. However, the analyses are submitted in a variety of formats and using factors and assumptions derived by the applicant. Staff see the need to adopt a consistent approach, with common standards and assumptions, for property owners and developers to use when preparing fiscal analyses for development proposals. Staff also see the need to improve the city's understanding of the fiscal implications of its current land use plan – and how changing the plan would impact the city's future fiscal health. The fiscal impact analysis will look at all areas that have a land use designation and will be a standardized planning tool going forward. Funding is from the development services fund; there is no impact to the general fund.

A motion was made by Council Member Dahir, seconded by Council Member Bybee, to approve the Professional Service Contract with Economic and Planning Systems, Inc. for preparation of a fiscal impact analysis methodology for evaluation of land use proposals and an assessment of the City of Sparks' land use plan in the amount of \$71,240. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

9.5 Consideration, discussion, and possible decision regarding a settlement offer for a personal injury claim in the amount of \$28,000. (FOR POSSIBLE ACTION) (Time: 2:38 p.m.)

An agenda item from Chief Assistant City Attorney Shirle Eiting recommending Council accept the settlement offer. In November 2016, Rene House was involved in a motor vehicle collision with a City of Sparks vehicle driven by a City of Sparks employee. The city settled Ms. House's insurer's claim for property damage in the amount of \$18,602.19 in May 2017. The property damage settlement did not include damages for personal injury which were unknown at the time. As of December 13, 2017, Ms. House had incurred medical costs in the amount of \$17,863.26, which she alleges were necessary due to the collision. On December 13, 2017, Ms. House's attorney sent additional medical records and bills that had not previously been provided to the city and demanded \$28,000 to settle Ms. House's claim. There is a \$28,000 impact to the general fund.

A motion was made by Council Member Lawson, seconded by Council Member Smith, to accept the \$28,000 settlement. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

9.6 First Reading of Bill No. 2731, an Ordinance rezoning real property approximately 0.878 acres in size and located at 1855 N. McCarran Boulevard from SF9 (SINGLE FAMILY RESIDENTIAL) to PO (PROFESSIONAL OFFICE) and providing other matters properly relating thereto.(PCN17-0054) (Time: 2:40 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 Monday, February 26, 2018.

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

10.1 SECOND READING, Public Hearing, discussion and possible adoption of Bill No. 2730, an Ordinance providing for the conducting and holding of a primary and general election to be held in the City of Sparks on the 12th day of June 2018, and the 6th day of November 2018; respectively; providing filing fees; and providing other matters properly relating thereto. (FOR POSSIBLE ACTION) (Time: 2:41 p.m.)

An agenda item from City Clerk Teresa Gardner recommending Council adopt the Ordinance. Pursuant to NRS 283C.110 and Sparks City Charter, Article V, Section 5.030, the City Council shall provide for the holding of the election, appointment of the necessary election officers and election boards, and adopt by Ordinance all regulations. In addition, the Ordinance identifies election dates, municipal offices seeking candidates, the agreement with Washoe County to conduct the election and sets the filing fees. There is no impact to the general fund.

The Public Hearing was opened at 2:42 p.m.; no comments were received.

A motion was made by Council Member Smith, seconded by Council Member Abbott, to adopt Bill No. 2730, an Ordinance providing for the conducting and holding of the 2018 municipal elections. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

10.2 PUBLIC HEARING, consideration and possible action on a request from the Regional Transportation Commission to the City of Sparks for an order (AB-145) vacating portions of public right-of-way with reservation of easements in support of the Pyramid Way and McCarran Boulevard intersection improvement project. (FOR POSSIBLE ACTION) (Time: 2:43 p.m.)

An agenda item from City Engineer Jon Ericson recommending Council approve the abandonment request. The Regional Transportation Commission (RTC) request to the City of Sparks is for the abandonment of public right-of-way of a portion of Nelson Way, York Way, Gault Way, Lenwood Drive, Sprout Way, Emerson Way, Mercy Court and Queen Way. RTC purchased sixty-five residential, one church and three commercial properties in their entirety for the improvement project. There was also the need to close off access to Pyramid Way at Gault Way and Mercy Court, as well as utilize city street right-of-way on Nelson Way, Gault Way, Lenwood Drive, Sprout Way and Queen Way. The city acquired the local street right-of-ways through numerous dedications and an annexation from Washoe County. Because the Nevada Department of Transportation (NDOT) owns and operates both Pyramid Way and McCarran Boulevard, the RTC

needs to assemble all the properties and city right-of-ways before transferring ownership to NDOT. There is no impact to the general fund.

The Public Hearing was opened at 2:47 p.m.; no comments were received.

A motion was made by Council Member Dahir, seconded by Council Member Lawson, to approve the abandonment request from the Regional Transportation Commission to the City of Sparks for the abandonment of portions of public right-of-way in support of the Pyramid Way and McCarran Boulevard Intersection Improvement Project. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

11. Planning and Zoning Public Hearings and Action Items

11.1 None

12. Comments

12.1 Comments from the Public (Time: 2:48 p.m.)

Bill Wagner asked when the Reno Gazette-Journal's 2017 citizen of the year award for Mayor Martini will be presented to Council.

12.2 Comments from City Council and City Manager (Time: 2:49 p.m.) - None

13. Adjournment

Council was adjourned at 2:49 p.m.

/djd

GENO R. MARTINI, Mayor

ATTEST:

Teresa Gardner, City Clerk

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