



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
Neil Krutz

REGULAR CITY COUNCIL MEETING MINUTES

2:00 P.M., Monday, April 13, 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 Ron Smith at 2:02 p.m.

2. Roll Call

Mayor Ron Smith, Council Members Donald Abbott, Ed Lawson, 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

No invocation speaker.

3.2 Pledge of Allegiance

The Pledge of Allegiance was led by Council Member Abbott

4. Public Comment

None.

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.

Moved by: Council Member Anderson

Seconded by: Council Member Dahir

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

No: None

Abstain: None

Vote: Motion passed unanimously, 5-0

6. Minutes

6.1 Consideration and possible approval of the minutes of the Sparks City Council meeting for March 23, 2020. (FOR POSSIBLE ACTION)

Monday, April 13, 2020

Motion: Move to approve the minutes of the Sparks City Council meeting for March 23, 2020.
Moved by: Council Member Abbott
Seconded by: Council Member Lawson
Yes: Council Members Abbott, Lawson, Anderson, Bybee, Dahir
No: None
Abstain: None
Vote: Motion passed unanimously, 5-0.

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

7.1 Proclamation: Fair Housing Month

Mayor Ron Smith proclaimed April 2020 as “Fair Housing Month”. This year marks the 52nd anniversary of Title VIII of the Civil Rights Act of 1968, which provides equal opportunity for all Americans in the sale, rental, and financing of housing and prohibits discrimination on the basis of race, color, religion, sex, or national origin. The proclamation was read by Council Member Abbott.

7.2 Proclamation: Public Safety Telecommunications Week

Mayor Ron Smith proclaimed April 12-18, 2020 as “Public Safety Telecommunications Week” to recognize and thank our local Emergency Communication Dispatchers.

7.3 Boards and Commissions Vacancy Announcement: Parks and Recreation Commission.

City Manager Neil Krutz announced three (3) vacancies on the Parks and Recreation Commission, each for three-year terms ending June 30, 2023. Applicants must either be a Sparks resident or have a valid Sparks business license at the time of appointment. Applications will be accepted through May 1, 2020 at 5:00 p.m.

7.4 Boards and Commissions Vacancy Announcement: Civil Service Commission

City Manager Neil Krutz announced two (2) vacancies on the Civil Service Commission, each for a three-year term ending June 30, 2023. Applicants must be Sparks residents. Applications will be taken through May 1, 2020 at 5:00 p.m.

8. Consent Items (FOR POSSIBLE ACTION)

Motion: Move to approve consent items 8.1 through 8.6 as submitted
Moved by: Council Member Dahir
Seconded by: Council Member Bybee
Yes: Council Members Abbott, Lawson, Anderson, Bybee, Dahir
No: None
Abstain: None
Vote: Motion passed unanimously, 5-0.

8.1 Consideration and possible acceptance of the report of the claims and bills approved for payment and appropriation transfers for the period of March 11, 2020 through March 31, 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 March 11, 2020 through March 31, 2020.

8.2 Consideration, discussion, and possible ratification of the City Managers decision to approve of Change Order #1 to an approved contract (AC-5633) with Spanish Springs Construction for the 2020 PCC Alley Project in the amount of \$97,000. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by Transportation Manager Amber Sosa requesting Council approval for Change Order #1 to an approved contract (AC-5633) with Spanish Springs Construction for the 2020 PCC Alley Project. While pre-project inspection did not reveal a need for replacement, an existing sewer line began to collapse during the surface improvement construction work. It was also discovered that the existing storm drain line and catch basin in the alley is abandoned at its terminus. This Change Order will replace the failing sewer line and convey stormwater to the active storm drain line.

8.3 Consideration, discussion, and possible approval of Change Order #1 to add additional streets to the 2020 Street Preventative Maintenance Project (AC-5644), Bid No. 19/20-016, PWP-WA-2020-082, with Sierra Nevada Construction in the amount of \$88,282.94 (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by Transportation Manager Amber Sosa requesting Council approval of Change Order #1 to add additional streets to the 2020 Street Preventative Maintenance Project. Because of favorable pricing on the original bid there is additional funding available in Fund 1401 Road Fund. Staff worked closely with Sierra Nevada Construction, the contractor on the project, in developing a change order to add additional streets to the project. The change order will add over 440,000 square feet of preventative maintenance treatments, Rapid Setting Slurry Seal, on candidate pavements.

8.4 Consideration and possible approval of Amendment No. 1 to the Cooperative Local Public Agency Agreement (AC-5498) No. PR236-18-063 with the Nevada Department of Transportation for the Kiley Ranch Regional Trail Retaining Wall Project. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by Transportation Manager Amber Sosa requesting Council approval of Amendment No. 1 to the Cooperative Local Public Agency Agreement (AC-5498) No. PR236-18-063 with the Nevada Department of Transportation for the Kiley Ranch Regional Trail Retaining Wall Project. Working through environmental concerns has delayed the design of this project, so this amendment is necessary to extend the term of the agreement to June 30, 2022 to assure adequate time for completion.

8.5 Consideration, discussion, and possible authorization to the City Attorney to initiate a civil forfeiture case on behalf of the City relating to Sparks Police Department case number 19-11122. (FOR POSSIBLE ACTION)

An agenda item from City Attorney Chet Adams and presented by Assistant City Attorney Alyson McCormick requesting Council authorization for the City Attorney to initiate a civil forfeiture case on behalf of the City relating to Sparks Police Department case number 19-11122. Approval of this item will authorize the City Attorney to initiate a civil forfeiture case on behalf of the City relating to \$3,162.00 seized from a suspect in a Sparks Police Department (SPD) case involving controlled substances offenses.

8.6 Consideration and possible approval for an expenditure of \$45,000.00 augmenting a professional services agreement with Barrett Resources for outreach work benefitting the City of Sparks' interests in the Truckee Meadows Public Land Management Act. (FOR POSSIBLE ACTION)

An agenda item from City Manager Neil Krutz requesting Council approval of an expenditure of \$45,000.00 augmenting a professional services agreement with Barrett Resources for outreach work benefitting the City of Sparks' interests in the Truckee Meadows Public Land Management Act. The City of Sparks retained Barrett Resources on May 7, 2019, and with the approval of this agenda item will extend the term of the agreement through September 2020.

9. General Business

9.1 Consideration, discussion, and possible approval of a construction contract (AC-5657) for the Stanford Way Sanitary Sewer CIPP Project, PWP# WA-2020-132 with Express Sewer and Drain, in the amount of \$365,460. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by Utility Manager Kevin Porter requesting Council approval of construction contract (AC-5657) for the Stanford Way Sanitary Sewer CIPP Project. The existing sanitary sewer line beneath Stanford Way, between Victorian Avenue and Prater Way, and the sewer lines serving the residential area near Canoga Court have deteriorated and require rehabilitation. The Cured In Place Pipe (CIPP) lining method was chosen as the rehabilitation approach based on the level of pipe deterioration. The CIPP liner will provide a new structural section and reinforce the existing pipe at a cost significantly less than full pipe replacement. The project was approved in the FY20 CIP.

Motion: Move to approve the construction contract (AC-5657) for the Stanford Way Sanitary Sewer CIPP Project, with Express Sewer and Drain, in the amount of \$365,460.

Moved by: Council Member Abbott

Seconded by: Council Member Lawson

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

No: None

Abstain: None
Vote: Motion passed unanimously, 5-0.

9.2 Consideration, discussion, and possible approval of an Interlocal Cooperative Agreement (AC-5658), with the Truckee Meadows Water Authority, for the reimbursement of actual costs, estimated in the amount of \$315,000, for water main relocation associated with the Tyler Way and 18th Street sanitary sewer project. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by Utility Manager Kevin Porter requesting Council approval of an Interlocal Cooperative Agreement (AC-5658), with the Truckee Meadows Water Authority for water main relocation associated with the Tyler Way and 18th Street sanitary sewer project. This Interlocal Cooperative Agreement (ICA) will allow the Truckee Meadows Water Authority (TMWA) to reimburse the City of Sparks for relocating water main infrastructure associated with the City's Tyler Way and 18th Street sanitary sewer project. The project was approved in the FY20 CIP and the TMWA water main must be relocated prior to construction of the sewer line. TMWA will reimburse the City for actual construction costs related to the water main relocation.

Motion: Move to approve the Interlocal Cooperative Agreement (AC-5658), with the Truckee Meadows Water Authority, for the reimbursement of actual cost, estimated in the amount of \$315,000, for water main relocation associated with the Tyler Way and 18th Street sanitary sewer project.

Moved by: Council Member Anderson

Seconded by: Council Member Lawson

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

No: None

Abstain: None

Vote: Motion passed unanimously with those present, 5-0.

9.3 Consideration and possible ratification of the City Manager's declaration of a state of emergency in the City of Sparks due to the global outbreak of COVID-19. (FOR POSSIBLE ACTION)

An agenda item from City Manager Neil Krutz requesting Council ratification of the City Manager's declaration of a state of emergency in the City of Sparks due to the global outbreak of COVID-19. Sections 1.30.010 and 2.20.025 of the Sparks Municipal Code empower the City Manager to proclaim the existence of a local state of emergency and to request state and federal assistance when the City of Sparks is affected by, or in imminent danger of, a public calamity and the City Council is not in session. The decision to declare a local emergency came on the evening of Sunday, March 15, 2020, following Governor Sisolak's announcement that schools would be closed, statewide, effective immediately. Because the City operates several after school programs and provides childcare during school breaks, and because Monday, March 16, 2020, was the first day of spring break for the Washoe County School District, the City Manager took immediate action by

Monday, April 13, 2020

declaring an emergency in order to allow the City certain fiscal flexibility in responding to the situation that it would not have otherwise been able to access. Mayor Smith concurred with the declaration nearly contemporaneously.

Motion: Move to ratify the City Manager's declaration of a state of emergency in the City of Sparks due to the global outbreak of COVID-19.

Moved by: Council Member Bybee

Seconded by: Council Member Abbott

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

No: None

Abstain: None

Vote: Motion passed unanimously with those present, 5-0.

9.4 Consideration and possible ratification of an interlocal agreement (AC-5659) between the City of Sparks, the City of Reno, Washoe County and the Washoe County Health District delegating certain authorities to an appointed Incident Commander and establishing an Incident Management Team for the purpose of effectuating a coordinated regional response to the COVID-19 global pandemic event. (FOR POSSIBLE ACTION)

An agenda item from City Manager Neil Krutz requesting Council ratification of interlocal agreement (AC-5659) between the City of Sparks, the City of Reno, Washoe County and the Washoe County Health District delegating certain authorities to an appointed Incident Commander and establishing an Incident Management Team for the purpose of effectuating a coordinated regional response to the COVID-19 global pandemic event. Because of the regional response to the pandemic event, the City has entered several agreements with its regional partners stemming from the declaration of emergency; one such agreement delegates certain powers and authorities of the City to an appointed Incident Commander and Incident Management Team.

Motion: Move to ratify the interlocal agreement (AC-5659) between the City of Sparks, the City of Reno, Washoe County and the Washoe County Health District delegating certain authorities to an appointed Incident Commander and establishing an Incident Management Team for the purpose of effectuating a coordinated regional response to the COVID-19 global pandemic event.

Moved by: Council Member Dahir

Seconded by: Council Member Bybee

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

No: None

Abstain: None

Vote: Motion passed unanimously, 5-0.

9.5 Consideration and possible ratification of a cost-sharing agreement (AC-5660) between the City of Sparks, the City of Reno and Washoe County for incident response costs incurred by the Incident Commander of the Incident Management Team for the purpose of effectuating a coordinated regional response to the COVID-19 global pandemic event. (FOR POSSIBLE ACTION)

An agenda item from City Manager Neil Krutz requesting Council ratification of cost-sharing agreement (AC-5660) between the City of Sparks, the City of Reno and Washoe County for incident response costs incurred by the Incident Commander of the Incident Management Team for the purpose of effectuating a coordinated regional response to the COVID-19 global pandemic event. This agreement defines the manner in which costs incurred by Incident Commander and Incident Management Team that are not reimbursed by FEMA will be shared by the regional partners. Washoe County will pay 50% of the total cost, with the City of Sparks paying 15% and the City of Reno paying the balance of 35%.

Council Member Bybee asked how this agreement relates to the economic relief bills from the Federal government that have already been passed. City Manager Krutz stated those bills will help set aside some funds for the City that can be used to pay back the Federal government, but we don't know the full details at this time.

Motion: Move to ratify the cost-sharing agreement (AC-5660) between the City of Sparks, the City of Reno and Washoe County for incident response costs incurred by the Incident Commander of the Incident Management Team for the purpose of effectuating a coordinated regional response to the COVID-19 global pandemic event.

Moved by: Council Member Anderson

Seconded by: Council Member Dahir

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

No: None

Abstain: None

Vote: Motion passed unanimously, 5-0.

9.6 Consideration and possible ratification of an agreement (AC-5661) for services between Well Care Services Reno, LLC, and Washoe County, the City of Sparks, the City of Reno, and the Washoe County Health District for the provision of short-term housing services for the purpose of isolation or quarantine to individuals residing in Washoe County who have tested positive for COVID-19 or are suspected of having COVID-19, in an initial amount up to \$387,000.00 with the City of Sparks' share being 15 percent of the total unreimbursed cost. (FOR POSSIBLE ACTION)

An agenda item from City Manager Neil Krutz requesting Council ratification of agreement (AC-5661) for services between Well Care Services Reno, LLC, and Washoe County, the City of Sparks, the City of Reno, and the Washoe County Health District for the provision of short-term housing services for the purpose of isolation or quarantine of indigent persons residing in Washoe County who are

suspected or have tested positive for COVID-19. This agreement retains Well Care Services Reno, LLC to provide 43 temporary housing beds (at a cost of \$100.00/bed/day or \$4,300.00/day) for COVID-19 suspected or confirmed positive members of the region's indigent population who require isolation or quarantine facilities.

Council Member Dahir asked if Well Care Services is planning to expand their services outside of the Record Street headquarters in Reno. City Manager Krutz stated they are using other locations in order to address this issue.

City Attorney Adams asked what the current occupancy rate is for the services. City Manager Krutz stated he wasn't sure of the current number, but the previous week was less than ten (10) persons using this service.

Motion: Move to ratify the agreement (AC-5661) for services between Well Care Services Reno, LLC, and Washoe County, the City of Sparks, the City of Reno, and the Washoe County Health District for the provision of short-term housing services for the purpose of isolation or quarantine to individuals residing in Washoe County who have tested positive for COVID-19 or are suspected of having COVID-19, in an initial amount up to \$387,000.00 with the City of Sparks' share being 15 percent of the total unreimbursed cost.

Moved by: Council Member Abbott

Seconded by: Council Member Anderson

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

No: None

Abstain: None

Vote: Motion passed unanimously, 5-0.

10. Public Hearing and Action Items Unrelated to Planning and Zoning
None.

11. Planning and Zoning Public Hearings and Action Items

11.1 PUBLIC HEARING, consideration of and possible action on a request to Amend a final planned development handbook for the Legends at Sparks Marina generally located north of I-80, south of Prater Way, and west of Sparks Boulevard, Sparks, Nevada, on a site approximately 148 acres in size in the NUD (New Urban District – Legends at Sparks Marina) zoning district; to revise standards for buffer walls, to remove parking standards for baseball stadiums, to reduce parking standards for hotels, and other matters related thereto. (PCN20-0006/PD20-0002) (FOR POSSIBLE ACTION)

An agenda item from RED Sparks SPE, LLC and presented by Development Services Manager Ian Crittenden requesting Council approval of amendment to the final planned development handbook for the Legends at Sparks Marina. The proposed modifications to parking requirements in Chapter 2, Section IV: Parking Standards in the Handbook will remove the baseball stadium parking references

because a baseball stadium is no longer planned for the area. It would also change the hotel parking requirement from 4.25 spaces per 1,000 square feet of gross floor area to 1 parking space per room and 1 space per 800 square feet of restaurant and public meeting area.

The current Handbook also requires a cumulative parking analysis be submitted to staff for review for each new tenant improvement or business license application. This requirement is burdensome to both the developer and staff. Therefore, the proposed amendment would require the developer to submit a cumulative parking analysis to staff only upon request when such analysis may be necessary to evaluate current conditions.

The proposed modification to Chapter 2, Section X: Buffering/Walls clarifies the types of buffering and walls between uses on the site. Specifically, this amendment would allow either masonry block or precast panels. This modification allows for alternative wall types without altering other development standards related to walls, such as height and landscaping standards.

Council Member Anderson asked if just the type of wall is changing, not the height. Development Services Manager Crittenden confirmed the height and location of walls are not changing from what was previously approved.

Mayor Smith asked for clarification on the rule of one (1) parking space per 800 square feet of restaurant or public meeting area. Development Services Manager Crittenden stated since the majority of people eating at the restaurants will be staying at the hotel, there is less of a need for additional parking.

Motion: Move to approve an amendment to the final planned development handbook for the Legends at Sparks Marina generally located north of I-80, south of Prater Way, and west of Sparks Boulevard, Sparks, Nevada, on a site approximately 148 acres in size in the NUD (New Urban District – Legends at Sparks Marina) zoning district; to revise standards for buffer walls, to remove parking standards for baseball stadiums, to reduce parking standards for hotels, and other matters related thereto.

Moved by: Council Member Anderson

Seconded by: Council Member Bybee

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

No: None

Abstain: None

Vote: Motion passed unanimously, 5-0.

12. Comments

12.1 Comments from the Public

None.

12.2 Comments from City Council and City Manager

Council Member Lawson asked Council to consider amending current code to grant deferred fees for new construction downtown similar the established deferred fees granted to home builders.

Council Member Dahir asked if Council can give updates on local government's response to the COVID-19 pandemic. City Manager Krutz stated the City will invite the District Health Officer and Incident Commander to make a presentation at the next City Council meeting.

Council thanked staff and first responders for efforts in the Covid-19 pandemic.

13. Adjournment

Council was adjourned at 2:54 p.m.

Ronald E. Smith, Mayor

ATTEST:

Lisa Hunderman, City Clerk

>>>NJ