



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, April 24, 2017**  
**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 (by phone; left the meeting at 3:50 pm), 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 Bishop Matthew D. Lee, Church of Jesus Christ of the Latter-Day Saints

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

The Pledge of Allegiance was led by Regional Director of Volunteers of America Pat Cashell.

**4. Public Comment** (Time: 2:01 p.m.)

A woman spoke anonymously on behalf of the re-survivors of domestic violence and the lack of justice they receive in the City of Sparks.

**5. Agenda** (Time: 2:05 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 Bybee, to approve the agenda as submitted. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

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

**6.1 Consideration and possible approval of the minutes of the regular Sparks City Council meeting of April 10, 2017. (FOR POSSIBLE ACTION)**

A motion was made by Council Member Abbott, seconded by Council Member Lawson, to approve the minutes of the regular Sparks City Council meeting on April 10, 2017. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

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

**7.1 Proclamation: "Arbor Day" (Time: 2:08 p.m.)**

Mayor Martini proclaimed April 28, 2017 as Arbor Day and urged all citizens to celebrate Arbor Day and support efforts to protect our trees and woodlands. In honor of Arbor Day, there will be a tree planting at Greenbrae Elementary School on Friday, April 28<sup>th</sup>, at 10:00 am. The proclamation was presented to Parks & Recreation Director Tracy Domingues.

**7.2 Proclamation: "National Architecture Month" (Time: 2:11 p.m.)**

Mayor Martini proclaimed April, 2017 as National Architecture Month; recognizing the many valuable contributions made by the professional community and professional architects of Sparks, Nevada and extending sincere appreciation for the continued commitment to public services by these professionals. The proclamation was presented to Kevin Merklings of The American Institute of Architects (AIA) Nevada.

**7.3 Proclamation: "National Records and Information Management Month" (Time: 2:15 p.m.)**

Mayor Martini proclaimed April, 2017 as National Records and Information Management Month and joined with Council in acknowledging and thanking records employees Donna DiCarlo, Julie Torres, Carrie Brooks, Cassie Dobbins, Bill Lutsch, Jeanette Martin, Teresa Wiley, Janice Borden, Sheila Lichius-III, Daphne Rizzuto, Helen Elliott, Elaina Heron, Symantha Miller, Dorothy Roth, Lori Schelvis, Marla Wetterling, Samantha Carr, Gerald Kaiser and all employees who handle city records. The proclamation was presented to Records Coordinator Julie Torres.

**7.4 Presentation: RTC Draft 2040 Regional Transportation Plan (Time: 2:18 p.m.)**

Executive Director Lee Gibson and Director of Planning Amy Cummings of the Regional Transportation Commission (RTC) gave a presentation on community outreach, and proposed projects, programs & services, ongoing programs, short range plans and the future transit vision of RTC.

**7.5 Presentation: Update on Community Assistance Center Operations (Time: 2:28 p.m.)**

Regional Director of Volunteers of America Pat Cashell introduced the new Director of Operations Diane Dullickson. Mr. Cashell gave an update on some of the services provided by the Community Assistance Center Operations.

**7.6 Presentation: "Operation Downtown" (Time: 2:37 p.m.)**

Ken Krater gave an update on how Operation Downtown is addressing the homelessness, mental health and addiction issues, and the blight in downtown Reno.

**8. Consent Items (FOR POSSIBLE ACTION) (Time: 2:59 p.m.)**

A motion was made by Council Member Bybee, seconded by Council Member Lawson, to approve consent items 8.1 through 8.8 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 March 23, 2017 through April 5, 2017. (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 of the destruction and disposal of paper records of building plans and associated documents that have been saved to the electronic recordkeeping system. (City Clerk's Office) (FOR POSSIBLE ACTION)**

An agenda item from Records Coordinator Julie Torres recommending Council approve destruction/disposal of paper records of building plans and associated documents that have been saved to the electronic recordkeeping system.

In accordance with Nevada Revised Statute 239.051, the custodian of a record may destruct/destroy documents only if an image of those records has been placed on microfilm or has been saved in an electronic recordkeeping system which permits the retrieval of the information contained in the records and the reproduction of the records. Once an image of the record has been saved to the records database (electronic recordkeeping system), the digital image becomes the original and the paper version will be destroyed in accordance with the Clerk's office document destruction procedures. Microfilm will no longer be produced as a secondary record. Ceasing to produce and store microfilm will be a cost savings to the city and will allow the Clerk's office to comply with regulatory restrictions of duplicate "original" records. The city is required to maintain one original of any record. The Clerk's office will continue to maintain the current microfilm/fiche, as it is in some cases the original record. The Clerk's office plans to eventually, as money and time permits, digitize existing microfilm/fiche so that it can be stored in the electronic recordkeeping system. There will be a \$4,000 annual savings to the general fund.

**8.3 Consideration and possible approval of Interlocal Agreement (AC-5356) between the Washoe County Sheriff's Office and Sparks Police Department on Extradition Services. (FOR POSSIBLE ACTION)**

An agenda item from Police Chief Brian Allen recommending Council approve the interlocal agreement. The Washoe County Sheriff's Office performs all extraditions for and with the Sparks Police Department. The Washoe County Sheriff's Office provides this service and appropriately bills the Sparks Police Department for the services on a quarterly basis. This process began in 2003 with an Interlocal Agreement between both agencies and their respective government entities. To date, this agreement has been beneficial to the City of Sparks and the Police Department specifically, as this is a cost-effective method for extraditing subjects with Sparks Police Department warrants.

The previous agreement (AC-5264) was signed in 2016 and will expire July 1, 2017. The terms of the new agreement continue through June 30, 2019 (Two-year agreement). There is a \$30,000 impact to the general fund.

**8.4 Consideration and possible award of the Truckee Meadows Water Reclamation Facility 2017 Pavement Preservation Project contract (AC-5357) to Sierra Nevada Construction in the amount of \$61,300. (FOR POSSIBLE ACTION)**

An agenda item from Treatment Plant Manager Michael Drinkwater recommending Council approve the contract to Sierra Nevada Construction. The pavement preservation project, located at the Truckee Meadows Water Reclamation Facility (TMWRF), will provide crack seal and slurry seal on identified asphalt pavement areas around the treatment plant. The pavement treatments established in the project scope will extend the life of the existing asphalt pavement around the plant. Funding is from the TMWRF administration operating budget; there is no impact to the general fund.

**8.5 Consideration and possible approval of a supplemental agreement (AC-5358) with Union Pacific Railroad (UPRR) in the amount of \$140,222. (FOR POSSIBLE ACTION)**

An agenda item from Utility Manager Andy Hummel recommending Council approve the supplemental agreement with UPRR. This supplemental agreement will modify the original agreement, License Audit No. 283911, by clarifying the installation and coordination of 140 lineal feet of double eight-foot square box culvert and 40 lineal feet of double six-foot square box culvert for transporting and conveying storm water on railroad property. The work contained in the supplemental agreement is a component of the North Truckee Drain Phase 3 project. Funding is from the storm drains capital project fund; there is no impact to the general fund.

**8.6 Consideration and possible approval of a request for authorization to purchase SCADA equipment and instrumentation, from George T. Hall Company, in the amount of \$68,650. (FOR POSSIBLE ACTION)**

An agenda item from Utility Manager Andy Hummel recommending Council authorize the purchase of SCADA equipment and instrumentation. The SCADA equipment and instrumentation will provide remote control and monitoring of the Sparks Marina Pump Station and will integrate with the City's existing SCADA interface allowing for the elimination of the need to physically start and stop the pumps and measure the marina water level on site. Funding is from the storm drains capital project fund; there is no impact to the general fund.

**8.7 Consideration and possible approval of a refund of sewer fees to the Regional Transportation Commission for the sewer account at 1421 Victorian Avenue in the amount of \$37,166.39. (FOR POSSIBLE ACTION)**

An agenda item from Customer Services Manager Jessica Easler recommending Council approve the refund to Regional Transportation Commission (RTC). RTC owns the property at 1421 Victorian Avenue. The Truckee Meadows Water Authority (TMWA) meter that services the property was calibrated incorrectly and meter readings have been overstated by a factor of 10. Due to the overstated TMWA meter readings, RTC requested a refund. Funding is from the storm drains capital project fund; there is no impact to the general fund.

**8.8 Consideration and possible approval of a Final Map for Pioneer Meadows Village 10, Phase 1 Subdivision. (FOR POSSIBLE ACTION)**

An agenda item from City Engineer Jon Ericson recommending Council approve the final map as submitted. Pioneer Meadows Village 10, Phase 1 Subdivision will be generally located south of

Wingfield Hills Road, and north of Rolling Meadows Drive. This subdivision will create 88 residential lots on 10.32 acres. There is no impact to the general fund.

## **9. General Business**

### **9.1 Consideration and possible approval of a contract (AC-5359) for the Sparks Marina Pump Station Project, to Farr Construction Corporation dba Resource Development Company, in the amount of \$399,280. (FOR POSSIBLE ACTION) (Time: 2:59 p.m.)**

An agenda item from Utility Manager Andy Hummel recommending Council approve the contract. The western pump station at the Sparks Marina is used for primary water level control while the eastern pump station is used for emergency level control. The existing pumps at the Sparks Marina western pump station are reaching the end of their service life and are no longer able to adequately maintain the marina water level due to flow demand doubling over the last 10 years. Funding is from the storm drains capital project fund; there is no impact to the general fund.

A motion was made by Council Member Smith, seconded by Council Member Abbott, to approve the contract as presented by staff. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

### **9.2 Consideration and possible approval of a consulting contract (AC-5360) with House Moran Consulting, Inc. for the Reach 9 Flood Control Channel Analysis in the amount of \$92,000. (FOR POSSIBLE ACTION) (Time: 3:03 p.m.)**

An agenda item from City Engineer Jon Ericson recommending Council approve the consulting contract. Reach 9 is a proposed Regional Flood Control Facility (channel), located in Impact Fee Service Area Number 1 (IFSA #1) in northern Sparks. The contributing drainage area (watershed) to Reach 9, beginning at the Lemmon Valley-Golden Valley ridge line, is prone to flash flooding and substantial sedimentation. The scope of services includes the tasks to analyze historic and recent (2017) storm events to develop appropriate regional impact storms for use in the modeling, analysis, and design of future storm water infrastructure, roadway crossings, and sediment control measures for Reach 9. Funding is from impact fee service area #1; there is no impact to the general fund.

A motion was made by Council Member Bybee, seconded by Council Member Smith, to approve the consulting contract as presented by staff. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

### **9.3 Consideration, discussion, and possible approval of fiscal year 2017-2018 budget recommendations and fiscal items including 1) the City Manager's recommendations for the City of Sparks final budget; and 2) the proposed five-year Capital Improvement Plan. (For Possible Action) (Time: 3:11 p.m.)**

An agenda item from City manager Steve Driscoll and Financial Services Director Jeff Cronk recommending Council approve:

- 1) the City Manager's recommendations for the fiscal year 2017-2018 final budget; and
- 2) the proposed five-year Capital Improvement Plan.

City Manager Driscoll and Financial Services Director Cronk presented the City Manager's final budget recommendations for fiscal year 2017-2018 (FY '18). Public hearings on the final budget will be held during the May 22<sup>nd</sup> Council and SRA meetings.

Mr. Cronk reviewed the fiscal policies of the city and how the policies drive the budget process. City Manager Driscoll discussed the need for field replacements at Golden Eagle Regional Park (GERP) as one of the larger budget challenges facing the city. Currently 3% of the utility franchise fees are allocated at 2% to roads and 1% to parks maintenance. Mr. Driscoll is proposing that 1% go to roads, 1% to GERP, and 1% to parks maintenance. Council discussed concerns about reallocating the money.

Public hearing was opened at 3:56 pm. The following citizens spoke in opposition of reallocating funds from roads to parks: Eloy Jara, Craig Madole, Ashtyn Thomas, Marc Markwell, and Robert Meshew. The following citizens did not wish to speak, but are also in opposition: Joseph Howard, Armando Rodriguez, Mike Kinney, Doris M Swank, Robert Perry, Tim G., Gary Benedict, Debbie J. Howard, Rod Young, and Phillip Herring. Public hearing was closed at 4:08 pm.

A motion was made by Council Member Lawson, seconded by Council Member Bybee, to direct staff to prepare the final budget including moving as estimated one million dollars from road fund to park fund with the stipulation that the million-dollar move is for one year only, find new revenue source for next year, and set up a workshop to discuss the issue. Council Members Abbott, Lawson, Bybee, YES. Council Member Smith, NO. Council Member Dahir, ABSENT. Motion carried 3-1.

A motion was made by Council Member Smith, seconded by Council Member Bybee, to approve the City Manager's final budget recommendations for fiscal year 2017-2018 and the proposed five-year Capital Improvements Plan for fiscal years 2017-2018 through 2021-2022. Council Members Abbott, Lawson, Smith, Bybee, YES. Dahir, ABSENT. Passed unanimously with those present.

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

### **10.1 None**

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

### **11.1 Public hearing, consideration of and possible approval for NV Green, Inc. to move a medical marijuana production facility from an approved but not yet established location at 1492 Linda Way to a location at 1475 Hymer Avenue. (PCN17-0008) (FOR POSSIBLE ACTION) (Time: 4:28 p.m.)**

An agenda item from Development Services Manager Karen Melby recommending Council conduct the public hearing and grant NV Green, Inc. the requested approval. NV Green was originally approved by the city to establish a medical marijuana production facility at 1492 Linda Way in July 2014. NV Green, Inc. was unable to make the Linda Way location work for their operation and so the MME cannot be established at the Linda Way location. NV Green, Inc. submitted a new Administrative Review application for 1475 Hymer Avenue on February 22, 2017. On March 8, 2017, the Administrative Review for the new location was approved with the condition that the new site must be approved by City Council in a public hearing, as required by Nevada law. This public hearing fulfilled the condition of approval. There is no impact to the general fund.

Public hearing was opened at 4:31 pm; no comments were received.

A motion was made by Council Member Abbott, seconded by Council Member Smith, to approve the request from NV Green, Inc. to relocate a medical marijuana production facility from 1492 Linda Way to 1475 Hymer Avenue. Council Members Abbott, Lawson, Smith, Bybee, YES. Council Member Dahir, ABSENT. Passed unanimously with those present.

## 12. Comments

**12.1 Comments from the Public** (Time: 4:32 p.m.) – None.

**12.2 Comments from City Council and City Manager** (Time: 4:32 p.m.)

City Manager Driscoll announced the following committee appointments:

- Civil Service Commission, 2 members for a 3-year term
- Parks and Recreation Commission, 3 members for a 3-year term
- Reno-Tahoe Airport Authority, Board of Trustees, 1 member for a 4-year term

Applications will be accepted until close of business Thursday, May 25, 2017 at 5:00 p.m.

Council Member Abbott announced that Keep Truckee Meadows Beautiful (KTMB) will be holding KTMBs Great Community Cleanup on Saturday, May 6<sup>th</sup>, from 8:00 a.m. until noon.

## 13. Adjournment

Council was adjourned at 4:33 p.m.

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GENO R. MARTINI, Mayor

ATTEST:

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Teresa Gardner, City Clerk

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