

Sparks City Council Meeting Minutes
2:00 P.M., Monday, October 10, 2011
City Council Chambers, Legislative Building, 745 Fourth Street, Sparks, Nevada

1. Call to Order (Time: 2:02:32 p.m.)

The regular meeting of the Sparks City Council was called to order by Mayor Geno Martini at 2:02 p.m.

2. Roll Call (Time: 2:02:42 p.m.)

Mayor Geno Martini, City Clerk Linda Patterson, Council Members Julia Ratti (2:30), Ed Lawson, Mike Carrigan, Ron Schmitt, City Manager Shaun Carey, City Attorney Chet Adams, PRESENT. Council Member Ron Smith, ABSENT.

Staff Present: Brian Allen, Ron Korman, Tom Garrison, Andy Koski, Neil Krutz, John Martini, Andy Hummel, Jenny Lewis, Adam Mayberry, Ron Korman, Sherri Flynn, Teresa Gardner, Tracy Domingues, Steve Driscoll, Jim Rundle, Armando Ornelas, and Donna DiCarlo.

Invocation Speaker: (Time: 2:03:01 p.m.)

There was no invocation.

Pledge of Allegiance (Time: 2:03:13 p.m.)

The Pledge of Allegiance was led by Council Member Mike Carrigan.

Comments from the Public (Time: 2:03:40 p.m.)

- Ms. R.J. Larrieu, Director of the Newton Learning Center, thanked the Council for the City's assistance in getting their facility open. She invited the Council and the public to their open house on Tuesday.
- Mr. Dana Clegg spoke against the current gun laws, stating they need to be stricter.

REQUEST FROM COUNCIL MEMBER RON SMITH TO RECONSIDER AN ACTION TAKEN AT THE REGULAR MEETING OF SEPTEMBER 26, 2011, REGARDING A PUBLIC HEARING FOR THE CONSIDERATION, SECOND READING, PUBLIC HEARING AND POSSIBLE ADOPTION OF BILL NO. 2636, AN ORDINANCE REDISTRICTING THE CITY COUNCIL WARD BOUNDARIES BASED ON THE 2010 UNITED STATES CENSUS

City Manager Shaun Carey noted that he received a written request from Council Member Smith, who was on the prevailing side of the vote, to reconsider the vote on this item. Mr. Carey stated the council needed to act needed to act on the request that this item be added to today's agenda.

A motion was made by Council Member Schmitt, seconded by Council Member Lawson, to add this item to today's agenda for reconsideration. Council Members Lawson, Carrigan, Schmitt, YES. Council Members Ratti, Smith, ABSENT. Motion carried.

Sparks City Council Meeting Minutes for October 10, 2011

Approval of the Agenda (Time: 2:11:13 p.m.)

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 Schmitt, seconded by Council Member Lawson, to approve the agenda as posted. Council Members Lawson, Carrigan, Schmitt, YES. Council Members Ratti, Smith, ABSENT. Motion carried.

3. Recommendation to Approve Minutes of

3.1 Consideration and possible approval of the Sparks City Council meeting minutes for the City Council Workshop of August 23, 2011, and Regular Meeting of September 26, 2011 (Time: 2:11:52 p.m.)

A motion was made by Council Member Lawson, seconded by Council Member Carrigan, to approve the minutes of the City Council Workshop of August 23, 2011 and the Regular Meeting of September 26, 2011. Council Members Lawson, Carrigan, Schmitt, YES. Council Members Ratti, Smith, ABSENT. Motion carried.

4. Announcements, Presentations, Recognition Items and Items of Special Interest – None

5. Consent Items (Time: 2:12:42 p.m.)

A motion was made by Council Member Schmitt, seconded by Council Member Lawson, to approve Consent Items 5.1 through 5.10. Council Members Lawson, Carrigan, Schmitt, YES. Council Members Ratti, Smith, ABSENT. Motion carried.

5.1 Report of Claims and Bills approved for payment and appropriation transfers for the period September 8, 2011 through September 21, 2011

An agenda item from Finance Director Jeff Cronk recommending approval of the Report of Claims and Bills as outlined.

5.2 Consideration, discussion and possible ratification of Phase II expenses for the Agresso Business World software implementation of Human Resources and Payroll modules

An agenda item from IT Systems Administrator Sherri Flynn recommending the City Council ratify expenses for implementation of Phase II of the City's financial software system for an estimated cost of \$210,000.00. Phase II implementation commenced in October 2010. Partial funding of \$115,000.00 was made available for the balance of FY 2010-11. The balance of funding (\$210,000.00) has been included in the budget for FY2011-12. Monies for both fiscal years include implementation, travel, training and any additional consulting costs.

5.3 Consideration and possible approval to purchase a rotary fairway mower for Parks Maintenance from Turf Star in the amount of \$76,043.41

An agenda item from Fleet and Facilities Manager Ron Korman recommending the City Council to purchase a new mower which will be used to maintain park space and sports fields. This mower will replace a mower that has failed and for which repair is not feasible. Utilizing the "joinder" provision will allow the City to precisely define the mower needed while foregoing the need to formally bid the item. This one-time purchase will be funded with an augmentation to

Sparks City Council Meeting Minutes for October 10, 2011

the vehicle replacement fund.

5.4 Consideration and possible approval of Interlocal Contract between the Nevada Commission on Peace Officers' Standards

An agenda item from Fire Chief Andreas Flock recommending the City Council approve this agreement. The State of Nevada Commission on Peace Officers' Standards and Training (P.O.S.T.) is requiring the City of Sparks Fire Department to engage into a contract for services provided by P.O.S.T. for any members that may be sent to P.O.S.T. for Peace Officer training. This is a new requirement for P.O.S.T. as a result of the recent Legislative Session. The Sparks Fire Department employs two positions (Fire Marshal and Assistant Fire Marshal) that require the knowledge and skills of a Peace Officer for Arson Fire Origin & Cause investigations. These two positions are required to attend and maintain the State of Nevada Commission on Peace Officers' Standards and Training per their City job description.

5.5 Consideration and possible award of the Gleeson Way Sanitary Sewer Rehabilitation Project, Bid No. 11/12-006, PWP-WA-2011-360, Base Bid and Alternate 1 to Q & D Construction, Inc., in the amount of \$84,478

An agenda item from Capital Projects Manager Chris Cobb recommending the City Council award the Gleeson Way Sanitary Sewer Project as outlined in the staff report. This project will replace the existing sanitary sewer main and laterals from Tanglewood Drive east to N. McCarran Boulevard. Funds are available for this project.

5.6 Consideration and possible award of the Plymouth and Zephyr Way Sewer Rehabilitation Project to Peavine Construction in the amount of \$197,480

An agenda item from Acting Utility Manager Andy Hummel recommending the City Council award this sewer rehabilitation project as outlined in the staff report. This project will rehabilitate 1,190 linear feet of sanitary sewer pipeline and associated service lateral connections within the backyards of homes located between Plymouth and Zephyr Way. \$500,000 has been budgeted in the current (FY11/12) CIP under project 126615 for rehabilitation of backyard sewer pipelines. The pipeline located between Plymouth Way and Zephyr Way, bordered by Rock Boulevard to the west and 11th Street to the east, was chosen to be an initial pilot project to assist in obtaining cost data as well as evaluate rehabilitation methods. For this project, contractors were allowed to choose one of three methods of rehabilitation: Cured-in-Place-Pipe (CIPP), Fold-and-Form pipe, and Pipe Bursting. The scope of the project also included replacement of the lateral tie-ins and installation of a cleanout at the easement line (5' from property line in this case). CIPP was chosen by all three contractors who submitted.

5.7 Consideration and possible approval to add two newly created classifications of Assistant City Clerk and Records Technician and eliminate the positions of Records Specialist and Office Specialist in the Managerial Services Department, City Clerk's Office; and make the appropriate reclassifications and personnel complement changes

An agenda item from Assistant City Manager Steve Driscoll recommending the City Council to add two newly created positions of Assistant City Clerk and Records Technician and eliminate the positions of Records Specialist and Office Specialist in the Managerial Services Department, City Clerk's Office; and make the appropriate personnel complement changes to include reclassifying the current Records Specialist to the vacant position of EIMS Coordinator and the

Sparks City Council Meeting Minutes for October 10, 2011

current Office Specialist to the newly created position of Records Technician and add an Assistant City Clerk to the personnel complement of the City Clerk's Office. As with other city functions, the City Clerk's Office has experienced major changes in the past two years due to budget cuts. Staffing was reduced from six employees to three in 2008. When the SSSI project brought the City Works staff back to city hall, their Records Specialist was integrated into our office but continued with the original workload from Community Services, with little capacity to assist with Clerk functions. In September, Joe Grogan, EIMS Coordinator, retired. Additionally, the current City Clerk will be considering retirement within the next two years. At this time, there is a need to develop a succession plan and to build in capacity for advancing technology within the Clerk's Office to increase efficiency and effectiveness. To move forward with the succession plan in the City Clerk's Office, the proposed reorganization needs to be in place. This reorganization does not increase staffing numbers.

5.8 Consideration and possible approval to add the classification of Assistant City Clerk in the Management, Professional and Technical Resolution

An agenda item from Assistant City Manager Steve Driscoll recommending the City Council approve a request to add the Assistant City Clerk classification in the Management, Professional and Technical Resolution. By adding the classification listed below, there is no alteration in the language of the current Agreement, but will require changes to "Appendix A – Management Job Class and Salary Wage Ranges". This agenda is in conjunction with the agenda item 5.7 and 5.9.

5.9 Consideration and possible approval of a Memorandum of Understanding (MOU) between the City of Sparks and Operating Engineers Local Union No. 3 to add the position of Records Technician and eliminate the position of Records Specialist in the Operating Engineers Local Union No. 3 Non-Supervisory Contract

An agenda item from Assistant City Manager Steve Driscoll recommending the City Council to approve a request to add the position of Records Technician and eliminate the position of Records Specialist in the Operating Engineers Local Union No. 3 Non-Supervisory Contract. By adding the position of Records Technician and eliminating the position of Records Specialist there is no alteration in the language of the current Contract, but will require changes to "Appendix A – Job Titles and Wage Ranges". This agenda is in conjunction with the agenda item 5.8 and 5.9.

5.10 Consideration and possible approval of an application for a gaming license for Stillwater Gaming, LLC dbat Victorian Penny Park, located at 1114 Victorian Avenue, Sparks, NV, submitted by Mr. David Scott Tate

An agenda item from Police Chief Steve Keefer recommending the City Council approve a Gaming License for Victorian Penny Park, contingent upon the location being inspected and approved by every city, county, district, and state agency having jurisdiction over the matter and upon fingerprints being returned from the FBI/CJIS that do not reflect any disqualifying arrests/convictions, and upon issuance of a gaming license by Gaming Control Board. The applicant will be operating gaming devices at Victorian Penny Park for one day only, November 1st, 2011, in an effort to preserve the location's unrestricted gaming license. The license will provide \$1,920.00 annually for sixteen, upright, nickel slot machines.

Sparks City Council Meeting Minutes for October 10, 2011

6. General Business

6.1 Consideration and possible approval of FFY11 (Federal Fiscal Year 2011) Emergency Management Performance Grant (EMPG) funds for continuance of the city's on-going emergency management efforts (Time: 2:13:34 p.m.)

Assistant City Manager Steve Driscoll noted that this is a continuation of a grant that we have received from the federal government related to planning and training for emergency preparedness. This was an \$80,225 Emergency Management Performance Grant (EMPG) from the State of Nevada's Division of Emergency Management to supplant 50% of selected City general fund salaries and expenditures related to emergency management efforts during Federal Fiscal Year 2011 grant performance period October 1, 2010 ending March 31, 2012. The city will match this amount from in kind monies spent in selected general fund salaries and services and supplies relating to emergency management efforts during Federal fiscal year 2011.

A motion was made by Council Member Lawson, seconded by Council Member Carrigan, to approve the acceptance of the State's Division of Emergency Management Emergency Management Performance Grant (EMPG) for the federal fiscal year grant performance period ending March 31, 2012 in the amount of \$80,225. Council Members Lawson, Carrigan, Schmitt, YES. Council Members Ratti, Smith, ABSENT. Motion carried.

6.2 Consideration and possible acceptance of a State of Nevada Department of Public Safety, Office of Traffic Safety grant in the amount of \$92,100.00 to fund participation in the 2012 Joining Forces traffic enforcement program (Time: 2:15:51 p.m.)

Deputy Police Chief Brian Allen stated the Sparks Police Department has been a participant in the Joining Forces program since its inception in 2002. The Program provides funding to pay officer overtime to conduct specified traffic enforcement activities. There are 15 scheduled events that are conducted by participating agencies statewide. These events include the national Click-it or Ticket campaign; the holiday impaired driving campaign, and the spring speed enforcement campaign. New this year is focused enforcement of distracted driving (cell phone), and intersection enforcement. The Joining Forces program is a national award winning program that has been credited with reducing the injuries and fatalities on Nevada's roadways. The grant will fund approximately 1850 hours of officer overtime to participate in these events. The grant also requires an in-kind City match, from salaries and expenditures already budgeted, of \$23,025.

A motion was made by Council Member Carrigan, seconded by Council Member Lawson, to approve the acceptance of a grant award from the State of Nevada Department of Public Safety, Office of Traffic safety in the amount of \$92,100. Council Members Lawson, Carrigan, Schmitt, YES. Council Members Ratti, Smith, ABSENT. Motion carried.

6.3 Consideration and possible award of contract for Large Pipe Asset Management Baseline Assessment with Redzone Robotics, in the amount of \$411,370 (Time: 2:17:45 p.m.)

Acting Utility Manager Andy Hummel gave a power point presentation as outlined below and discussed the parameters of the project and what the City hopes to gain from this project.

City of Sparks Community Services - Large Diameter Pipeline Assessment Program

Sparks City Council Meeting Minutes for October 10, 2011

Summary of Need

- 40.9 Miles of Large Diameter Sewer Interceptor (18" or bigger)
- Unable to Assess Using City-Owned Equipment
- Variety of Techniques and Technologies Available.
- Must Co-Exist with Existing Small-Diameter Assessment Program

Assessment Area Prioritization

- Age
- Size
- Material
- Ownership

Phase 1 Area

- Central McCarran York – 3.4 Miles
- Central Victorian – 3.3 Miles
- Existing South Spanish Springs Interceptor – 1.6 Miles

Data Needs

- Debris / Sediment Buildup
- Remaining Life Estimate
- Immediate Attention
- Long-Term Needs
- Appropriate Rehab Techniques

Meeting Data Needs

- CCTV – Video Data of Pipe Above Water
- Laser – Accurate Measurement Above Water
- Sonar – Accurate Measurement Below Water
- Gas Levels – Predictor of Deterioration

Pathway to Today

- RFP Process to Create On-Call List of Qualified Professionals. Approved June 27
- Selected Redzone to Negotiate First Phase Based on Ability, Unique Technology, & Experience

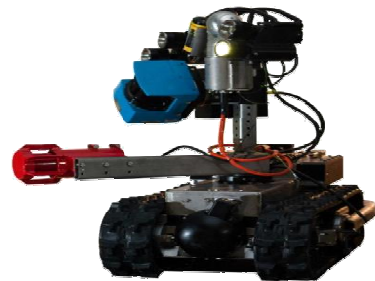
LARGE DIAMETER PIPE ROBOT

- Flexible locomotion platform - inspection in larger pipe ($\geq 36"$)
- Can travel 8,000 LF in each direction from one deployment location (16,000 LF total)
- Integrated sensors for pipe mapping and 100% pipe coverage
 - 3D laser: pipe bends, corrosion, ovality
 - Sonar: sediment levels below the flow
 - CCTV imaging
 - Gas sensors to detect corrosive gas presence
 - Record multiple sensors per run for synchronized data collection
 - Quantifiable data resulting with a definable error tolerance

- Floating & driving deployment capabilities

(ICOM3) PROGRAM MANAGEMENT SOFTWARE

- Comprehensive Asset Management Programs -Water, Waste Water, Storm Water, Streets, Buildings
- Intuitive core modules
 - Inspection Management
 - Work Management
 - Asset Management
- Web-based, operating in connected or mobile disconnected mode
- Configured for every client
- The ICOM viewer is provided free with every RedZone inspection
- Can import ALL historical CCTV data, and past work order history, regardless of vendor



Sparks City Council Meeting Minutes for October 10, 2011

- Asset and activity based
- Performance Monitoring, Tracking, Budgeting, and Reporting Functionality, including automatic preparation of regulatory reports
- Accepts Engineering/Water Modeling Results Vendor Agnostic
- Incorporates SCADA systems

Mr. Hummel stated this work will provide pipeline assessment of interceptor pipelines (18" in size and above) through the core area of Sparks, providing data necessary to plan for future pipeline rehabilitation and replacement projects. Redzone is proposing to use conventional CCTV (video) and Sonar for all pipes between 18" and 30" in diameter. CCTV will capture pipe condition above the water line, while Sonar will capture below the water line. Additionally, a test of new Laser technology for smaller diameter pipelines (i.e. below 30") is to be used for this project at no extra charge. A total of 27,261 feet of piping will be done this way. For the larger (36" to 60") interceptor piping, Redzone is proposing to use a robotic platform equipped with a multi-sensor capable of capturing CCTV, Sonar, Laser, and gas levels. The addition of Laser and gas level sensors will provide additional data on pipe condition as well as anticipated life due to the presence (or lack) of corrosive gases within the pipeline. A total of 16,439 feet of piping will be done this way. Additionally, Redzone will provide an inspection assessment and viewing tool using their ICOM3 software. This software package is capable of incorporating existing CCTV data from the City's current small diameter assessment program, and will work with our existing GIS database.

A motion was made by Council Member Lawson, seconded by Council Member Carrigan, to award a Contract for Large Pipe Asset Management Baseline Assessment to Redzone Robotics, in the amount of \$411,370. Council Members Lawson, Carrigan, Schmitt, YES. Council Members Ratti, Smith, ABSENT. Motion carried.

6.4 Consideration and possible approval of Amendment #5 to the Cooperative Agreement between the City of Reno, Washoe County and the City of Sparks for services related to the operation of the Community Assistance Center (Time: 2:31:03 p.m.)

City Planner Armando Ornelas noted that the previous amendment (#4) extended the Cooperative Agreement through January 31, 2012. Amendment #5 would extend the Agreement for an additional seventeen months: the remainder of the current fiscal year (i.e., from February 1 – June 30, 2012) and through all of fiscal year 2012-2013. Amendment #5 also extends Reno's role as lead entity through the term of the agreement. If Amendment #5 is approved by all three jurisdictions, the City of Reno, as lead entity, will proceed with issuing the new Request-for-Proposal (RFP) for shelter operations. The RFP will be based on specific performance metrics as discussed in the BACKGROUND section of the staff report.

Per Amendment #5, the City of Sparks would continue to contribute funds from the \$84,976 (15%) of the CDBG funding it has budgeted for CAC operations during the 2011-12 fiscal year. Amendment #5 is also for fiscal year 2012-13. However, funding for the CAC's FY 12-13 operations is contingent on the appropriation of funds by each jurisdiction through their respective budget processes. If appropriations for FY 12-13 are collectively insufficient to maintain CAC operations the facility may have to close.

Sparks City Council Meeting Minutes for October 10, 2011

A motion was made by Council Member Carrigan, seconded by Council Member Lawson, to approve Amendment #5 to the Cooperative Agreement and authorize the Mayor to sign the agreement. Council Members Ratti, Lawson, Carrigan, Schmitt, YES. Council Member Smith, ABSENT. Motion carried.

6.5 First reading and possible discussion of PCN11017 Bill No. 2637, a rezoning request from the Galloway Living Trust for a site approximately 17,511 square feet in size from I/T (Industrial/Transitional Overlay) zoning to I (Industrial) zoning generally located at 1933 Frazer Avenue (Time: 2:33:45 p.m.)

City Clerk Linda Patterson read the bill by title. Mayor Martini announced that the second reading and public hearing for this bill would be conducted at the next City Council meeting on October 24, 2011.

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

7.1 Request from Council member Ron Smith to reconsider an action taken at the regular meeting of September 26, 2011, regarding a public hearing, consideration and possible adoption of Bill No. 2636, an ordinance redistricting the City Council ward boundaries based on the 2010 United States Census (Time: 2:34:31 p.m.)

A motion was made by Council Member Carrigan, seconded by Council Member Schmitt, to allow the Sparks city Council to reconsider the Public Hearing and possible City Council approval for the adoption of Bill No. 2636, an ordinance redistricting the City Council ward boundaries based on the 2010 United States Census. Council Members Ratti, Lawson, Carrigan, Schmitt, YES. Council Member Smith, ABSENT. Motion carried.

7.2 Public Hearing for reconsideration of Bill No. 2636, an ordinance redistricting the City Council Ward boundaries based on the 2010 United States Census (Time: 2:37:00 p.m.)

Senior Planner Jim Rundle noted that at the September 26, 2011 meeting the City Council voted to approve a ward boundary map, with stipulations. Staff then moved forward with the implementation of the stipulations by modifying the proposed ward map as requested. However the modifications the council stipulated in their approval were outside of the 5% threshold for population distribution between wards. Therefore staff is proposing new ward boundaries as depicted in the map labeled 1F for the final ward boundaries. This map includes the areas discussed at the last meeting and includes moving the stipulated portion that is part of the Vista Homeowners Association into Ward 4. To do this, staff had to make other modifications to the ward map in order to maintain the 5% population threshold. An area at the intersection of Greenbrae and McCarran was moved into Ward 5 and an area at the intersection of Baring and Sparks Boulevard was moved from Ward 5 into Ward 3. Mr. Rundle stated that the proposed ward map 1F complies with the 5% threshold and includes all the comments from Council.

Mayor Martini opened the public hearing and asked if anyone wished to comment on the proposed ward boundaries. There being no comment, the public hearing was closed.

Sparks City Council Meeting Minutes for October 10, 2011

A motion was made by Council Member Ratti, seconded by Council Member Carrigan, to approve proposed ward boundary map 1F and adopt Bill No. 2636 (Ordinance No. 2455), an ordinance redistricting the City Council ward boundaries based on the 2010 United States Census. Council Members Ratti, Lawson, Carrigan, Schmitt, YES. Council Member Smith, ABSENT. Motion carried.

8. Planning and Zoning Public Hearings and Action Items

8.1 Public Hearing, consideration and possible action Resolution No. 3206, a Resolution revising fees related to development services provided by the City of Sparks specifically adjusting fees for Special Use Permits, Site Plan Reviews, Code Amendments, and Expired Tentative Subdivision Maps (Time: 2:40:52 p.m.)

Senior Planner Jim Rundle stated that the Development Services Enterprise fund was created by City Council Action in 1999; the intent was to have the development community pay for services that the City provided. At a recent City Council retreat, the City Council requested staff look at amendments to the development codes to remove barriers to development and job creation. This proposal is to amend the resolution which governs the fees for development services and eliminate certain fees and reduce other fees associated with such items as Special Use Permits, Site Plan Reviews, Code Amendments, and review of expired Tentative Maps.

Mr. Rundle discussed the proposed changes to the fees as outlined:

- Eliminate the three types of special use permits and have one special use permit fee of \$2,500 plus time and materials
- Eliminate the two types of site plan reviews and require a deposit of \$1,500 and charge for time and materials toward that deposit
- Require a deposit of \$2,500 for tentative maps and charge time and materials toward that deposit
- Eliminate the fee for code amendments

Council asked if staff currently tracks their time by project. Mr. Rundle stated that they don't typically track their time for typical special use permits, but they do for handbooks and major special use permits. Community Services Director Neil Krutz stated that with implementation of the new fee schedule, staff would begin tracking their time in detail.

Council Member Ratti expressed concern that while these fees may assist with development in the current downturn of the economy, it might not be feasible if development picks up again. Mr. Krutz stated that for the past several years staff has been unable to project revenue for development because there has been virtually no development at all. In lowering the fees, staff is hoping that this will remove barriers so that some development can take place. When the economy does recover, we can revisit the cost of services.

Council Member Schmitt recommended that the changes be effective for one year and then the City can reexamine the effectiveness of the reductions.

Council Member Lawson suggested that there should be two fee ranges for special use permits: one for projects over \$100,000 and one for projects under \$100,000.

Sparks City Council Meeting Minutes for October 10, 2011

Mayor Martini opened the public hearing and asked if anyone wished to comment on the proposed resolution.

- Mr. Jess Traver of the Builders Association of Northern Nevada spoke in support of the resolution. Mr. Traver expressed concern that this change did not go through the Enterprise Fund Committee and said that they have experienced problems with other entities that have gone to a time/materials type fee schedule.

There being no further comment, the public hearing was closed.

Mayor Martini asked what type of problems they have experienced with other entities. Mr. Traver responded that there is no cap on the time/materials cost. Mr. Traver stated that a six month review is a good idea.

Council Member Schmitt emphasized that it is the intent of the City to be able to process projects faster and get some type of development going.

Council Members Carrigan and Lawson both stated they would support a cap on costs for specific types of projects. Council Member Ratti stated she would also support a cap, but only for six months—after that we need to evaluate our costs versus the needs of the client.

With regard to the proposed cap, Mr. Krutz proposed that the City eliminate the routine and minor special use permits and go to the \$2,500 deposit and bill on a time and materials basis, subject to a cap of the current minor special use permit fee of \$7,495. And that we keep the major special use permit category on our books for the “just-in-case” big project that comes in that is going to be a 200 hour effort.

Council Member Carey asked that the council make sure that the resolution does not expire in six months and leave us without a fee structure. He recommended a review in six months and another review in another six months.

Council Member Lawson suggested that the cost of the project determine the amount of the deposit required. Mr. Rundle cautioned that there is not always construction associated with a special use permit, so in those cases, the under/over \$100,000 construction cost factor would not apply. Mr. Lawson stated his concern was that the \$2,500 deposit was still too large for some of the smaller projects. Mr. Rundle emphasized that the portion of the deposit not used is refundable. Mr. Lawson said he felt that \$1,250 would be a more appropriate amount for small projects. Mr. Krutz explained that when a developer comes to a pre-application meeting, staff can usually estimate at that time how many hours it will take to process that application.

Council Member Ratti asked if the pre-application meeting was part of staff costs. Mr. Krutz stated that it was not—it was the “freebie” and it helped the applicant know what the estimated costs might be.

Council Member Carrigan made a motion to accept the new fee structure with \$1,250 being the deposit the \$120/hour time/materials and leave the category of major special use permit. The cap

Sparks City Council Meeting Minutes for October 10, 2011

on the regular special use permit will be set at \$7,495 and staff will report back to the Council on how the new fees are working in six months. Lawson said the drawback to the proposed system is the guy that will try to take advantage of the system by trying to submit a major project under the minor project fee structure. Carrigan commented that this is when staff would step forward and say that this is not a minor project, it is a major project and will charged the major project fees. Mr. Krutz commented that he would like the decision on whether a project was minor or major to be left to the discretion of the staff. Council Member Lawson said he would second the motion if Mr. Carrigan would accept his amendment. Council Member Carrigan said he would amend his motion to include Mr. Lawson's amendments.

Council Member Ratti pointed out that there were other fee changes in the fee schedule, such as site plan review deposit of \$1,500. Mr. Krutz suggested setting all minimum deposits at \$1,250.

Mr. Rundle noted that the fee changes included the removal of all fees for code amendments.

A motion was made by Council Member Carrigan, seconded by Council Member Lawson, to adopt Resolution 3206, revising fees related to development services provided by the City of Sparks for one year with a six month review. Specifically adjusting fees for Special Use Permits, Site Plan Reviews and Expired Tentative Subdivision Maps to time and materials at \$120.00 per hour, with an initial deposit of \$1,250.00; maintaining the major Special Use Permit fee; placing a cap on regular Special Use Permits, site plan reviews, and expired tentative subdivision maps at \$7,495.00; removing the \$450 fee associated with code amendments. Council Members Ratti, Lawson, Carrigan, Schmitt, YES. Council Member Smith, ABSENT. Motion carried.

9. Comments

9.1 Comments from City Council and City Manager (Time: 3:20:57 p.m.)

City Attorney Chet Adams voiced his thanks for the City Clerk's office and Information Technology Team's work on the new electronic agenda process which is saving time for everyone working on the agenda.

9.2 Comments from the Public (Time: 3:21:38 p.m.)

None.

10. Adjournment (Time: 3:21:42 p.m.)

There being no further business, the meeting was adjourned at 3:21 p.m.

Mayor

City Clerk

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