



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, October 23, 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 Pro Tem Ron Smith at 2:00 p.m.

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

Council Members Donald Abbott, Ed Lawson, Ron Smith, Charlene Bybee, Kristopher Dahir, Acting City Manager Jeff Cronk, City Attorney Chet Adams and Assistant City Clerk Donna DiCarlo, PRESENT.

ABSENT: Mayor Geno Martini

3. Opening Ceremonies

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

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

3.2 Pledge of Allegiance (Time: 2:02 p.m.)

The Pledge of Allegiance was led by Acting City Manager Jeff Cronk.

4. Public Comment (Time: 2:03 p.m.)

A woman spoke anonymously about the minimum retention schedule for domestic violence court cases.

Darlene Hesse, Kim Tracy, Kathleen Shupp and Wesley Griffin spoke in opposition of building a high school in place of Wildcreek Golf Course and of concerns with traffic, flood, flight path, and crime and presented a flyer for a town hall meeting to be held October 25.

Bill Wagner spoke in opposition of PCN17-0032 and the current and future traffic problem in the area of Los Altos Parkway.

5. Agenda (Time: 2:22 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 Lawson, seconded by Council Member Abbott, to approve the agenda as submitted. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

6. Minutes (Time: 2:23 p.m.)

6.1 Consideration, discussion and possible approval of the minutes of the Sparks City Council Annual Reports Workshop of September 25, 2017 and the regular Sparks City Council meeting of October 9, 2017. (FOR POSSIBLE ACTION)

A motion was made by Council Member Dahir, seconded by Council Member Bybee, to approve the minutes of the Sparks City Council Annual Reports Workshop of September 25, 2017 and the regular Sparks City Council meeting of October 9, 2017. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

7. Announcements, Presentations, Recognition Items and Items of Special Interest (Time: 2:23 p.m.)

7.1 Commendation: Vance DeMars & 3D Concrete (Time: 2:23 p.m.)

Mayor Martini commended Vance DeMars and 3-D Concrete for being outstanding members of our community and for their willingness to help during the 2017 flood events and using ingenuity to fill sandbags with his cement trucks. The Commendation was read by Mayor Pro Tem Smith and presented to Vance DeMars.

7.2 Presentation: RSCVA Annual Update (Time: 2:27 p.m.)

President and CEO Phil DeLone gave an update on Reno-Sparks Convention & Visitors Authority (RSCVA) activities including their mission, objectives, hotel room night data, growth, the National Bowling Stadium, the Reno Events Center and the Reno-Sparks Livestock Events Center.

7.3 Presentation: Annual EDAWN Update (Time: 2:49 p.m.)

President and CEO Mike Kasmierski gave an update on some of the effective development programs of the Economic Development Authority of Western Nevada (EDAWN) including workforce development, prospect visits, manufacturing, workforce availability, workforce development activities, and community development initiatives. Mr. J. Witt and Mr. Frank Lepori spoke in support of EDAWN.

8. Consent Items (FOR POSSIBLE ACTION) (Time: 3:12 p.m.)

A motion was made by Council Member Dahir, seconded by Council Member Abbott, 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 September 21, 2017 through October 4, 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, discussion and possible acceptance of the receipt of grant and/or donation money which is individually under \$5,000. (FOR POSSIBLE ACTION)

An agenda item from Accountant II Rick Parton recommending Council approve the acceptance of grants and/or donations. Various people donated \$75 to the Partners in Parks & Recreation during the period from July 2017 to September 2017. There is no impact to the general fund.

8.3 Consideration, discussion and possible acceptance of a Traffic Safety Grant (AC-5416) in the amount of \$49,000 to participate in the State of Nevada Office of Traffic Safety 2018 Joining Forces Project. (FOR POSSIBLE ACTION)

An agenda item from Police Chief Brian Allen recommending Council accept the grant. For the past 14 years, the Sparks Police Department has participated in the State of Nevada Office of Traffic Safety's Joining Forces program. This national award-winning program focuses all of the State's participating agencies on the same type of enforcement during the same period of time. Along with paid media advertising, each event is intended to raise public awareness and education about hazardous crash-causing driving behaviors that contribute to the fatal crashes in this state. Often these programs coincide with national events such as "Click-it or Ticket" or "You Drink, You Drive, You Lose." This program has been credited with making a substantial contribution to the dramatic decrease in the fatal crash rate the State has experienced for the past several years. There is no impact to the general fund.

8.4 Consideration, discussion and possible acceptance of a Justice Assistance Grant in the amount of \$20,000 from the State of Nevada Department of Public Safety, Office of Criminal Justice Assistance. (FOR POSSIBLE ACTION)

An agenda item from Police Chief Brian Allen recommending Council accept the grant. The purpose of the grant funds is to continue to assist with the implementation of the requirements set forth by the Adam Walsh Act. The funds will benefit the Regional Sex Offender Notification Unit (RSONU) by purchasing access to the OffenderWatch Mobile Application, two tablet computers, cellular data plans for the tablets, a desktop digital scanner, and personnel overtime funding necessary to conduct compliance checks of sex offenders registered in Washoe County. There is no impact to the general fund.

8.5 Consideration, discussion and possible approval to purchase two vehicles from Reno Buick GMC Cadillac in the amount of \$99,841.54. (FOR POSSIBLE ACTION)

An agenda item from Public Works Manager Ron Korman recommending Council approve the purchase. The purchase will replace two vehicles for the Drains Department. Units 526B and 538A have reached or exceeded their scheduled life cycle. Funding is from the motor vehicle maintenance fund; there is no impact to the general fund.

8.6 Consideration, discussion and possible approval to purchase seven vehicles from Carson Dodge in the amount of \$197,173.75. (FOR POSSIBLE ACTION)

An agenda item from Public Works Manager Ron Korman recommending Council approve the purchase. The purchase will replace seven vehicles for the Police Department, six units that have reached or exceeded their scheduled life cycle and one unit that was totaled in an accident. Funding is from the motor vehicle maintenance fund; there is no impact to the general fund.

8.7 Consideration, discussion and possible approval of a final map for Stonebrook Village A1 & B1 Subdivision. (FOR POSSIBLE ACTION)

An agenda item from City Engineer Jon Ericson recommending Council approve the final map. Stonebrook Village A1 & B1 Subdivision will be generally located south of La Posada Drive and west of the existing Cimarron Subdivision. This new subdivision will create 105 residential lots on 21.31 acres. The developer will be RRW Stonebrook, LLC. There is no impact to the general fund.

8.8 Consideration, discussion and possible approval of a final map for Stonebrook Village D1 Subdivision. (FOR POSSIBLE ACTION)

An agenda item from City Engineer Jon Ericson recommending Council approve the final map. Stonebrook Village D1 Subdivision will be generally located south of La Posada Drive and west of the existing Cimarron Subdivision. This new subdivision will create 113 residential lots on 20.73 acres. The developer will be RRW Stonebrook, LLC. There is no impact to the general fund.

9. General Business

9.1 Consideration, discussion and possible approval of the Mayor's recommendation of an appointment to the Community Assistance Center - Transitional Governing Board from the following pool of applicants listed in alphabetical order: Donald Abbott; Charlene Bybee; Kristopher Dahir; Ed Lawson and Ron Smith. (FOR POSSIBLE ACTION) (Time: 3:13 p.m.)

An agenda item from City Manager Steve Driscoll recommending Council confirm the appointment of Council Member Kristopher Dahir. The City of Sparks, Washoe County and City of Reno created a Transitional Governing Board (TGB) for the purpose of oversight, planning, coordinating and managing resources for the provision of shelter operations and services at the Community Assistance Center (CAC) and to establish policies and priorities as they relate to these operations. Working with the TGB, the three jurisdictions jointly collaborate and support the operations and management of the shelter services provided at the CAC, including negotiations of contracts, budgets, reporting requirements and program oversight. Mayor Martini is stepping down and recommended Council approve his appointment of Council Member Kristopher Dahir to take his place. There is no impact to the general fund.

A motion was made by Council Member Bybee, seconded by Council Member Abbott, to confirm the appointment of Kristopher Dahir to the CAC-Transitional Governing Board. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

9.2 Consideration, discussion and possible approval of a payment for the city's annual support of the Economic Development Authority of Western Nevada (EDAWN) for the fiscal year 2017-18 in the amount of \$100,000. (FOR POSSIBLE ACTION) (Time: 3:14 p.m.)

An agenda item from City Manager Steve Driscoll recommending Council approve the funding request. EDAWN is the partnering agency providing economic development support to the city and the region. EDAWN's strategic plan and goals include quality job creation, assistance with the city's visitation program, and annual reporting to the city providing dashboard-metrics updates to the Board of Trustee representing the City of Sparks at the monthly EDAWN Board of Trustee meetings. There is an \$100,000 impact to the general fund.

Council discussed the necessity of increasing Sparks' presence; the amount of monetary support from other entities being less than that of Sparks; and the need to closely review the contribution for next year's budget.

A motion was made by Council Member Bybee, seconded by Council Member Dahir, to approve payment for the city's annual support of EDAWN for fiscal year 2017-2018 in the amount of \$100,000. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

9.3 Consideration, discussion and possible adoption of Resolution No. 3324 providing for the adoption of the Nevada Public Records Act, the Nevada Local Government Records Retention Schedules, and the Nevada Local Government Records Program Manual; defining extraordinary use of personnel and technology; defining confidential records; policy for establishing and waiving fees associated with public records requests; and providing for matters relating thereto. (FOR POSSIBLE ACTION) (Time: 3:19 p.m.)

An agenda item from Records Coordinator Julie Torres recommending Council adopt the Resolution. The Resolution provides for a city-wide records management program including rules for maintaining, retaining, and destroying public records; establishing fees for public records requests in accordance with Nevada Revised Statute as well as requirements to waive said fees; definitions for confidential information, and definitions for extraordinary use of personnel and technology. There is no impact to the general fund.

A motion was made by Council Member Abbott, seconded by Council Member Lawson, to adopt the Resolution. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

9.4 Consideration, discussion and possible approval of payment for reimbursement for moving expenses and operating costs related to the construction of the North Truckee Drain Realignment Phase 3 project, by Cal Freight, a lessee of 2090 Kleppe Lane, Unit A, in the amount of \$112,000. (FOR POSSIBLE ACTION) (Time: 3:23 p.m.)

An agenda item from Utility Manager Andy Hummel recommending Council approve the reimbursement. The reimbursement is for moving expenses and increased operating costs related to the construction of the North Truckee Drain Realignment Phase 3 project for Cal Freight, a lessee of 2090 Kleppe Lane, Unit A. The construction caused Cal Freight's yard space to be temporarily unusable. Funding is from the storm drain capital project fund; there is no impact to the general fund.

A motion was made by Council Member Smith, seconded by Council Member Dahir, to approve payment for reimbursement of moving expenses and operating costs related to the construction of the North Truckee Drain Realignment Phase 3 project by Cal Freight, a lessee of 2090 Kleppe Lane, Unit A, in the amount of \$112,000. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

9.5 Consideration, discussion and possible approval of a reimbursement to the City of Reno for Sparks' share of a contract (AC-5415) with Nelson Electric for the Electrical Substation Rehabilitation Project at the Truckee Meadows

Water Reclamation Facility (TMWRF) in an amount not to exceed \$292,117.44. (FOR POSSIBLE ACTION) (Time: 3:28 p.m.)

An agenda item from Treatment Plant Manager Michael Drinkwater recommending Council approve the reimbursement. This item is scheduled to be heard by the Reno City Council at their regular meeting on October 25, 2017. Staff asked the Sparks City Council to approve this item first to expedite the procurement of necessary materials, primarily the transformers. Staff is anticipating a large increase in factory orders for transformers and related electrical equipment as a result of flood damage to electrical systems throughout the south-eastern United States and Puerto Rico.

TMWRF is serviced by two incoming 24.9 kilovolt (kV) sources provided by NV Energy. Each incoming service is connected to a transformer through a closed switch that converts the 24.9 kV to 2,400 volts. The reduced voltage is then sent to the TMWRF's main electrical switch gear for distribution throughout the plant. The current 24.9 kV transformers were installed in 1986 and are reaching the limits of their intended reliable service life. Over the last five years, tests have found degradation of the transformer oil indicating the equipment is beginning to fail. Additionally, the 2007 Arc Flash study identified these transformers as presenting a dangerous arc flash hazard. The substation rehabilitation includes the two primary transformers, the feeders and switches. Funding is from the sanitary sewer capital project fund; there is no impact to the general fund.

A motion was made by Council Member Lawson, seconded by Council Member Abbott, to approve a reimbursement to the City of Reno for Sparks' share of a contract with Nelson Electric for the Electrical Substation Rehabilitation Project at TMWRF in an amount not to exceed \$292,117.44. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

9.6 Consideration, discussion and possible approval of the transfer of real property (C Street parking garage, APN 032-193-19), located in Redevelopment Area 1, from the City of Sparks to the Redevelopment Agency of the City of Sparks. (FOR POSSIBLE ACTION) (Time: 3:31 p.m.)

An agenda item from Assistant Community Services Director Armando Ornelas recommending Council approve the transfer. Washoe County Assessor's records reflect that the City acquired title to the property at 955 C Street in Redevelopment Area 1 in 1986. The property is approximately 42,000 square feet (.964 acre) in size and has a 3-story (4 deck) parking garage constructed in 1988 containing approximately 341 parking stalls. The garage is managed by the City as free public parking.

On August 28, 2017, the City Council directed the City Manager to negotiate and prepare a Disposition and Development Agreement (DDA) providing for the sale and redevelopment of the C Street property to Silverwing Development. The proposed transfer of the C Street garage property would provide the Redevelopment Agency and City Council greater flexibility to consider, at a future date, such an agreement. Council discussed a parking analysis, plans for future parking, and confirmed the property could be converted back to the City of Sparks if desired. There is no impact to the general fund.

A motion was made by Council Member Bybee, seconded by Council Member Lawson, to approve the transfer of the C Street parking garage property from the City of Sparks to the Redevelopment Agency of the City of Sparks. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

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

10.1 SECOND READING, Public Hearing, discussion and possible adoption of Bill No. 2726, an Ordinance amending Chapter 9.34 of the Sparks Municipal Code to prohibit inflatables during special events without a permit, and other matters properly related thereto (FOR POSSIBLE ACTION). (Time: 3:39 p.m.)

An agenda item from Parks and Recreation Director Tracy Domingues recommending Council adopt the Bill. The recommended amendments to Chapter 9.34 of the Sparks Municipal Code will define “inflatable” and prohibit inflatables on public property during special events without a permit. Adopting these amendments will promote the safety of special event attendees and provide clarity to the public and special event promoters and vendors regarding the use of inflatables during special events. The next step would be the development of the policy and permitting process, which will determine specific restrictions and guidelines, by the Parks and Recreation Commission. Council clarified the ordinance does not include a permit fee, permits would be per event and permits are not required for yard art. Council asked if the 39 NorthPole plans will be accepted and Ms. Domingues said the permits would be evaluated on a case by case basis by the Parks and Recreation Department according to the policy and require passage of an inspection by the Fire Department. Council said a 5’ height limit may be too restrictive; proper safety/engineering guidelines could allow flexibility. Ms. Domingues discussed the safety concerns associated with inflatables. Assistant City Attorney Alyson McCormick said a 5’ limit is currently in the proposed policy, however, the Parks and Recreation Commission can make adjustments prior to approval. There is no impact to the general fund.

The Public Hearing was opened at 3:55 p.m.; 39 North Downtown representative Kim Ciesynski spoke against the 5’ height limit, and in support of the 50 lb. weight limit. The Public Hearing was closed at 3:57 p.m.

Council discussed approval of the ordinance to include specific restrictions. City Attorney Chet Adams said the ordinance is intended to be broad in scope and gives the Parks and Recreation Commission the authority and discretion to determine the details. If it is discovered the approved ordinance is not effective, you could bring it back for amendment. Council expressed concern for an upcoming event that may be negatively affected. Mayor Pro Tem Smith suggested an effective date of 2018 which will coincide with approval of the 2018 special events.

A motion was made by Council Member Dahir, seconded by Council Member Smith, to adopt Bill No. 2726, an Ordinance amending Chapter 9.34 of the Sparks Municipal Code to be effective January 1, 2018 with an update of the Parks and Recreation Commission’s policy presented to Council at a January meeting. Council Members Abbott, Smith, Dahir, YES. Council Members Lawson, Bybee, NO. Motion carried 3-2.

10.2 SECOND READING, Public Hearing, discussion and possible adoption of Bill No. 2727, an Ordinance amending Chapter 12.24 of the Sparks Municipal Code to provide principal park rules, and other matters properly related thereto (FOR POSSIBLE ACTION). (Time: 4:06 p.m.)

An agenda item from Parks and Recreation Director Tracy Domingues recommending Council adopt the Bill. The recommended amendments to Chapter 12.24 of the Sparks Municipal Code will provide principal park rules. Adopting these rules by Ordinance will make enforcement of the

rules easier and provide clarity to the public regarding what activities are permitted in City parks, and prohibiting inflatables. The Parks and Recreation Commission will provide a metal detector policy to provide clear guidelines. There is no impact to the general fund.

The Public Hearing was opened at 4:08 p.m.; no comments were received. The Public Hearing was closed.

A motion was made by Council Member Abbott, seconded by Council Member Bybee, to adopt Bill No. 2727, an Ordinance amending Chapter 12.24 of the Sparks Municipal Code to provide principal park rules. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

10.3 PUBLIC HEARING, consideration, and possible approval of a collective bargaining agreement (AC-5418) between the City of Sparks and the International Association of Firefighters Local No. 1265 for the period July 1, 2017 through June 30, 2018. (FOR POSSIBLE ACTION) (Time: 4:09 p.m.)

An agenda item from Human Resources Manager Mindy Falk recommending Council approve the collective bargaining agreement. The International Association of Firefighters Local No. 1265 contract expired June 30, 2017. The City of Sparks and the International Association of Firefighters Local No. 1265 submitted a one-year agreement covering July 1, 2017 through June 30, 2018. The agreement includes a cost of living adjustment (COLA) of 2.0% above the base salary rate in effect June 30, 2017 retroactive to the first full pay period after July 1, 2017, a change in special duties differential pay and a change in the accrual rate and maximum accumulation for annual leave. The estimated financial impact to the general fund is \$260,000 per fiscal year in FY18, FY19 and FY20. The estimated financial impact to other funds is estimated at \$3,200 per fiscal year in FY18, FY19 and FY20. The changes also have a total estimated potential liability increase of up to \$19,000 combined for FY18, FY19 and FY20.

The Public Hearing was opened at 4:12 p.m.; no comments were received. The Public Hearing was closed.

A motion was made by Council Member Dahir, seconded by Council Member Abbott, to approve the collective bargaining agreement between the City of Sparks and the International Association of Firefighters Local No. 1265 for the period of July 1, 2017 through June 30, 2018. 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: 4:13 p.m.) - None

12.2 Comments from City Council and City Manager (Time: 4:13 p.m.)

Council Member Bybee said the Pumpkin Palooza event was awesome and thanked staff and volunteers; Ms. Bybee said Parks and Recreation took first place in the city pumpkin derby and she took second; and Council Member Abbott won best dressed.

Council Member Dahir invited all to attend the Nevada Veterans Memorial dinner/fundraiser on November 2nd. This is a statewide memorial and an educational piece. Additional information is available at www.nevadaveteransmemorial.org.

13. Adjournment

Council was adjourned at 4:15 p.m.

GENO R. MARTINI, Mayor

ATTEST:

Teresa Gardner, City Clerk

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