



MAYOR  
Geno Martini

CITY COUNCIL  
Julia Ratti, Ward I  
Ed Lawson, Ward II  
Ron Smith, Ward III  
Charlene Bybee, Ward IV  
Ron Schmitt, Ward V

CITY ATTORNEY  
Chet Adams

CITY MANAGER  
Steve Driscoll

## REGULAR CITY COUNCIL MEETING MINUTES

2:00 P.M., Monday, May 23, 2016

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 Julia Ratti, Ed Lawson, Ron Smith, Charlene Bybee, Ron Schmitt (phone at 2:05), City Manager Steve Driscoll, City Attorney Chet Adams and City Clerk Teresa Gardner, PRESENT.

ABSENT: None

### 3. Opening Ceremonies

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

The invocation was provided by Pastor Pete Vossler, Crosswinds Assembly of God.

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

The Pledge of Allegiance was led by Council Member Ratti.

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

- Community Foundation of Western Nevada – Reno Youth Network representatives Camille Glanzmann and Nick Tscheekar provided an update and introduced a project to connect kids to mentors. Additional information is available at [www.nevadamentors.org](http://www.nevadamentors.org).
- William Steward spoke regarding fire, police and ambulance services

### 5. Agenda (Time: 2:10 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 Ratti, seconded by Council Member Bybee, to approve the agenda as submitted. Council Members Ratti, Lawson, Smith, Bybee, Schmitt, YES. Passed unanimously.

### 6. Minutes (Time: 2:11 p.m.)

#### 6.1 Consideration and possible approval of the minutes of the Sparks City Council Concurrent meeting with the Reno City Council and the Washoe

**Board of Commissioners meeting of May 2, 2016 and the regular Sparks City Council meeting of May 9, 2016. (FOR POSSIBLE ACTION)**

A motion was made by Council Member Smith, seconded by Council Member Bybee, to approve the minutes of the Sparks City Council Concurrent meeting with the Reno City Council and the Washoe Board of Commissioners of May 2, 2016 and the regular Sparks City Council meeting of May 9, 2016. Council Members Ratti, Lawson, Smith, Bybee, Schmitt, YES. Passed unanimously.

**7. Announcements, Presentations, Recognition Items and Items of Special Interest (Time: 2:12 p.m.)**

**7.1 Proclamation: "Immigrant Heritage Month" (Time: 2:12 p.m.)**

Mayor Martini proclaimed June, 2016 as Immigrant Heritage Month and recognized the role of immigrants in building and enriching our nation.

**7.2 Proclamation: "Emergency Medical Services Week" (Time: 2:14 p.m.)**

Mayor Martini proclaimed May 15-21, 2016 as Emergency Medical Services Week to recognize the value and accomplishments of the emergency medical services providers.

**8. Consent Items (FOR POSSIBLE ACTION) (Time: 2:16 p.m.)**

A motion was made by Council Member Smith, seconded by Council Member Ratti, to approve the consent items 8.1 through 8.6 as submitted. Council Members Ratti, Lawson, Smith, Bybee, Schmitt, YES. Passed unanimously.

**8.1 Report of Claims and Bills approved for payment and appropriation transfers for the period April 21, 2016 through May 5, 2016. (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, review and acceptance of the receipt of grant and/or donation money which is individually under \$5,000. (FOR POSSIBLE ACTION)**

An agenda item from Accountant Rick Parton recommending Council accept the receipt of grant and/or donation money, which is individually under \$5,000. There is no impact to the general fund.

Formal policy established for grants and donations directs that Council approve the acceptance of grant awards less than \$5,000 via a staff report which details the receipt of such grants and donations. The following donations were awarded to the City during the period from January 2016 to March 2016:

<b>Donator</b>	<b>Amount</b>	<b>Donation to:</b>
Gerald & Audrey Tellers	\$25	Police Department
S Ewy	\$25	Victims Advocate Program
Deshawn Lipscomb	\$5.21	Canine Program
Leslye Renden	\$44	Partners in Parks & Recreation
Tom Norris	\$2.50	Partners in Parks & Recreation
Crystal Moser	\$10	Partners in Parks & Recreation
Shasta Botts	\$7.50	Partners in Parks & Recreation
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**8.3 Consideration and possible approval of a Final Map for Pioneer Meadows Village 6 Phase 1B Subdivision (FOR POSSIBLE ACTION)**

An agenda item from Community Services Director John Martini recommending Council approve the final map as submitted. The Pioneer Meadows Village 6 Phase 1B Subdivision Final Map will create 22 residential lots within the Pioneer Meadows New Urban District. The final map and civil improvement drawings have been reviewed by the Community Services Department and have been found to be acceptable. There is no impact to the general fund.

**8.4 Consideration and possible approval of reimbursement to the City of Reno in the amount of \$55,010.43 for Sparks' share of contract AC-5242 with HDR Inc. for engineering services associated with the Nitrification System Control Valve Phase II Replacement Project at the Truckee Meadows Water Reclamation Facility (TMWRF). (FOR POSSIBLE ACTION)**

An agenda item from TMWRF Plant Manager Michael Drinkwater recommending Council approve the reimbursement for Sparks' share of the engineering services for the second phase of the valve replacement project. The first phase addressed the most critical valves. The current proposed work (Phase II) will continue the work from Phase I and address the remaining valves and meters. Funding is from the sanitary sewer capital project fund; there is no impact to the general fund.

**8.5 Consideration and possible approval of Interlocal Agreement AC-5243 between the City of Reno, the City of Sparks and Washoe County regarding reimbursement in the amount of \$225,000 to the City of Reno for the installation of certain effluent facilities. (FOR POSSIBLE ACTION)**

An agenda item from Utility Manager Andrew Hummel recommending Council approve Interlocal Agreement AC-5243 between the City of Reno, the City of Sparks and Washoe County. This agreement sets forth terms and conditions for reimbursement to the City of Reno for construction costs associated with extension of an effluent pipeline located within the SouthEast Connector Phase 2 at the Mira Loma Drive intersection. Funding is from the effluent operations fund; there is no impact to the general fund.

**8.6 Consideration and possible approval of contract AC-5244 to Peek Brothers Construction for the Treviso Storm Drain Mediation Project in the amount of \$83,107. (FOR POSSIBLE ACTION)**

An agenda item from Utility Manager Andrew Hummel recommending Council approve the contract for improvement to a non-performing storm drain outlet pipe on D'Andrea Parkway. The current storm drain outlet is buried and provides no outlet for storm water. The proposed drainage improvements include replacing the storm drain pipe with a new storm drain that will outlet with a new headwall and riprap swale. The project also requires replacement of curb & gutter, street section and path to be able to install the new storm drain outlet. Funding is from the storm drains operations fund; there is no impact to the general fund.

**9. General Business**

**9.1 Consideration and Possible Direction to Staff to Provide Additional Funding for the Community Assistance Center in FY17. (FOR POSSIBLE ACTION)  
(Time: 2:17 p.m.)**

An agenda item from Assistant City Manager Neil Krutz recommending Council consider the alternatives presented in the staff report, choose one option and provide direction to staff. The

Community Assistance Center (CAC) Transitional Governing Board (TGB) recommended Sparks, Reno and Washoe County provide additional funding in FY17 to address the needs of our homeless population. Staff provided alternatives including staying with the city's current commitment equal to ½ cent of the city's property tax rate or approximately \$132,000; to doubling the commitment to approximately \$264,000 thereby providing the equivalent of 1 cent of the property tax rate.

Discussion included concerns that the county is responsible for social services, the county's proposed funding percentage increase is less than that of Reno and Sparks, and the increase of the homeless population in Sparks was caused by Reno's actions of removing the homeless camping along the river in the City of Reno. Additional discussion was held regarding the increased services that will be offered, the availability of an overflow shelter year around, safety issues and funding services on the front end with regional cooperation, housing and wrap around supportive services rather than paying on the back end with police, ambulance and hospital costs. Assistant City Manager Neil Krutz said there will be an interlocal agreement presented at a future meeting that will define the services.

A motion was made by Council Member Ratti, seconded by Council Member Bybee, to approve Option B for \$264,000 for the Community Assistance Center in FY17 (using the CDBG funds with the remainder from the general fund with management at the City Managers discretion). Council Members Ratti, Lawson, Bybee, YES. Council Member Smith, NO. Council Member Schmitt, ABSENT. Motion carried 3-1.

**9.2 Discussion and possible approval of contract AC-5245 with Carrara Nevada, LLC for state lobbying services in the amount of \$64,500, not to exceed \$72,500. (FOR POSSIBLE ACTION) (Time: 2:58 p.m.)**

An agenda item from Community Relations Manager Adam Mayberry recommending Council approve the contract. In the past, the City of Sparks has utilized contract counsel to support and assist the city's legislative affairs function during the Nevada Legislative Session. As recent as the 2015 legislative session, the City retained and successfully utilized a legislative lobbyist (Carrara Nevada) to assist the city in its legislative presence from July 2014 through June 2015. The City also has held a small retainer with Carrara Nevada during the 2015-16 interim period. The cost to the FY16-17 general fund is \$64,500 and not to exceed \$72,500.

A motion was made by Council Member Smith, seconded by Council Member Ratti, to approve contract AC-5245 with Carrara Nevada, LLC for state legislative and lobbying services in the amount of \$64,500, not to exceed \$72,500. Council Members Ratti, Lawson, Smith, Bybee, Schmitt, YES. Passed unanimously.

**9.3 Discussion and possible approval of the 2016-2017 Nevada State Legislative Platform (FOR POSSIBLE ACTION) (Time: 3:02 p.m.)**

An agenda item from Community Relations Manager Adam Mayberry on behalf of the Legislative Team recommending approval of the 2017 State Legislative Platform. Legislative platforms convey to legislators, policymakers, the public and the media where the Mayor and City Council stand in unity on important policy positions. Similar to a strategic plan, the Legislative Platform also provides a mechanism for staff, the Mayor and City Council to be on the same page and better coordinate implementation of the City's priorities. Council Member

Ratti said that although the platform may not represent each Council Members' independent view, it does represent the Council as a whole. There is no impact to the general fund.

A motion was made by Council Member Bybee, seconded by Council Member Smith, to approve the State Legislative Platform for the 2017 session. Council Members Ratti, Lawson, Smith, Bybee, Schmitt, YES. Passed unanimously.

**9.4 Discussion and possible action on a potential concept for the City of Sparks bill draft request for the 79th Session of the Nevada Legislature (FOR POSSIBLE ACTION) (Time: 3:05 p.m.)**

An agenda item from Community Relations Manager Adam Mayberry to allow the Mayor and City Council to publicly discuss any concepts or opportunities for the City's sole bill draft request (BDR). The City of Sparks is entitled to deliver one bill draft request to the legislature by September 1. There have been many times when this body chose not to utilize a BDR. There is always an opportunity to work with a legislator or committee after September 1 should something materialize.

The Sparks Charter Committee will identify and work with a legislator for its recommended changes to the City's Charter on ward only voting and municipal judge requirements. The Nevada League of Cities & Municipalities will identify potential topics for five BDRs. There is discussion among local governments on property tax reform, whether it's raising the cap, eliminating the secondary formula, and addressing the depreciation upon the sale of a home. Mr. Mayberry recommended any BDR topic brought forth be one that is specific to our city. Council Member Schmitt asked staff for additional information on the State of Nevada error on vehicle registrations for local governments. There is no impact to the general fund.

A motion was made by Council Member Smith, seconded by Council Member Ratti, to accept the report and direction for Council and staff to consider topics for the city's BDR. Council Members Ratti, Lawson, Smith, Bybee, Schmitt, YES. Passed unanimously.

**9.5 Pursuant to NRS 241.033 and City Manager's Employment Agreement a review by City Council of City Manager Stephen Driscoll's performance as City Manager, including character and professional competence as it relates to his performance as City Manager. Discuss and possible approval of an extension of his Employment Agreement through June 30, 2017 and consideration and possible approval of a salary adjustment. (FOR POSSIBLE ACTION) (Time: 3:14 p.m.)**

An agenda item from Human Resources Manager Mindy Falk recommending an extension of the City Manager Employment Agreement through June 30, 2017 with a salary adjustment as mutually agreed to with the Council and the City Manager. The Employment Agreement for City Manager Stephen Driscoll allows for City Council to review his performance on an annual basis. The Mayor and Council Members were asked to provide performance feedback on Mr. Driscoll's performance as City Manager. A review of the performance results was presented to Council. Impact to the general fund is budgeted for salaries.

A motion was made by Council Member Smith, seconded by Council Member Ratti, to renew the City Manager's employment agreement and adjust City Manager's salary with a 4% increase

as mutually agreed to with the Council and the City Manager. Council Members Ratti, Lawson, Smith, Bybee, Schmitt, YES. Passed unanimously.

**Mayor Martini requested the Council hear items 11.1 and 11.2 prior to items 10.1 and 10.2**

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

**11.1 Public hearing, consideration of and possible action on a request for tentative approval of an amendment to the Spanish Springs Town Centre Handbook, a Planned Development, to revise development standards to allow for a mini-warehouse use on a site approximately 41.65 acres in size in the NUD (New Urban District) zoning district located at 4988 Galleria Parkway, Sparks, NV. (PCN15066) (FOR POSSIBLE ACTION) (Time: 3:21 p.m.)**

An agenda item from Planning Manager Karen Melby on behalf of E. Bryant Ventures, Inc. recommending Council approve the request for tentative approval of the handbook. The Planning Commission also recommends approval. The Spanish Springs Town Centre Planned Development Land Use Table will include “Mini-warehouse (with or without office and caretaker residence)” as a permitted use in the RCS02 Land Use Designation. This is the only land use designation in this planned development where mini-warehouse would be an allowed use. RCS02 is located on the eastern portion of the planned development at the southeast corner of Los Altos Parkway and Galleria Parkway.

In Chapter 2 Development Standards, Section V Architecture, a new section was added to establish the standards for construction and operation of a mini-warehouse project. As a result of the applicant’s meetings with the neighboring property owners, the design of the project has changed to require a minimum of a 20 foot setback from the south property line which is fully landscaped and closed off to limit access to only the maintenance people of the mini-warehouse project. There is no impact to the general fund.

The Public Hearing was opened at 3:31 p.m.

Melissa Lindell of Wood Rodgers said commercial near residential is always a challenge and she thought this recommendation was a good solution.

The Public Hearing closed at 3:33 p.m.

A motion was made by Council Member Bybee, seconded by Council Member Smith, to approve a request for a tentative amendment to the Spanish Springs Town Centre Planned Development Handbook associated with PCN15066, adopting Findings PDA through PDg and the facts supporting those Findings as set forth in the staff report. Council Members Ratti, Lawson, Smith, Bybee, Schmitt, YES. Passed unanimously.

**11.2 Public hearing, consideration of and possible action on a request for tentative approval of the Golden Triangle Handbook, a Planned Development, on a site 43.83 acres in size in the NUD (New Urban District) zoning district located at 6000 Vista Boulevard, Sparks, NV. Applicant: Golden Triangle, LLC (PCN15058) (FOR POSSIBLE ACTION) (Time: 3:34 p.m.)**

An agenda item from Senior Planner Ian Crittenden on behalf of Golden Triangle, LLC recommending Council provide tentative approval of the handbook. The Planning Commission also recommends approval. In 2003, this property was part of an annexation, master plan amendment, and rezoning that created the Kiley Ranch Northeast Golf Community Planned

Development. At the time the handbook for the project was created, this site was left with an Open Space (OS) land use designation and zoned A-40 (Agriculture). In 2014, the master plan land use designation was changed from OS to Mixed Use (MX) and the zoning was changed from A-40 to NUD (New Urban District). In 2015, the handbook for the Kiley Ranch Northeast Golf Community was rescinded. Without the adoption of a planned development handbook, the property cannot be developed.

Development Services Manager Karen Melby said the current North Sparks Sphere of Influence (NSSOI) policy requires a handbook. It is staff's intent to eliminate that requirement during the adoption of a new comprehensive plan this fall. Melissa Lindell of Wood Rodgers on behalf of the applicant said the NSSOI requirements force planned developments and she appreciates the city's flexibility. Mr. Crittenden said effective codes and administrative reviews are reducing the need for planned developments going forward. There is no impact to the general fund.

The Public Hearing was opened at 3:52 p.m.; no comments were received; the Public Hearing was closed.

A motion was made by Council Member Bybee, seconded by Council Member Lawson, to approve a request for tentative approval of the Golden Triangle Planned Development Handbook associated with PCN15058, adopting Findings PDA through PDg and the facts supporting those Findings as set forth in the staff report. Council Members Ratti, Lawson, Smith, Bybee, Schmitt, YES. Passed unanimously.

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

### **10.1 Public hearing as required by NRS 354.596 to allow public comment on the Tentative Budget of the City of Sparks for fiscal year 2016-2017. (FOR POSSIBLE ACTION) (Time: 3:54 p.m.)**

An agenda item from Financial Services Director Jeff Cronk to allow citizens to express their views on the city's tentative budget per NRS 354.596.

The Public Hearing was opened at 3:54 p.m.; no comments were received; the Public Hearing was closed.

### **10.2 Consideration and possible adoption of the Final budget for the City of Sparks for fiscal year 2016-2017. (FOR POSSIBLE ACTION) (Time: 3:55 p.m.)**

An agenda item from Financial Services Director Jeff Cronk recommending Council adopt the final budget for fiscal year 2016-2017 as directed by Council and prepared by staff. Council must adopt a fiscal year 2016-2017 final budget for the City of Sparks on or before June 1, 2016 per NRS 354.598. The budget must be filed with the Department of Taxation in accordance with specific instructions for categorizing revenue and expenditures, and must be presented using prescribed filing forms and formats. The Financial Services Department believes this budget document fully complies with those requirements as established by the Department of Taxation

A motion was made by Council Member Bybee, seconded by Council Member Lawson, to adopt the final budget for the City of Sparks, as presented today, for fiscal year 2016-2017. Council Members Ratti, Lawson, Smith, Bybee, YES. Schmitt, ABSENT. Passed unanimously with those present.

**12. Closed Door Sessions**

**12.1** None

**13. Comments**

**13.1 Comments from the Public** (Time: 3:57 p.m.) - None

**13.2 Comments from City Council and City Manager** (Time: 3:57 p.m.)

City Manager Driscoll announced an opening for one member of the construction industry to serve a 4-year term on the Enterprise Fund Advisory Committee. Persons interested should complete a Community Service Application available from the City Clerk's office or on the city's website at [www.cityofsparks.us](http://www.cityofsparks.us) under City Services, Volunteering Get Involved, and City of Sparks Volunteer Application. Applications will be accepted until the close of business on June 17, 2016.

Council Member Bybee requested staff look at what other groups concerned with the homelessness are doing, such as One Truckee River, ACTIONN and any others to explore the collaboration of social services. Mr. Driscoll said staff has been trying to organize a meeting with various groups; however, scheduling conflicts have prevented that meeting from taking place thus far and it is scheduled for May 31.

Council Member Ratti asked for an agenda item to discuss removing licensing requirements for electricians and plumbers be brought back to Council. The city previously had a public hearing and approved an Ordinance to remove the certification requirement (December 14, 2015). Council had given direction to the City Manager to look for a regional solution. The City of Reno has acted on the issue and Council Member Ratti would like to discuss regional cooperation options.

Mayor Martini asked if Council would be receiving a presentation on the city's Emergency Medical Services. Mr. Driscoll said Council Members were briefed individually regarding an upgrade from current advanced life support services to paramedic life support services and potential funding options. Two Council members asked for additional info and once that information is available, staff will prepare a Council meeting agenda item to present the information and Council can determine if they want to provide financial policy direction.

**14. Adjournment**

Council was adjourned at 4:04 p.m.

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GENO R. MARTINI, Mayor

ATTEST:

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Teresa Gardner, City Clerk

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