



MAYOR
Ron Smith

CITY COUNCIL
Donald Abbott, Ward I
Ed Lawson, Ward II
Paul Anderson, Ward III
Charlene Bybee, Ward IV
Kristopher Dahir, Ward V

CITY ATTORNEY
Chet Adams

CITY MANAGER
Neil Krutz

REGULAR CITY COUNCIL MEETING MINUTES

2:00 P.M., Monday, June 24, 2019

City Council Chambers, Legislative Building, 745 Fourth Street, Sparks, Nevada

1. Call to Order

The regular meeting of the Sparks City Council was called to order by Mayor Pro Tempore Ed Lawson at 2:00 p.m.

2. Roll Call

Mayor Pro Tempore Ed Lawson, Council Members Donald Abbott, Paul Anderson, Charlene Bybee, City Manager Neil Krutz, City Attorney Chet Adams, and Acting City Clerk Lisa Hunderman, PRESENT.

Mayor Ron Smith and Council Member Kristopher Dahir, ABSENT.

3. Opening Ceremonies

3.1 Invocation Speaker

The invocation was provided by Pastor Lee Neish with United Methodist Church.

3.2 Pledge of Allegiance

The Pledge of Allegiance was led by Council Member Abbott.

4. Public Comment

Sparks resident Mary L. Gilbert provided public comment she would like to see tattoo business zoning requirements recategorized under personal services zoning requirements to allow for increased business location options in Sparks.

5. Agenda

5.1 Approval of the Agenda (FOR POSSIBLE ACTION)

Consideration of taking items out of sequence, deleting items and adding items which require action upon a finding that an emergency exists.

Motion: Move to approve the agenda as submitted.

Moved by: Council Member Abbott

Seconded by: Council Member Bybee

Yes: Council Members Abbott, Lawson, Anderson, Bybee

No: None

Abstain: None

Absent: Council Member Dahir

Vote: Motion passed unanimously with those present, 4-0.

6. Minutes

6.1 Consideration and possible approval of the minutes of the Sparks City Council meeting for June 10, 2019.

Motion: Move to approve the minutes of the Sparks City Council meeting for June 10, 2019.
Moved by: Council Member Abbott
Seconded by: Council Member Anderson
Yes: Council Members Abbott, Lawson, Anderson, Bybee
No: None
Abstain: None
Absent: Council Member Dahir
Vote: Motion passed unanimously with those present, 4-0.

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

7.1 Presentation: Upcoming Artown Events

Artown Executive Director Beth Macmillian and Special Events Supervisor Francine Burge presented a video highlighting upcoming Artown events. Musician Ruthie Foster will perform a free concert at the Nugget Events Center July 11, 2019. Tickets are available at the Nugget Box Office.

7.2 Boards & Commissions Vacancy Announcement: Civil Service Commission

City Manager Neil Krutz announced a vacancy for the following board and commission: Civil Service Commission to fill one (1) three-year term. Applications can be submitted on the city website at www.cityofsparks.us or with the City Clerk's Office. Applications will be accepted through the 2019 summer season until the vacancy has been filled.

7.3 Boards & Commissions Vacancy Announcement: Sierra Arts Foundation Board of Trustees

City Manager Neil Krutz announced a vacancy for the following board and commission: Sierra Arts Foundation Board of Trustees to fill one (1) one-year term. Applications can be submitted on the city website at www.cityofsparks.us or with the City Clerk's Office. Applications will be accepted until close of business July 11, 2019.

7.4 Boards & Commissions Vacancy Announcement: Sparks Planning Commission

City Manager Neil Krutz announced a vacancy for the following board and commission: Sparks Planning Commission to fill one (1) partial term ending December 31, 2020. Applications can be submitted on the city website at www.cityofsparks.us or with the City Clerk's Office. Applications will be accepted until close of business July 5, 2019.

8. Consent Items (FOR POSSIBLE ACTION)

Motion: Move to approve consent items 8.1 through 8.8 as submitted.

Moved by: Council Member Anderson
Seconded by: Council Member Bybee
Yes: Council Members Abbott, Lawson, Anderson, Bybee
No: None
Abstain: None
Absent: Council Member Dahir
Vote: Motion passed unanimously with those present, 4-0.

8.1 Consideration and possible acceptance of the report of the claims and bills approved for payment and appropriation transfers for the period of May 23, 2019 through June 05, 2019. (FOR POSSIBLE ACTION)

An agenda item from Chief Financial Officer Jeff Cronk requesting approval of the report of claims and bills approved for payment and the appropriation transfers for the period of May 23, 2019 through June 05, 2019 as presented by staff.

8.2 Consideration and possible approval of Amendment No. 1 to the Cooperative Local Public Agency Agreement No. P539-17-063 (AC-5437) with the Nevada Department of Transportation for the Audible Pedestrian Push Button Installation Project. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini, presented by Transportation Manager Amber Sosa requesting Council approve the Cooperative Local Public Agreement No. P539-17-063 with the Nevada Department of Transportation for the Audible Pedestrian Push Button Installation Project.

This is Amendment No. 1 to Cooperative Local Public Agency (LPA) Agreement No. P539-17-063 (AC-5437) between the City of Sparks and the Nevada Department of Transportation (NDOT), which memorializes the Audible Pedestrian Push Button Installation Project and was approved by the Sparks City Council on January 22, 2018. The agreement expires on June 30, 2019. Inclement weather delayed construction of this project, making this amendment necessary to extend the term of the agreement to June 30, 2020 and ensure adequate time for completion.

8.3 Consideration, discussion, and possible approval of a design services contract (AC-5581) for the Tyler Way and 18th Street Sewer Improvements Project, with Dyer Engineering Consultants, in the amount of \$78,750. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by Utility Manager Kevin Porter requesting Council approve a design services contract (AC-5581) for the Tyler Way and 18th Street Sewer Improvements Project, with Dyer Engineering Consultants, in the amount of \$78,750. Design Services will include utility research, topographic survey, geotechnical investigation, engineered drawings, bid item list, and additional specifications outlined in the proposal.

8.4 Consideration and possible approval to purchase plant mix in an amount not to exceed \$120,000 during FY20, from multiple vendors at a unit price based on market conditions. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by Public Works Manager Ron Korman requesting Council approve purchase of plant mix in an amount not to exceed \$120,000 during FY20, from multiple vendors at a unit price based on market conditions. Plant mix is purchased on an as-needed basis by the City in order to maintain City Streets and to support the City's corrective and preventative maintenance programs.

8.5 Consideration, discussion, and possible approval of a construction contract (AC-5582) for the Marina North Path Widening Project to Valley Concrete Company, Inc. in the amount of \$82,942.50. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by Capital Projects Manager Brian Cason requesting Council approve a construction contract (AC-5582) for the Marina North Path Widening Project to Valley Concrete Company, Inc. in the amount of \$82,942.50. The project consists of the removal of an existing 8-foot wide concrete path located along the northeastern corner of the Sparks Marina and will replace the existing path with a new 11-foot wide concrete path. New railing will also be installed along a portion of the path.

8.6 Consideration, discussion, and possible approval of a professional services contract (AC-5585) with Bureau Veritas in an amount not to exceed \$150,000 for contract labor to provide building inspection services during fiscal year 2020. (FOR POSSIBLE ACTION)

Assistant City Manager John Martini and presented by Assistant Community Services Director Armando Ornelas requesting Council approve a professional services contract (AC-5585) with Bureau Veritas in an amount not to exceed \$150,000 for contract labor to provide building inspection services during fiscal year 2020. Bureau Veritas currently provides these services to the Building division of the Community Services Department; the proposed contract would extend the City's use of their services for the period through June 30, 2020.

8.7 Consideration, discussion, and possible approval of a professional services contract (AC-5586) with Premier Inspection Services in an amount not to exceed \$150,000 for contract labor to provide building inspection services for fiscal year 2020. (FOR POSSIBLE ACTION)

Assistant City Manager John Martini and presented by Assistant Community Services Director Armando Ornelas requesting Council approve a professional services contract (AC-5586) with Premier Inspection Services in an amount not to exceed \$150,000 for contract labor to provide building inspection services for fiscal year 2020. Contract approval would provide for the Building division's continued use of Premier Inspection Services through June 30, 2020.

8.8 Consideration, discussion, and possible approval of a professional services contract (AC-5587) with Charles Abbott Associates, Inc. in an amount not to exceed \$100,000 for building permit plan review services. (FOR POSSIBLE ACTION)

Assistant City Manager John Martini and presented by Assistant Community Services Director Armando Ornelas requesting Council approve a professional services contract (AC-5587) with Charles Abbott Associates, Inc. in an amount not

to exceed \$100,000 for building permit plan review services. Charles Abbott Associates, Inc. currently provides these services to the City. The proposed contract would provide for the Building division's continued use of their services through June 30, 2020.

9. General Business

9.1 Administer oath of office to newly appointed Chief of the Police Department, Peter J. Krall. (FOR POSSIBLE ACTION)

An agenda item from City Manager Neil Krutz requesting administration of the Oath of Office to Peter J. Krall, appointing him as Chief of the Police Department for the City of Sparks. Council voted unanimously to appoint Mr. Krall as Police Chief April 10, 2019. The oath was administered by Mayor Pro Tempore Lawson. Chief Krall extended his appreciation to his wife and police department family and reminded a celebration will follow today's city council meeting at the American Legion Hall.

9.2 Consideration, discussion, and possible approval of the Mayor's recommendation of an appointment to the Reno-Tahoe Airport Authority Board of Trustees for a term ending June 30, 2023 from the following pool of applicants listed in alphabetical order: Shaun Carey, Terry Frugoli, Leanne McCulley and Kenneth Moen. (FOR POSSIBLE ACTION)

An agenda item from City Manager Neil Krutz requesting Council approve the Mayor's recommendation of an appointment to the Reno-Tahoe Airport Authority Board of Trustees for a term ending June 30, 2023 from the following pool of applicants listed in alphabetical order: Shaun Carey, Terry Frugoli, Leanne McCulley and Kenneth Moen. Mr. Shaun Carey was confirmed for another four-year appointment and commented he looks forward to continued service.

Motion: Move to confirm the Mayor's recommendation of appointment of Shaun Carey to the Reno-Tahoe Airport Authority Board of Trustees for a term ending June 30, 2023.

Moved by: Council Member Anderson

Seconded by: Council Member Bybee

Yes: Council Members Abbott, Lawson, Anderson, Bybee

No: None

Abstain: None

Absent: Council Member Dahir

Vote: Motion passed unanimously with those present, 4-0.

9.3 Consideration, discussion, and possible approval of the Mayor's recommendation of an appointment to the Sparks Arts and Culture Advisory Committee for a partial term ending November 06, 2020 from the following pool of applicants listed in alphabetical order: David Blaco, Ann Higginbotham, Nicole Miller, Kaylee Spinhrin. (FOR POSSIBLE ACTION)

An agenda item from City Manager Neil Krutz recommending Council approve the Mayor's recommendation of an appointment to the Sparks Arts and Culture Advisory Committee for a partial term ending November 06, 2020 from the following pool of applicants listed in alphabetical order: David Blaco, Ann

Higginbotham, Nicole Miller, Kaylee Spinhrin. Ann Higginbotham was selected for appointment.

Motion: Move to confirm the Mayor's recommendation of appointment of Ann Higginbotham to the Sparks Arts and Culture Advisory Committee for a partial term ending November 06, 2020.
Moved by: Council Member Bybee
Seconded by: Council Member Abbott
Yes: Council Members Abbott, Lawson, Anderson, Bybee
No: None
Abstain: None
Absent: Council Member Dahir
Vote: Motion passed unanimously with those present, 4-0.

9.4 Consideration, discussion and possible approval of the Mayor's recommendation of two (2) three-year appointments with terms ending June 30, 2022 and one (1) partial term appointment ending June 30, 2020 to the Sparks Parks and Recreation Commission from the following pool of applicants listed in alphabetical order: David Blaco, Jack Byrom, Terry Frugoli, Jazmin Lozano, Kelly Luchetti and Jennifer Martinez. (FOR POSSIBLE ACTION)

An agenda item from City Manager Neil Krutz recommending Council approve the Mayor's recommendation of two (2) three-year appointments with terms ending June 30, 2022 and one (1) partial term appointment ending June 30, 2020 to the Sparks Parks and Recreation Commission from the following pool of applicants listed in alphabetical order: David Blaco, Jack Byrom, Terry Frugoli, Jazmin Lozano, Kelly Luchetti and Jennifer Martinez. Jacky Byrom and Jennifer Martinez were confirmed for three-year terms, and Terry Frugoli was confirmed for a partial term ending June 30, 2020.

Motion: Move to confirm the Mayor's appointments of Jack Byrom and Jennifer Martinez to three-year terms ending June 30, 2022, and Terry Frugoli to a partial term ending June 30, 2020 to the Sparks Parks and Recreation Commission.
Moved by: Council Member Abbott
Seconded by: Council Member Anderson
Yes: Council Members Abbott, Lawson, Anderson, Bybee
No: None
Abstain: None
Absent: Council Member Dahir
Vote: Motion passed unanimously with those present, 4-0.

9.5 Consideration, discussion, and possible approval of the Mayor's recommendation of an appointment to the Technical Review Committee - Washoe County Home Consortium for a three-year term ending June 30, 2022 from the following pool of applicants: Dian VanderWell. (FOR POSSIBLE ACTION)

An agenda item presented by City Manager Neil Krutz requesting approval of the Mayor's recommendation of an appointment to the Technical Review Committee - Washoe County Home Consortium for a three-year term ending June 30, 2022 from the following pool of applicants: Dian VanderWell. Dian VanderWell was confirmed for appointment.

Motion: Move to confirm the Mayor's recommendation to appoint Dian VanderWell to the Technical Review Committee - Washoe County Home Consortium for a three-year term ending June 30, 2022.

Moved by: Council Member Bybee

Seconded by: Council Member Anderson

Yes: Council Members Abbott, Lawson, Anderson, Bybee

No: None

Abstain: None

Absent: Council Member Dahir

Vote: Motion passed unanimously with those present, 4-0.

9.6 Consideration, discussion and possible approval of a Forensic Support Service Agreement (AC-5583) for fiscal year 2019/2020, with the Washoe County Sheriff's Office in the amount of \$539,500. (FOR POSSIBLE ACTION)

An agenda item from Police Chief Pete Krall requesting Council approve a Forensic Support Service Agreement (AC-5583) for fiscal year 2019/2020, with the Washoe County Sheriff's Office in the amount of \$539,500. The City contracts with Washoe County for access to and use of the County's full-service forensic laboratory. The contract calls for a fixed \$50,000 increase per year. Council asked what happens if costs differ from that amount and questioned how often services are used. Chief Krall noted he would need to discuss cost differences with Washoe County Sheriff Darin Balaam, but he believes Council could give direction to the City Manager if reimbursement or additional payment is warranted. Chief Krall also confirmed the lab is used often, and forensic services are paramount in the prosecution process.

Motion: Move to approve the Forensic Support Services Agreement (AC-5583) with the Washoe County Sheriff's Office and ratify the \$539,500 expenditure.

Moved by: Council Member Anderson

Seconded by: Council Member Abbott

Yes: Council Members Abbott, Lawson, Anderson, Bybee

No: None

Abstain: None

Absent: Council Member Dahir

Vote: Motion passed unanimously with those present, 4-0.

9.7 Consideration, discussion and possible approval of a ten-year extension of the Rights-of-Way Agreement (AC-5590; E-880) between the City of Sparks and Truckee Meadows Water Authority. (FOR POSSIBLE ACTION)

An agenda item from Chief Assistant City Attorney Shirle Eiting recommending Council approval of a ten-year extension of the Rights-of-Way Agreement (AC-

5590; E-880) between the City of Sparks and Truckee Meadows Water Authority. The new extended Agreement would terminate July 31, 2029.

Motion: Move to authorize the City Manager to provide written approval to Truckee Meadows Water Authority to extend the Rights-of-Way Agreement (AC-5590; E-880) until July 31, 2029 and to sign the Grant of Easement for Water Transmission Facilities attached to this staff report.

Moved by: Council Member Bybee

Seconded by: Council Member Anderson

Yes: Council Members Abbott, Lawson, Anderson, Bybee

No: None

Abstain: None

Absent: Council Member Dahir

Vote: Motion passed unanimously with those present, 4-0.

9.8 Consideration and possible approval to purchase various commercial insurance policies to protect the financial interests of the City in an amount of approximately \$708,337.00, for the next policy periods and authorize the Contracts and Risk Manager to execute agreements for those policies. (FOR POSSIBLE ACTION)

An agenda item from Chief Financial Officer Jeff Cronk and presented by Contracts and Risk Manager Dan Marran requesting Council approval to purchase various commercial insurance policies to protect the financial interests of the City in an amount of approximately \$708,337.00, for the next policy periods and authorize the Contracts and Risk Manager to execute agreements for those policies. While most primary layers of risk exposure are self-insured, the City purchases commercial insurance policies to protect its financial interests against unpredictable, catastrophic losses. These policies include: Property & Contents (including boiler & machinery, auto physical damage, flood damage and cyber liability), public agency general liability, employee dishonesty and tenant user's liability.

Motion: Move to approve the purchase of various commercial insurance policies to protect the financial interests of the City in an amount of approximately \$708,337.00, for the next policy periods and authorize the Contracts and Risk Manager to execute agreements for those policies.

Moved by: Council Member Abbott

Seconded by: Council Member Bybee

Yes: Council Members Abbott, Lawson, Anderson, Bybee

No: None

Abstain: None

Absent: Council Member Dahir

Vote: Motion passed unanimously with those present, 4-0.

9.9 Consideration and possible approval to purchase various commercial insurance policies to protect the financial interests of the Truckee Meadows

Water Reclamation Facility in an amount of approximately \$308,730.00, for the next policy periods and authorize the Contracts and Risk Manager to execute agreements for those policies. (FOR POSSIBLE ACTION)

An agenda item from Chief Financial Officer Jeff Cronk and presented by Contracts and Risk Manager Dan Marran requesting Council approve the purchase of various commercial insurance policies to protect the financial interests of the Truckee Meadows Water Reclamation Facility in an amount of approximately \$308,730.00, for the next policy periods and authorize the Contracts and Risk Manager to execute agreements for those policies.

- Motion:** Move to approve the purchase of various commercial insurance policies to protect the financial interests of the Truckee Meadows Water Reclamation Facility in an amount of approximately \$308,730.00, for the next policy periods and authorize the Contracts and Risk Manager to execute agreements for those policies.
- Moved by:** Council Member Anderson
- Seconded by:** Council Member Bybee
- Yes:** Council Members Abbott, Lawson, Anderson, Bybee
- No:** None
- Abstain:** None
- Absent:** Council Member Dahir
- Vote:** Motion passed unanimously with those present, 4-0.

9.10 Consideration, discussion and possible rejection of the responsive bids for the 2019 Curb, Gutter, Sidewalk and Pavement Rehabilitation Project – East J Street, Bid No. 18/19-023, PWP #WA-2019-230, due to insufficient funding. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by Transportation Manager Amber Sosa requesting Council consider rejection of the responsive bids for the 2019 Curb, Gutter, Sidewalk and Pavement Rehabilitation Project – East J Street, Bid No. 18/19-023, PWP #WA-2019-230, due to insufficient funding. Staff advertised a formal bid for the 2019 Curb, Gutter, Sidewalk and Pavement Rehabilitation Project – East J Street and received four (4) qualified bids. The low bid for the project was \$318,007 submitted by Sierra Nevada Construction, which is almost 23% over available budget. Council asked how long the project will be delayed and if there are safety concerns in delaying repairs; Mrs. Sosa confirmed early Spring of 2020 is the next targeted timeframe for re-bid and there are no safety risks anticipated.

- Motion:** Move to reject the responsive bids for the 2019 Curb, Gutter, Sidewalk and Pavement Rehabilitation Project, due to insufficient funding.
- Moved by:** Council Member Abbott
- Seconded by:** Council Member Anderson
- Yes:** Council Members Abbott, Lawson, Anderson, Bybee
- No:** None
- Abstain:** None
- Absent:** Council Member Dahir

Vote: Motion passed unanimously with those present, 4-0.

9.11 Consideration, discussion, and possible approval of a construction contract (AC-5584) for the Wingfield Hills Road Storm Drain Improvements Project – Bid # 18/19-022 PWP # WA-2019-253, to Z7 Development, in the amount of \$386,002.15. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by Utility Manager Kevin Porter requesting Council approval of a construction contract (AC-5584) for the Wingfield Hills Road Storm Drain Improvements Project – Bid # 18/19-022 PWP # WA-2019-253, to Z7 Development, in the amount of \$386,002.15. Improvements will alleviate stormwater runoff impacts to residential properties north of Wingfield Hills Road. Council asked about the anticipated start date and completion timeline; Mr. Porter noted the anticipated start date is July 8, 2019 and will take approximately 2-3 months for completion.

Motion: Move to approve a construction contract (AC-5584) for the Wingfield Hills Road Storm Drain Improvements Project to Z7 Development, in the amount of \$386,002.15.

Moved by: Council Member Bybee

Seconded by: Council Member Anderson

Yes: Council Members Abbott, Lawson, Anderson, Bybee

No: None

Abstain: None

Absent: Council Member Dahir

Vote: Motion passed unanimously with those present, 4-0.

9.12 Consideration, discussion and possible adoption of Resolution No. 3347 to augment the FY19 budget of the Victorian Square Room Tax Fund by \$853,760 to provide appropriations for a previously approved incentive agreement (AC-5547) between the City of Sparks and Marnell Gaming, LLC. (FOR POSSIBLE ACTION)

An agenda item presented by Budget Manager Stacie Hemmerling requesting Council adoption of Resolution No. 3347 to augment the FY19 budget of the Victorian Square Room Tax Fund by \$853,760 to provide appropriations for a previously approved incentive agreement (AC-5547) between the City of Sparks and Marnell Gaming, LLC regarding the Nugget Events Center. In order to make the contractually obligated initial payment to Marnell Gaming, LLC and comply with statutory budgeting requirements, it is legally necessary to augment the FY19 budget. The FY19 budget augmentation will be effective upon delivery of an executed copy of the Resolution to the Department of Taxation, which must occur before June 30, 2019.

Motion: Move to adopt Resolution No. 3347 to augment the FY19 budget of the Victorian Square Room Tax Fund by \$853,760 to provide appropriations for a previously approved incentive agreement (AC-5547) between the City of Sparks and Marnell Gaming, LLC.

Moved by: Council Member Bybee

Seconded by: Council Member Abbott

Yes: Council Members Abbott, Lawson, Anderson, Bybee
No: None
Abstain: None
Absent: Council Member Dahir
Vote: Motion passed unanimously with those present, 4-0.

9.13 Consideration and possible approval of an expenditure of \$625,000 for contract labor to augment Public Works Maintenance activities for Fiscal Year 2020 utilizing a joinder with State of Nevada RFP/Contract number 3296/18404. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by Public Works Manager Ron Korman requesting Council approval of an expenditure of \$625,000 for contract labor to augment Public Works Maintenance activities for Fiscal Year 2020 utilizing a joinder with State of Nevada RFP/Contract number 3296/18404. Over the last seven fiscal years, the City of Sparks has utilized contracted labor to augment public works maintenance activities. If approved, the City will joinder with the State of Nevada RFP/Contract number 3296/18404 for contracting for labor through Manpower. Council sought clarification on why the joinder provision is with the State of Nevada versus contracting on our own; Mr. Korman commented entering into a joinder with the State increases buying power, decreases rates, and saves the City the time and expenses of bidding for contracted labor. Council asked if workers in the program ever become full-time employees; Mr. Korman confirmed some have.

Motion: Move to approve an expenditure of \$625,000 for contract labor to augment Public Works Maintenance activities for Fiscal Year 2020 utilizing a joinder with State of Nevada RFP/Contract number 3296/18404.

Moved by: Council Member Anderson

Seconded by: Council Member Abbott

Yes: Council Members Abbott, Lawson, Anderson, Bybee

No: None

Abstain: None

Absent: Council Member Dahir

Vote: Motion passed unanimously with those present, 4-0.

9.14 Consideration and possible approval of a renewal of the Memorandum of Understanding (AC-5414) between the Washoe County Sheriff's Office and the City of Sparks to provide full-time inmate labor to augment Public Works Maintenance in an amount not to exceed \$70,557.25 for fiscal year 2020. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by Public Works Manager Ron Korman requesting Council approve a renewal of the Memorandum of Understanding (AC-5414) between the Washoe County Sheriff's Office and the City of Sparks to provide full-time inmate labor to augment Public Works Maintenance in an amount not to exceed \$70,557.25 for fiscal year 2020. The City of Sparks Public Works Maintenance Division uses inmate labor provided by the Washoe County Sheriff's Office on a part-time, seasonal basis to augment

maintenance activities for weed control in the city's medians, roadside areas and parks and for maintenance of the Truckee River corridor and other public spaces. The terms and conditions allow for annual renewal of the MOU subject to mutual agreement of the Washoe County Sheriff's Office and the City of Sparks.

Motion: Move to approve the renewal of the Memorandum of Understanding between the Washoe County Sheriff's Office and the City of Sparks to provide full-time inmate labor to augment public works maintenance in an amount not to exceed \$70,557.25 for fiscal year 2020.

Moved by: Council Member Bybee

Seconded by: Council Member Anderson

Yes: Council Members Abbott, Lawson, Anderson, Bybee

No: None

Abstain: None

Absent: Council Member Dahir

Vote: Motion passed unanimously with those present, 4-0.

9.15 Consideration, discussion, and possible approval of an agreement (AC-5589) for joint funding of the Truckee River Operating Agreement between the State of Nevada, Truckee Meadows Water Authority, Washoe County, City of Sparks, City of Reno, and City of Fernley, with Sparks' share being \$60,000 for FY 20 and \$60,000 for FY 21. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by Utility Manager Kevin Porter requesting Council approve agreement (AC-5589) for joint funding of the Truckee River Operating Agreement (TROA) between the State of Nevada, Truckee Meadows Water Authority, Washoe County, City of Sparks, City of Reno, and City of Fernley, with Sparks' share being \$60,000 for FY 20 and \$60,000 for FY 21. This is a three-year agreement, however cost share for the third year of the contract remains unestablished. TROA controls the management of the Truckee River and the reservoirs in the river system, which aims to provide water storage during drought years, protect existing water rights, provide enhanced river flows, and expand recreational opportunities along the river system.

Motion: Move to approve the agreement, for joint funding of the Truckee River Operating Agreement, between the State of Nevada, Truckee Meadows Water Authority, Washoe County, City of Sparks, City of Reno, and City of Fernley, with Sparks' share being \$60,000 for FY 20 and \$60,000 for FY 21.

Moved by: Council Member Abbott

Seconded by: Council Member Anderson

Yes: Council Members Abbott, Lawson, Anderson, Bybee

No: None

Abstain: None

Absent: Council Member Dahir

Vote: Motion passed unanimously with those present, 4-0.

9.16 Consideration, discussion, and possible approval of a professional services contract (AC-5588) with West Coast Code Consultants, Inc. in an amount not to exceed \$900,000 for building permit plan review and inspection services. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by Assistant Community Services Director Armando Ornelas requesting Council approve a professional services contract (AC-5588) with West Coast Code Consultants, Inc. in an amount not to exceed \$900,000 for building permit plan review and inspection services. West Code Consultants, Inc., currently provides third-party plan checking and inspection services to supplement City staff. This contract would provide the Building division's continued use of service through June 30, 2020.

Council asked what percentage of plan review is currently done with WC3, what is the cost comparison, and where does the funding come from. Mr. Ornelas commented a large percentage of plan review is sent to WC3, however new staff augmentation is bringing some of that back in house. Mr. Ornelas noted there has been difficulty in finding qualified plans examiners in the past, and there would be a lengthy transitional period to bring all plan review back inhouse. Funding comes from the Development Enterprise Fund.

Motion: Move to approve a professional services contract (AC-5588) with West Coast Code Consultants, Inc. in an amount not to exceed \$900,000 for building permit plan review and inspection services.

Moved by: Council Member Anderson

Seconded by: Council Member Abbott

Yes: Council Members Abbott, Lawson, Anderson, Bybee

No: None

Abstain: None

Absent: Council Member Dahir

Vote: Motion passed unanimously with those present, 4-0.

9.17 Consideration and possible approval to purchase information technology maintenance contracts and software licensing renewals from Summit Partners LLC., CDW-G, or other vendors as needed, in an approximate amount of \$140,000, for Fiscal Year 2020. (FOR POSSIBLE ACTION)

An agenda item from Chief Financial Officer Jeff Cronk and presented by IT Manager Steve Davidek requesting Council approve purchasing IT-related maintenance contracts and software licenses, from various vendors, in an approximate amount of \$140,000. Due to the large number of support and licensing contracts covering information technology across the organization, the city uses third party vendors, Summit Partners, LLC., CDW-G, and other as needed to administer the program and manage the license renewals.

Motion: Move to approve the purchase of information technology maintenance contracts and software licensing renewals from Summit Partners, LLC., CDW-G, or other vendors as needed, in an approximate amount of \$140,000, for Fiscal Year 2020.

Moved by: Council Member Abbott
Seconded by: Council Member Bybee
Yes: Council Members Abbott, Lawson, Anderson, Bybee
No: None
Abstain: None
Absent: Council Member Dahir
Vote: Motion passed unanimously with those present, 4-0.

9.18 Consideration and possible approval to purchase technology refresh equipment from Summit Partners, LLC., CDW-G or other vendors as needed, from the National Association of State Procurement Officials (NASPO) ValuePoint contract, in an approximate amount of \$471,800, for Fiscal Year 2020. (FOR POSSIBLE ACTION)

An agenda item from Chief Financial Officer Jeff Cronk and presented by IT Manager Steve Davidek requesting Council approval to purchase technology refresh equipment from Summit Partners, LLC., CDW-G or other vendors as needed, from the National Association of State Procurement Officials (NASPO) ValuePoint contract, in an approximate amount of \$471,800, for Fiscal Year 2020. The city uses third party vendors to facilitate this type of acquisition to leverage their technical expertise in systems design and integration planning, in addition to their hardware sourcing services. The funds required to purchase the necessary equipment were approved by the City Council as part of the FY20 IT CIP Technology Refresh Budget; this item is before the City Council in FY19 as a proactive measure so that refresh work may begin on July 1st, 2020. Council asked if we joiner with the State for these purchases. Mr. Davidek commented purchases are from the vendors, most of whom use the NASPO for pricing.

Motion: Move to approve the purchase of technology refresh equipment from Summit Partners, LLC., CDW-G or other vendors as needed, from the National Association of State Procurement Officials (NASPO) ValuePoint contract, in an approximate amount of \$471,800, for Fiscal Year 2020.

Moved by: Council Member Bybee
Seconded by: Council Member Anderson
Yes: Council Members Abbott, Lawson, Anderson, Bybee
No: None
Abstain: None
Absent: Council Member Dahir
Vote: Motion passed unanimously with those present, 4-0.

9.19 Consideration, discussion, and possible authorization to staff to seek grant funding from the Sparks Rotary Club in the amount of \$80,000 to assist in the cost of design and construction of the Sparks Marina All Abilities Playground. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by Capital Projects Manager Brian Cason requesting Council authorize staff to seek grant funding from the Sparks Rotary in the amount of \$80,000 to assist in the cost of design and construction of the Sparks Marina All Abilities Playground. Council

thanked the Sparks Rotary and asked if this grant will help meet the budget target. Mr. Cason confirmed it would help maintain the anticipated project budget of \$500,000-\$600,000.

Motion: Move to authorize staff to seek grant funds from the Sparks Rotary Club to assist in the design and construction of the Sparks Marina All Abilities Playground, in the amount of \$80,000.
Moved by: Council Member Anderson
Seconded by: Council Member Abbott
Yes: Council Members Abbott, Lawson, Anderson, Bybee
No: None
Abstain: None
Absent: Council Member Dahir
Vote: Motion passed unanimously with those present, 4-0.

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

10.1 PUBLIC HEARING, consideration and possible approval of Resolution No. 3349, a resolution authorizing the Financial Services Department to establish an interfund loan to the Community Development Block Grant Entitlement Fund, and/or the Community Development Block Grant Fund, and/or the Sparks Grants & Donations Fund, from the General Fund as needed during fiscal year 2019-2020 (FY20). (FOR POSSIBLE ACTION)

An agenda item from Chief Financial Officer Jeff Cronk and presented by Accounting Manager Debi Kinder requesting Council open public hearing regarding possible approval of Resolution No. 3349, authorizing the Financial Services Department to establish an interfund loan to the Community Development Block Grant Entitlement Fund, and/or the Community Development Block Grant Fund, and/or the Sparks Grants & Donations Fund, from the General Fund as needed during fiscal year 2019-2020 (FY20).

From fiscal year 2015 to 2019, the Community Development Block Grant Entitlement Fund experienced negative cash situations on 1,727 out of 1,826 days. The amount of the interfund loans range from \$28 to \$444,310 and existed for approximately one week before reimbursement of qualified expenditures were received. Statutory guidelines deem it necessary to obtain authorization for all Funds that may need this type of loan in order to remain compliant. City staff believes that an interest free loan of up to \$500,000 from the General Fund's available non-restricted assets for a period of 30 days or less would not compromise the economic viability of the General Fund during FY20.

Public hearing was opened at 3:23 p.m.; there were no comments.

Motion: Move to approve Resolution No. 3349 authorizing the Financial Services Department to establish an interfund loan to the Community Development Block Grant Entitlement Fund, and/or the Community Development Block Grant Fund, and/or the Sparks Grants & Donations Fund, from the General Fund as needed during fiscal year 2019-2020 (FY20).

Moved by: Council Member Abbott
Seconded by: Council Member Anderson
Yes: Council Members Abbott, Lawson, Anderson, Bybee
No: None
Abstain: None
Absent: Council Member Dahir
Vote: Motion passed unanimously with those present, 4-0.

10.2 PUBLIC HEARING, consideration and possible approval of Resolution No.3348 authorizing the Financial Services Department to establish an interfund loan to the General Fund from the Motor Vehicle Maintenance Fund of the City of Sparks, as necessary during fiscal year 2019-2020 (FY20) for General Fund cash flow purposes. (FOR POSSIBLE ACTION)

An agenda item from Chief Financial Officer Jeff Cronk and presented by Accounting Manager Debi Kinder requesting Council open public hearing regarding possible approval of Resolution No.3348 authorizing the Financial Services Department to establish an interfund loan to the General Fund from the Motor Vehicle Maintenance Fund of the City of Sparks, as necessary during fiscal year 2019-2020 (FY20) for General Fund cash flow purposes.

Because the General Fund ending fund balance is expected to be lower than 12.5 percent at the end of both FY19 and FY20, staff anticipates that FY20 General Fund cash flows will need to be aggressively monitored and managed. The interfund loan authority requested is up to \$1,200,000 and the loan period proposed is no more than 90 days.

Public hearing was opened at 3:25 p.m.; there were no comments.

Motion: Move to approve Resolution No. 3348 authorizing the Financial Services Department to establish an interfund loan to the General Fund from the Motor Vehicle Maintenance Fund of the City of Sparks, as necessary during fiscal year 2019-2020 (FY 20) for General Fund cash flow purposes.

Moved by: Council Member Anderson
Seconded by: Council Member Bybee
Yes: Council Members Abbott, Lawson, Anderson, Bybee
No: None
Abstain: None
Absent: Council Member Dahir
Vote: Motion passed unanimously with those present, 4-0.

10.3 PUBLIC HEARING, SECOND READING of Bill No. 2760, an ordinance amending Sparks Municipal Code 2.04.020, Salary of Municipal Judge and Sparks Municipal Code 2.040.030 Salary of the City Attorney, by revising the wage calculation with an annual fiscal impact of \$10,000 for FY 20, FY 21, & FY 22; and providing for other matters properly related thereto. (FOR POSSIBLE ACTION)

The agenda item from City Manager Neil Krutz and presented by Assistant City Manager Doug Thornley requesting Council open public hearing regarding Bill No. 2760, an ordinance amending Sparks Municipal Code 2.04.020, Salary of Municipal Judge and Sparks Municipal Code 2.040.030 Salary of the City Attorney, by revising the wage calculation with an annual fiscal impact of \$10,000 for FY 20, FY 21, & FY 22; and providing for other matters properly related thereto.

Public hearing was opened at 3:28 p.m.; there were no comments.

Motion: Move to adopt Bill No. 2760, an Ordinance amending Section 2.04, section 2.040.20 of the Sparks Municipal Code.

Moved by: Council Member Abbott

Seconded by: Council Member Anderson

Yes: Council Members Abbott, Lawson, Anderson, Bybee

No: None

Abstain: None

Absent: Council Member Dahir

Vote: Motion passed unanimously with those present, 4-0.

11. Planning and Zoning Public Hearings and Action Items

None

12. Comments

12.1 Comments from the Public

None

12.2 Comments from City Council and City Manager

None

13. Adjournment

Council was adjourned at 3:29 p.m.

Ronald E. Smith, Mayor

ATTEST:

Lisa Hunderman, Acting City Clerk

>>>LK