



Meeting Date: April 17, 2017
Agenda Item: # _____

Mission Statement

To provide our growing dynamic community excellent municipal services to make Fernley a great place to live, work, and play. Together, we enhance the desirability, safety, friendliness, aesthetics and quality of life in our city.

CITY OF FERNLEY CITY COUNCIL MEETING STAFF REPORT

REPORT TO: Mayor & City Council

REPORT THRU: Daphne Hooper, City Manager

REPORT BY: **Tim Thompson, Planning Director**

REVIEWED BY: Brent Kolvet, Deputy City Attorney

REVIEWED BY: Denise Lewis, Finance Director

AGENDA ITEM: Consideration and Possible Action to approve two contracts for Professional Planning Services with (1) Lumos & Associates, Inc. not to exceed \$25,000 and (2) Wood Rodgers, Inc. not to exceed \$25,000 for the purpose of supplementing staff's efforts to update the City of Fernley's Development Code

ACTION REQUESTED: Consent Ordinance Resolution Motion Receive/File

RECOMMENDED ACTION BY CITY COUNCIL

- A. "I move to approve the contract with Lumos & Associates, Inc. for Professional Planning Services not to exceed \$25,000."
- B. "I move to approve the contract with Wood Rodgers, Inc. for Professional Planning Services not to exceed \$25,000."

Key Points:

1. The City's Development Code was carried over from Lyon County when the City was incorporated in 2001. Although the code has been amended several times since incorporation, the bulk of the code predates the City's incorporation. The development code (Fernley Municipal Code Title 32) is the implementation mechanism for addressing the goals, policies, and action strategies outlined in the master plan. The City's Master Plan document was updated In August 2018. Development codes should be reviewed periodically to ensure the code remains relevant with regard to current land uses, zoning practices or trends, and most importantly advances the policy direction established in the master plan.
2. This expense was not budgeted in the City's Fiscal Year 18/19 budget and proposes to use contingency funds.

Approximately \$150,000 was allocated in the FY 18/19 budget for the preparation of a transportation master plan for the city. A request for qualifications for this task was recently completed. It is unlikely the entire amount budgeted for the transportation master plan will be expended. In addition, the proposed FY 19/20 budget does include funding for the transportation master plan which would be completed in FY 19/20.

Reallocating these funds provides an opportunity to expedite the code update process by hiring private planning and engineering consultants to supplement the efforts of city staff. Both Lumos & Associates and Wood Rodgers are included on the City's Statement of Qualifications (SOQ) list and were interested in helping the City achieve its goals.

3. A contract for Professional Services does not require going out to bid, per NRS 332.115.
4. The Scope of Services is provided in Attachment A.

POLICY REFERENCE

Nevada Statutes: NRS 268 & 332

*Fernley Municipal Code:*FMC Title

Policies & Procedure Manual: N/A

Community Assessment: N/A

Other:

SUPPORTING INFORMATION

FINANCIAL INFORMATION

FISCAL IMPACT:

1. Is There A Fiscal Impact? Yes
2. Is it Currently Budgeted? No
3. If Budgeted, Which Line Item/Account?

FISCAL SYNOPSIS:

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BACKGROUND INFORMATION

See analysis section.

PRIOR COUNCIL ACTION/REVIEW

N/A

ANALYSIS

This item is for the approval of two professional services contracts with Lumos & Associates, Inc. and Wood Rodgers, Inc. to provide professional planning services. The work is intended to supplement City of Fernley staff in an effort to update the City's development code. The consultants will assist the City of Fernley staff with meeting project timelines and overall project management on a time and materials basis from April 17, 2019 through June 30, 2019 or as may be extended. Tasks have been divided between both consulting firms with the contracts not to exceed \$25,000 each for a total of up to \$50,000

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The contract contains a Scope of Services and Fee Schedule which are included as Attachments A and B, respectively.

FINDINGS

N/A

ATTACHED INFORMATION

1. Contract for Professional Services – Lumos & Associates, Inc.
2. Contract for Professional Services – Wood Rodgers, Inc.