



Meeting Date: November 15, 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: Brandi Jensen, City Attorney
REVIEWED BY: Denise Lewis, Finance Director
AGENDA ITEM: Discussion and Possible Action to approve a contract with Wood Rodgers, Inc. for Professional Planning Services not to exceed \$100,000.

ACTION REQUESTED: Consent Ordinance Resolution Motion Receive/File

RECOMMENDED ACTION BY CITY COUNCIL

"I move to approve the contract with Wood Rodgers, Inc. for Professional Planning Services not to exceed \$100,000."

Key Points:

1. The City's Master Plan was last updated in 2005.
2. In the City's Fiscal Year 17/18 budget, \$100,000 was allocated to update the master plan. Staff determined the best way to approach the update was to manage the process internally and seek professional planning services from a planning and engineering consulting firm to supplement the efforts of City staff. Wood Rodgers was chosen because they are currently on the City's professional services contract list for professional planning services and are well equipped to meet the needs of the City.
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? Yes
- 3. If Budgeted, Which Line Item/Account?
Acct.# 100-610-322 \$100,000

FISCAL SYNOPSIS:

\$100,000 was budgeted in the current fiscal year to provide for an update to the City’s master plan document. The contract does not propose to exceed this amount.

BACKGROUND INFORMATION

See analysis section.

PRIOR COUNCIL ACTION/REVIEW

N/A

ANALYSIS

This item is for the approval of a professional services contract with 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 master plan document in a more reasonable time frame than would otherwise be practical. The consultant will assist the City of Fernley with meeting project timelines and overall project management on a time and materials basis from November 15, 2017 through June 30, 2018 or as may be extended.

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 – Wood Rodgers, Inc.