



CITY OF FERNLEY

CITY COUNCIL AGENDA REPORT

Meeting Date: February 3, 2021

REPORT TO:	Mayor and City Council
REPORT FROM:	Daphne Hooper, City Manager
REVIEWED BY:	Brandi Jensen, City Attorney
REVIEWED BY:	Denise Lewis, City Treasurer

FINANCIAL IMPACT: Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	CURRENTLY BUDGETED: Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	FUND/ACCOUNT:
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ACTION REQUESTED: Consent Ordinance Resolution Motion Receive/File

AGENDA ITEM: Staff Report (For Possible Action): Approval to move forward with an efficiency study for the Development Review Process.

Agenda Item Brief: Council directed staff to move forward with a Citywide efficiency study. After reviewing the City's needs, it was determined to start with the development review process. Management Partners has extensive experience working with local governments for optimizing their development review process. Funding is available during this Fiscal Year.

Recommended Motion:
"I move to direct staff to move forward with an efficiency study for the development review process."

Business Impact (per NRS Chapter 237):

A Business Impact Statement is Attached.

A Business Impact Statement is not required because this is not a rule (term excludes vehicles by which legislative powers are exercised under NRS Chapters 271, 278, 278A, or 278B).

See attached report for background, analysis, alternatives.

ALTERNATIVES:

Council can direct staff to provide more information.

BACKGROUND:

On December 16, 2020, City Council directed staff to move forward with a Citywide efficiency study. After reviewing the City's needs, we have identified the development review process as the first area of review.

Currently, the City of Fernley's development team includes Building, Planning, City Engineer, and Public Works. The team also includes the Fire District as part of the review process. The City is seeing growth and development, and it is important that a process is in place for the most efficient, effective process.

Management Partners is an organization that was founded in 1944 with a specific mission to help local government leaders improve their service to the public. They have worked with cities, counties, towns, and special districts of all sizes across the United States to help them work more effectively and run more efficiently.

The development review process is a highly visible and complex function of a city. The significant resources the private sector devotes to develop property requires a particular sensitivity to the time and quality of the city's review work for both residential and commercial developments. Finding a balance between the public policy and legal requirements of such work, and the need for frequent users of the development review process to feel they are well-served by it, is the challenge faced by cities across the country.

Management Partners has extensive experience assisting local governments in optimizing their development review processes. This process will include a comprehensive review of development-related processes from pre-application to public hearing/approval using a proven methodology to address issues throughout the process. The approach goes beyond diagnosis and study to include a focused decision-making and implementation process, so the desired improvements become part of the city's business processes.

The attached information provides a proposed workplan, which includes the following activities:

1. Project startup
2. Analyze the Process
3. Conduct interviews with Development Process Applicants and Stakeholders
4. Create Process Maps
5. Conduct Analysis and Prepare Process Assessment
6. Facilitate Staff Process Improvement Workshop
7. Implementation Action Plan
8. Conduct Post-Plan Progress Checkup.

Upon approval by the City Council to proceed, a contract agreement will be finalized and presented to City Council along with the established timeline.

Studies for other areas of the City will presented once a recommended plan has been finalized.

FINANCIAL IMPLICATIONS:

The total cost for this study is \$70,000. This specific study was not included in the budget. However, funding was allocated in the Department of Building and Safety for a Fire Marshall position (\$56,000), which was not needed. We have identified funds additional funds within the City Manager's Office to cover the remaining cost.