



CITY OF FERNLEY

CITY COUNCIL AGENDA REPORT

Meeting Date: March 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: 100-605-322 / 100-413-322
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ACTION REQUESTED: Consent Ordinance Resolution Motion Receive/File

AGENDA ITEM: Staff Report (For Possible Action):
Possible Action to approve the contract with Management Partners to conduct an efficiency study for the City's Development Process Review.

Agenda Item Brief:
City Council approved staff to move forward in hiring a contractor to conduct an assessment of the City's current development review process and include a focused decision-making and implementation process so the desired improvements become part of the City's business process.

Recommended Motion:
"I move to approve the contract with Management Partners to conduct an efficiency study for the City's Development Review Process in the amount not to exceed \$69,500."

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:

The Council can may:

- Not approve the contract and direct staff to look for other possible companies for website platform services
- Request additional 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.

Council approved staff to move forward in finalizing a contract agreement 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.

RECOMMENDATIONS:

Staff recommends approving the contract.

PRIOR COUNCIL ACTION:

February 3, 2021 City Council approved staff to move forward with finalizing a contract and present to Council December 16, 2020 City Council directed staff to move forward with a Citywide efficiency study.

LEGAL IMPLICATIONS:

The contract defines termination, liability, and legal requirements.

FINANCIAL IMPLICATIONS:

The total cost for this study is \$69,500. 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.

ATTACHMENTS:

Attachment A Scope of Work – Management Partners

Attachment B Fee Schedule – Management Partners

Attachment C Addendum Agreement – Management Partners