



CITY OF FERNLEY

CITY COUNCIL AGENDA REPORT

Meeting Date: September 15, 2021

REPORT TO:	Mayor and City Council
REPORT FROM:	Michael Toombs, Deputy City Manager
REVIEWED BY:	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); Accept the Development Review Operations Assessment and direct staff to carry out the Implementation Action Plan completed by Management Partners.

Agenda Item Brief: The city has received the Development Review Operational Assessment Report and draft Implementation Plan from Management Partners. The Implementation Action Plan includes a total of 33 action items.

Recommended Motion:
"I move to accept the Development Review Operations Assessment and direct staff to carry out the Implementation Action Plan completed by Management Partners."

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, the development review process was selected as the first area of review.

On February 3, 2021, City Council directed staff to move forward with an efficiency review of the City of Fernley's development review process, and approved a proposal from Management Partners to conduct the review.

On March 3, 2021, City Council approved the contract with Management Partners. 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.

Management Partners' review process included the following:

- A kick-off meeting between Management Partners and city staff including directors and their staff, Fire District, Deputy City Manager, and the City Manager.
- A review of documents and operational data used by the city in the development review process. These documents included handouts available to applicants, checklists, design standards, written internal procedures, and other material available to assist applicants.
- A review of business practices by other jurisdictions within the northwest Nevada region.
- Individual interviews with twelve (12) City of Fernley staff including the City Manager and Deputy City Manager, Mayor and Council members, and twelve (12) external stakeholders who have experience with the city's development process. These interviews allowed Management Partners to gain an understanding of what was working well, what wasn't working well, and an overall sense of the process.
- Two-day process mapping workshop with staff from Building, Planning, Engineering, Public Works, and the Fire District. This workshop was aimed at capturing the key steps of an applicant and city staff during the intake, fee payment and review steps, along with decision points, resubmittals, and final approvals. The final process maps are attached.
- Process Improvement Workshop held July 29 and 30, 2021 with all staff members in the departments comprising the city's development review team and the Fire Marshall.

The attached Implementation Action Plan is designed to assist with the phasing and scheduling of 18 recommendations resulting from Management Partners' analysis and an additional 15 recommendations developed by staff during the Process Improvement Workshop.

The staff is currently developing completion dates for each of the 33 action items.

Upon approval by the City Council to proceed, staff will carry out the Development Review and Operations Assessment and Implementation Action Plan. Recurring updates will be provided to the City Council.

FINANCIAL IMPLICATIONS:

As noted on the Implementation Action Plan, funding will be required to implement some action items. Staff, working through the City Manager and City Treasurer will determine if funding is available this fiscal year. If funding is not available this fiscal year, these items will be captured in next fiscal year's budget.

Attachments:

Development Review Operations Assessment with findings, process maps and Implementation Action Plan.