



CITY OF FERNLEY

CITY COUNCIL AGENDA REPORT

Meeting Date: December 01, 2021

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

FINANCIAL IMPACT:

Yes: No:

CURRENTLY BUDGETED:

Yes: No:

FUND/ACCOUNT:

100-413-322

ACTION REQUESTED: Consent Ordinance Resolution Motion Receive/File

AGENDA ITEM: Consent Agenda: Possible Action to approve the contract in an amount not to exceed \$29,500 with Management Partners to conduct an organizational assessment and efficiency study of the City Attorney's Office.

Agenda Item Brief:

In December 2020, City Council directed staff to move forward with a Citywide efficiency study. A study has been completed for the Development Review Process. The City Attorney's Office has been selected for the next phase. Management Partners will conduct an analysis and provide recommendations for the department to provide effective and efficient services. The contract in an amount not to exceed \$29,500 is attached for approval.

Recommended Motion:

"I move to approve the contract with Management Partners to conduct an efficiency study for the City Attorney's Office in the amount not to exceed \$29,500."

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).

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.

Management Partners will conduct an organizational assessment of the City Attorney's office. The process will include the following:

- **Activity 1 – Project Startup**
This will establish deliverables and ensure the budget and proposed scope of work is aligned with expected outcomes.
- **Activity 2 – Gather information from court and city staff**
Information will be gathered through review of background material and interviews to learn about operations, systems, relevant workload and performance management.
- **Activity 3 – Conduct Peer Comparisons and Research Best Practices**
Data will be collected as useful comparison points to assess the adequacy of current organizational arrangements and staffing.
- **Activity 4 – Conduct Analysis**
With data collected, the departments will be analyzed to identify opportunities to increase efficiency and effectiveness.
- **Activity 5 – Report Results**
Once activities have been completed, a draft report will be prepared that will include analysis and recommendations for improvement.
- **Activity 6 – Support Implementation**
Reports and recommendations will become tools for setting priorities and developing implementation work plans. An implementation action plan will be provided incorporation recommendations.

RECOMMENDATIONS:

Staff recommends approving the contract.

PRIOR COUNCIL ACTION:

March 3, 2021: City Council approved the contract with Management Partners to conduct an efficiency study for the City's Development Review Process.

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 \$29,500. Funding was allocated in the City Manager's Office for Efficiency Studies in FY 2021-2022.

ATTACHMENTS:

Contract

Attachment A Scope of Work – Management Partners

Attachment B Fee Schedule – Management Partners