



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: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	CURRENTLY BUDGETED: Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	FUND/ACCOUNT: 100-413-322
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ACTION REQUESTED: <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Receive/File

AGENDA ITEM: Consent Agenda: Possible Action to approve the contract in an amount not to exceed \$33,000 with National Center for State Courts (NCSC) to conduct an organizational assessment and efficiency study of the City's Municipal Court.

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 Fernley Municipal Court has been selected for the next phase. NCSC will conduct an analysis and provide recommendations for the department to provide effective and efficient services. The contract in an amount not to exceed \$33,000 is attached for approval.

Recommended Motion:
"I move to approve the contract with NCSC to conduct an efficiency study for the City's Municipal Court, in the amount not to exceed \$33,000."

Business Impact (per NRS Chapter 237):
<input type="checkbox"/> A Business Impact Statement is Attached.
<input checked="" type="checkbox"/> 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.

NCSC will conduct an organizational assessment of the Fernley Municipal Court.

The process will include the following:

- **Activity 1 – Project Kickoff & Introduction**
This will establish and outline services to be including steps and actions that comprise the consulting engagement.
- **Activity 2 – Research and Review**
Information will be gathered through review of background material and interviews to learn about operations, case filing, case flow, workflow data and performance metrics.
- **Activity 3 – Site Visit and Interview of Court and City Representatives**
A two-day on-site visit is anticipated for meetings, observation, and interviews. However, based on the pandemic status, interviews and communication may occur in person during a site visit or via virtual meetings, or using both methods.
- **Activity 4 – Report Draft Preparation**
Draft report provided for review by the Court in which findings and recommendations are noted. The report will include information and materials to indicate and substantiate best practices and improvements that can be applied by the Court and Prosecutor.
- **Activity 5 – Report Review and Revisions**
The Court and City will be invited to comment on any corrections, revisions, or clarifications needed, via the local contact representative. A final report will be prepared.
- **Activity 6 – Submission of Final Report**
A final report with recommendations and best practices for the Court and Prosecutor will be submitted electronically.

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 \$33,000. Funding was allocated in the City Manager's Office for Efficiency Studies in FY 2021-2022.

ATTACHMENTS:

Contract

Attachment A Scope of Work – National Center for State Courts (NCSC)

Attachment B Fee Schedule – National Center for State Courts (NCSC)