



**CITY OF HENDERSON**  
**Development Services Center Advisory Committee**  
**AGENDA**

**Tuesday, April 22, 2014**  
**7:45 am**  
**Meeting Inquiries: 267-3631**

**Westgate Conference Room**  
**240 S. Water Street, 1<sup>st</sup> Floor**  
**Henderson, NV 89015**

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Notice to persons with special needs: For those requiring special assistance or accommodation to attend or participate in this meeting, arrangements for a sign language interpreter or services necessary for effective communication for qualified persons with disabilities should be made as soon as possible, but no later than 72 hours before the scheduled event. Listening devices are available for persons with hearing impairments.

Please contact Michelle Page at 702-267-3631 or TTY: 7-1-1, **at least 72 hours in advance** to request a sign language interpreter. You may also submit your request by using Contact Henderson.

The Chairman reserves the right to hear agenda items out of order, combine two or more agenda items for consideration, remove an item from the agenda, or delay discussion relating to an item on the agenda at any time. All items are action items unless otherwise noted.

Individuals speaking on an item will be limited to three (3) minutes and spokespersons for a group will be limited to ten (10) minutes.

Backup materials for agenda items can be found at:  
[http://www.cityofhenderson.com/development\\_services\\_center/docs/DSC%20Advisory%20Committee/Agendas/agenda\\_2013-10-15.pdf](http://www.cityofhenderson.com/development_services_center/docs/DSC%20Advisory%20Committee/Agendas/agenda_2013-10-15.pdf)

To request backup materials, please contact Michelle Page at (702) 267-3631.

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**I. CALL TO ORDER**

**II. CONFIRMATION OF POSTING AND ROLL CALL**

**III. ACCEPTANCE OF AGENDA (For Possible Action)**

**IV. PUBLIC COMMENT**

Note: Items discussed under Public Comment cannot be acted upon at this meeting, but may be referred to a future agenda for consideration (NRS 241.020). Individuals speaking on an item will be limited to three (3) minutes and spokespersons for a group will be limited to ten (10) minutes.

**V. NEW BUSINESS**

1. Approval of Minutes: October 15, 2013, November 5, 2013, and January 28, 2014 (For Possible Action)
2. DSC Quarterly Performance Report – Mo Jadid (Informational Only)
3. DSC Financial Update/Budget – Richard Derrick (Informational Only)
4. Administrative Charge/Transfers – In – Mo Jadid (Discussion Only)

5. Kiva Update – Mo Jadid (Informational Only)

**VI. PUBLIC COMMENT**

Note: Items discussed under Public Comment cannot be acted upon at this meeting, but may be referred to a future agenda for consideration (NRS 241.020). Individuals speaking on an item will be limited to three (3) minutes and spokespersons for a group will be limited to ten (10) minutes.

**VII. CHAIRMAN/MEMBER COMMENTS**

The Chairman and Members may speak on any subject under this section of the agenda. Chairman and Members may comment on matters including, without limitation, future agenda items, upcoming meeting dates, and meeting procedures. Comments made cannot be acted upon or discussed at this meeting, but may be placed on a future agenda for consideration by the Body.

**VIII. SET NEXT MEETING** – Tuesday, July 22, 2014, Westgate Conference Room, 240 Water Street, Henderson NV

**IX. ADJOURNMENT**

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Posted prior to 9:00 a.m., **Wednesday, April 16, 2014**  
at the following locations:  
City Hall, 240 Water Street, 1<sup>st</sup> Floor Lobbies (2)  
Multigenerational Center, 250 South Green Valley Parkway  
Whitney Ranch Recreational Center, 1575 Galleria Drive  
Fire Station No. 86, 96 Via Antincendio

**CITY OF HENDERSON  
DEVELOPMENT SERVICES CENTER  
ADVISORY COMMITTEE  
MINUTES  
October 15, 2013**

**I. Call to Order**

Chairman Murphy called the City of Henderson Development Services Center Advisory Committee meeting to order at 7:48 a.m. in the Westgate Conference Room, 240 Water Street, Henderson, Nevada.

**II. Confirmation of Posting and Roll Call**

Michelle Page, Administrative Assistant III, confirmed the agenda was posted three working days prior to the meeting in accordance with the Open Meeting Law by posting in the four Official Bulletin Boards within the City Limits of the City of Henderson. In addition, copies of the agenda were mailed to each person having an item on the agenda and to all those on the Agenda Master Mailing List.

PRESENT: Chairman Ralph Murphy  
Christopher Barnes  
Jim Chachas  
Leo Durant  
Warren Hardy (arrived at 7:52 a.m.)  
Mark Johnson  
Richard Derrick  
Richard Serfas  
John Stewart

EXCUSED: None

STAFF: Stephanie Garcia-Vause, Director of Community  
Development and Services  
Sally Galati, Assistant City Attorney III  
Nehole Garcia, Assistant City Attorney I  
Steve Goble, Fire Chief  
Sabrina Mercadante, City Clerk  
Bob Murnane, Director of Public Works  
Priscilla Howell, Director of Utility Services  
Michelle Page, Administrative Assistant III  
April Parra, Minutes Clerk

GUEST: Nat Hodgson, So. Nevada Home Builders Association  
Mandi Thorn  
Bryce Clutts

### **III. Acceptance of Agenda**

(Motion) Mr. Johnson introduced a motion to accept the agenda as submitted. The vote favoring approval was unanimous. Chairman Murphy declared the motion carried.

### **IV. Public Comment**

There were no comments presented by the public.

Christopher Barnes announced that he has been appointed to the Development Services Center (DSC) as the DSC Coordinator and will be serving on this Committee.

### **V. Items of Business**

#### **1. Approval of Minutes – July 16, 2013**

(Motion) Mr. Durant introduced a motion to approve the July 16, 2013, Development Services Center Advisory Committee minutes as submitted. The vote favoring approval was unanimous. Chairman Murphy declared the motion carried.

#### **2. DSC Quarterly Performance Report**

Christopher Barnes, DSC Coordinator, gave a PowerPoint presentation. Areas of discussion included: Total Number of Monthly Reviews, Yearly Plan Reviews, Yearly Site Design Submittals Received, Development Industry Report Card, Total Permits Issued, Single-Family Home Permits Issued, Commercial Permits Issued, Other Building Permits Issued, Average Customer Transactions/Times, Customer Service, Building Inspections Per Inspector Per Day, Total Monthly Building Inspections, Total Monthly Inspections Public Works – Quality Control, Permitting Trends, Number of Customers Served, Plan Reviews, Number of Building Inspectors, and Number of Inspections per Inspector Per Day.

Responding to a question by Mr. Stewart regarding the target average of inspections per inspector/per day, Mr. Barnes said between 40 and 50 inspections.

Mr. Stewart commented that he anticipates increased inspection activity and said the City may be needing additional inspectors.

#### **3. DSC Financial Update/Budget – Jill Lynch**

Richard Derrick, Chief Financial Officer, distributed the following reports and gave an update: Schedule of Revenues, Expenses, and

Changes in Net Assets; Revenues-Fund Rollup; Expenses-Fund Rollup; Development Services Enterprise Fun Comparative Balance Sheets; and DSC Financial Information.

Mr. Derrick also gave an update on the Special Budget Ad Hoc Committee and noted that they are looking at short-term and long-term strategies to keep the City sustainable.

A discussion ensued regarding the KIVA-replacement project, the investment involved in that project, as well as the rates supporting that investment.

#### **4. KIVA Update**

Mr. Barnes gave an update on the KIVA-replacement project and noted that demonstrations have been given by five vendors and staff has cut it down to two. He said a selection will be sometime around Thanksgiving with the implementation phase to begin early in the first quarter of 2014.

Responding to a question by Mr. Johnson regarding if the Committee will get to see a demonstration, Mr. Barnes said yes.

Mr. Durant commented that he has received letters from AGC and NCA regarding their concerns about the current system and moving forward with a new vendor.

Mr. Barnes said that it is the City's practice to check with the State Contractors Board to ensure proper licensing. He noted that they will definitely keep this as a priority moving forward.

#### **5. Bylaws Update**

Sally Galati, Assistant City Attorney III, introduced Nechole Garcia, Assistant City Attorney I, to the Committee and briefly reviewed the redlined bylaws that contain proposed changes per staff recommendation. She noted that the Committee will vote on the proposed changes at the next meeting.

Chairman Murphy commented that Ms. Galati did a great job incorporating the Committee's suggested changes.

Stephanie Garcia-Vause, Director of Community Development and Services, said Council is being briefed regarding reappointments and recommendations have been made.

**6. Set Special Meeting Date to Vote on Changes to Bylaws**

(Motion) Mr. Durant introduced a motion to hold a special meeting on November 5, 2013, at 7:45 p.m. The vote favoring approval was unanimous. Chairman Murphy declared the motion carried.

**7. Set Meeting Dates for 2014**

Discussion ensued regarding moving the quarterly meetings from the third Tuesday to the fourth Tuesday of January, April, July, and October.

(Motion) Mr. Chachas introduced a motion to change the meeting date to the fourth Tuesday of January, April, July, and October. The vote favoring approval was unanimous. Chairman Murphy declared the motion carried.

**VI. Public Comment**

Nat Hodgson, Southern Nevada Home Builders Association, commented that the Committee should not be alarmed regarding the number of permits shown in the report as that is typical for this time period.

**VII. Chairman/Member Comments**

There were no comments made by the Chairman or members.

**VIII. Set Next Meeting**

The next meeting of the Development Services Center Advisory Committee was scheduled for November 5, 2013, at 7:45 a.m., in the Westgate Conference room, City Hall, Henderson, Nevada, 89015.

**IX. Adjournment**

There being no further business to come before the Committee, the meeting was adjourned at 8:40 a.m.

Respectfully submitted,

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April Parra, Minutes Clerk

**CITY OF HENDERSON  
DEVELOPMENT SERVICES CENTER  
ADVISORY COMMITTEE  
SPECIAL MEETING  
MINUTES  
November 5, 2013**

**I. Call to Order**

Chairman Murphy called the City of Henderson Development Services Center Advisory Committee meeting to order at 7:48 a.m. in the Westgate Conference Room, 240 Water Street, Henderson, Nevada.

**II. Confirmation of Posting and Roll Call**

Michelle Page, Administrative Assistant III, confirmed the agenda was posted three working days prior to the meeting in accordance with the Open Meeting Law by posting in the four Official Bulletin Boards within the City Limits of the City of Henderson. In addition, copies of the agenda were mailed to each person having an item on the agenda and to all those on the Agenda Master Mailing List.

PRESENT: Chairman Ralph Murphy  
Christopher Barnes (for Mo Jadid)  
Jim Chachas  
Leo Durant  
Warren Hardy  
Mark Johnson  
Jill Lynch (for Richard Derrick)  
John Stewart

EXCUSED: Richard Derrick  
Mo Jadid  
Richard Serfas

STAFF: Ashley Buckenberger, Administrative Assistant I  
Sally Galati, Assistant City Attorney III  
Stephanie Garcia-Vause, Director of Community Development and Services  
Nehole Garcia, Assistant City Attorney I  
Steve Goble, Fire Chief  
Rob Herr, Assistant Director of Public Works  
Priscilla Howell, Director of Utility Services  
Sabrina Mercadante, City Clerk  
Kyle Okamura, Water Services Manager  
Michelle Page, Administrative Assistant III  
April Parra, Minutes Clerk

GUEST: Nat Hodgson, So. Nevada Home Builders Association  
Mandi Thorn, Harsch Development

**III. Acceptance of Agenda**

(Motion) Mr. Durant introduced a motion to accept the agenda as submitted. The vote favoring approval was unanimous. Chairman Murphy declared the motion carried.

**IV. Public Comment**

There were no comments presented by the public.

**V. Items of Business**

**1. Discussion and Adoption of Updated and Restated Bylaws**

Sally Galati, Assistant City Attorney III, gave a brief summary of this item and stated staff recommends approval.

Chairman Murphy suggested that the new members of the Committee be appointed in such a way as the terms will be staggered.

Mr. Hardy commented that the language presented in the proposed bylaws accommodated the staggering.

(Motion) Mr. Hardy introduced a motion to adopt the updated and restated bylaws as submitted. The vote favoring approval was unanimous. Chairman Murphy declared the motion carried.

**2. DSC Staffing Update**

Christopher Barnes, Development Services Coordinator, informed the Committee that one Building Inspector, one Plans Examiner, and two part-time support staff have been added to the staff complement as a result of the Committee's recommendation.

Responding to a question regarding if the positions are in the budget, Mr. Barnes said they will be added by Council action.

**3. Recognition of Departing Committee Members**

Stephanie Garcia-Vause, Director of Community Development and Services, recognized the departing members of the Committee and thanked them for their efforts.

**VI. Public Comment**

There were no comments presented by the public.

**VII. Chairman/Member Comments**

Mr. Durant and Mr. Chachas thanked staff for their positive attitudes and efficiency.

Chairman Murphy said it has been a pleasure to serve the City of Henderson.

**VIII. Set Next Meeting**

The next meeting of the Development Services Center Advisory Committee was scheduled for January 28, 2013, at 7:45 a.m., in the Westgate Conference room, City Hall, Henderson, Nevada, 89015.

**VIII. Adjournment**

There being no further business to come before the Committee, the meeting was adjourned at 8:07 a.m.

Respectfully submitted,

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April Parra, Minutes Clerk

**CITY OF HENDERSON  
DEVELOPMENT SERVICES CENTER  
ADVISORY COMMITTEE  
MINUTES  
January 28, 2014**

**I. Call to Order**

Vice-Chairman Johnson called the City of Henderson Development Services Center Advisory Committee meeting to order at 7:47 a.m. in the Westgate Conference Room, 240 Water Street, Henderson, Nevada.

**II. Confirmation of Posting and Roll Call**

Michelle Page, Administrative Assistant III, confirmed the agenda was posted three working days prior to the meeting in accordance with the Open Meeting Law by posting in the four Official Bulletin Boards within the City Limits of the City of Henderson. In addition, copies of the agenda were mailed to each person having an item on the agenda and to all those on the Agenda Master Mailing List.

PRESENT: Vice-Chairman Mark Johnson  
Bryce Clutts  
Richard Derrick  
Warren Hardy  
Nat Hodgson  
Mo Jadid  
Richard Serfas  
John Stewart  
Mandi Thorn

EXCUSED: None

STAFF: Christopher Barnes, DSC Coordinator  
Bristol Ellington, Assistant City Manager  
Stephanie Garcia-Vause, Director of Community  
Development and Services  
Nehole Garcia, Assistant City Attorney I  
Steve Goble, Fire Chief  
Nathan Hill, Archives and Records Administrator  
Priscilla Howell, Director of Utility Services  
Bob Murnane, Senior Dir. of Public Works, Parks, and  
Recreation  
Michelle Page, Administrative Assistant III  
April Parra, Minutes Clerk

GUEST: Ron Taylor, Clark County  
Ashley Buckenberger, CD & S

### **III. Acceptance of Agenda**

Michelle Page, Administrative Assistant III, noted that the minutes were not distributed to the Committee and approval will be continued to the next meeting.

(Motion) Mr. Hodgson introduced a motion to accept the agenda as amended. The vote favoring approval was unanimous. Vice-Chairman Johnson declared the motion carried.

### **IV. Public Comment**

There were no comments presented by the public.

### **V. Items of Business**

#### **1. Approval of Minutes – November 5, 2013**

This item was continued to the next meet at the request of staff.

#### **2. Introductions**

Mo Jadid, Assistant Director of Building and Fire Safety, introduced the new members to the Committee.

#### **3. DSC Quarterly Performance Report – Mo Jadid**

Mr. Jadid gave a PowerPoint presentation on the DSC Quarterly Performance Report. Areas of discussion included: Plan Review Performance, Total Number of Monthly Reviews, Yearly Plan Reviews, Yearly Site Design Submittals Received, Development Industry Report Card, Permit Activity, Total Permits Issues, Single-Family Home Permits Issued, Commercial Permits Issued, Other Building Permits Issued, Inspection Activity, Building Inspections Per Inspector Per Day, Total Monthly Building Inspections, Total Monthly Inspections Public Works – Quality Control, 5-Year Comparison, Permitting Trends, Plan Reviews, Number of Building Inspectors, and Number of Inspections per Inspector Per Day.

Responding to Vice-Chairman Johnson's questions regarding staff workloads, Mr. Jadid said there has been some additional pressure on staff, but it is monitored very closely.

Discussion ensued regarding the low permit activity. Mr. Hodgson commented that activity should increase once projects move through the process.

Mr. Clutts commented that it would be helpful to be able to compare current reports to last year's reports as well as on a month-to-month basis.

Mr. Serfas complimented Mr. Jadid and staff on how the City has worked through the tough times. He said he can always count on service levels being met.

#### **4. DSC Financial Update/Budget – Richard Derrick**

Richard Derrick, Chief Financial Officer, distributed the financial reports and gave an update. He noted that revenues are up 66 percent from last year and the first six months of the fiscal year have been very strong.

Responding to a question from Mr. Stewart regarding the premium expedited service, Mr. Jadid said there have been approximately 18 projects that have utilized the expedited service.

Jill Lynch, Budget Manager, reviewed the five-year plan and noted that she will be meeting with Christopher Barnes and Mo Jadid next month to figure out projections.

A brief discussion ensued regarding how the City formulates projections.

Mr. Hodgson commented that he is mindful of being conservative; however, he does not want the City to have obstacles when it comes to increasing staff. He said he wants Henderson to be able to maintain their excellent service levels.

Responding to a question by Vice-Chairman Johnson regarding the statute limitations on the DSC budget, Mr. Derrick said they are currently running high on revenues; however, adding staff will help with this situation. He noted that he will bring additional information regarding this issue to the next meeting.

#### **5. KIVA Update**

Mr. Jadid gave a brief summary of the KIVA-replacement project in order to bring the new members up to date. He noted that a vendor has been selected and negotiations are underway. He said a decision will be made by the end of the week and will go before Council for approval.

Responding to a question by Mr. Clutts regarding if staff will be working with the State Contractors Board, Mr. Barnes stated that the ability to interface with the contractors board was one of the requirements of the software purchase.

Responding to Mr. Hodgson's question regarding staffing, Mr. Jadid said staffing will be increased in an effort to make the implementation run as smoothly as possible and not negatively impact service levels.

#### **6. Staffing Update**

Mr. Jadid gave an update regarding staffing and noted that the following positions have been approved and are in the hiring process: Planning Analyst, Plans Examiner II, Building Inspector, and System Support Analyst.

#### **7. Election of Chairman and Vice Chairman**

(Motion) Mr. Hodgson introduced a motion to elect Vice-Chairman Johnson to the office of Chairman. The vote favoring approval was unanimous. Vice-Chairman Johnson declared the motion carried.

(Motion) Mr. Clutts introduced a motion to elect himself to the office of Vice Chairman. The vote favoring approval was unanimous. Vice-Chairman Johnson declared the motion carried.

#### **VI. Public Comment**

There were no comments presented by the public.

#### **VII. Chairman/Member Comments**

There were no comments presented by the Chairman or members.

#### **VIII. Set Next Meeting**

The next meeting of the Development Services Center Advisory Committee was scheduled for April 22, 2014, at 7:45 a.m., in the Westgate Conference room, City Hall, Henderson, Nevada, 89015.

#### **IX. Adjournment**

There being no further business to come before the Committee, the meeting was adjourned at 9:06 a.m.

Respectfully submitted,

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April Parra, Minutes Clerk