



CITY OF HENDERSON
Development Services Center Advisory Committee
AGENDA

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

Westgate Conference Room
240 S. Water Street, 1st Floor
Henderson, NV 89015

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_2014-07-22.pdf

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

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: April 22, 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 (Informational Only)
5. Kiva Update – Mo Jadid (Informational Only)
6. Lane Rental Fees – John Penuelas (Informational Only)
7. DSC Roundtable – Christopher Barnes (Informational Only)
8. Notice of City Council Meeting Time Change – Mohammad Jadid (Informational Only)
9. DSC Annual Reports – Mohammad 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, October 28, 2014, Westgate Conference Room, 240 Water Street, Henderson NV

IX. ADJOURNMENT

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

**CITY OF HENDERSON
DEVELOPMENT SERVICES CENTER
ADVISORY COMMITTEE
MINUTES
April 22, 2014**

I. Call to Order

Chairman Mark Johnson called the City of Henderson Development Services Center Advisory Committee meeting to order at 7:49 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 Mark Johnson
Richard Derrick
Nat Hodgson
Mo Jadid
Richard Serfas
John Stewart
Mandi Thorn

EXCUSED: Bruce Clutts
Warren Hardy

STAFF: Christopher Barnes, DSC Coordinator
Stephanie Garcia-Vause, Director of Community
Development and Services
Nehole Garcia, Assistant City Attorney I
Steve Goble, Fire Chief
Rob Herr, Asst. Director of Public Works
Nathan Hill, Archives and Records Administrator
Priscilla Howell, Director of Utility Services
Ed McGuire, City Engineer
Michelle Page, Administrative Assistant III
Tedio Jackson, Council and Commission Services
Reporter

III. Acceptance of Agenda

(Motion) Mr. Hodgson introduced a motion to accept the agenda as presented, seconded by Mr. Stewart. The vote favoring approval was unanimous. 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 – October 14, 2013; November 5, 2013; and January 28, 2014

(Motion) Mr. Serfas introduced a motion to approve the October 14, 2013; November 5, 2013; and January 28, 2014, minutes as submitted. The vote favoring approval was unanimous. Chairman Johnson declared the motion carried.

2. DSC Quarterly Performance Report – Mo Jadid

Mo Jadid, Assistant Director of Building/Fire Safety, 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 Issued, 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 a question about single-family home permits this quarter versus last quarter, Mr. Hodgson said Henderson will have more building the second half of the year due to the Inspirada and Cadence projects. He noted that Clark County has approved new developments that will begin construction this summer as well.

3. DSC Financial Update/Budget – Richard Derrick

Richard Derrick, Chief Financial Officer, reviewed the financial report for the quarter ending March 31, 2014. He noted that there is positive growth in net assets and the fund is very healthy.

In response to a comment to make sure that the City is in compliance with statute and not overextending, Mr. Derrick distributed and reviewed a handout entitled "Statutory Working Capital Analysis." He explained that the City was below the threshold last fiscal year; however, we are on track to go over the allowable amount. Staff will continue to monitor the working capital to ensure the rates are not too high.

Jill Lynch, Budget Manager, reviewed the Schedule of Revenues, Expenses and Changes in Net Assets for the 2015 Tentative Budget. She noted there is an additional transfer of \$652,371.00 for another component of the KIVA replacement. She explained that the budget includes additional money for major computer equipment to help support the KIVA replacement as well as contingency money for unknown costs.

It was noted that the KIVA replacement will be a challenge and may require additional professional services funds.

4. Administrative Charge/Transfers – In – Mo Jadid

Responding to questions regarding the transfer-in amounts, Ms. Lynch explained that the Administrative Charge from the General Fund covers costs of Finance, Human Resources, IT, Mayor and Council, City Attorney's Office, et cetera. There is a clause that says for the first year, the General Fund will reimburse the DSC those costs, and then the Council will determine when that will cease.

Stephanie Garcia-Vause, Director of Community Development and Services, said the City Attorney's Office is revising Henderson Municipal Codes to make everything current. She read the following section from Ordinance 2295: "The City hereby waives the General Fund overhead charges to the Development Services Enterprise Fund for the current fiscal year. This policy shall remain in effect for future fiscal years, unless reversed or amended by future City Council action." She said as staff looked at best practices and other enterprise funds, we realized that no other jurisdictions waive the administrative or overhead charges to their Enterprise Fund.

Ms. Garcia-Vause noted that since the Enterprise Fund is healthy and can pay those fees, staff recommends modifying the language and will submit a revised ordinance for a future Council agenda.

Responding to a question as to whether this will impact the 2016 budget, Ms. Garcia-Vause said that is unknown at this time; however, the Five-Year Financial Planning Committee will determine any impacts. She commented that the Utilities Enterprise Fund is charged the overhead administrative charge.

Chairman Johnson commented that this should not be a problem as long as the service levels will be maintained and fees are not increased.

A discussion ensued regarding whether the budget will ensure service levels are maintained. Staff noted the importance of the needs and concerns of the development community. The City is trying to balance the budget and staffing, and can utilize outside consultants to manage some of its workload.

Responding to a question by Mr. Hodgson as to whether a special meeting is necessary for the committee to adopt the budget before it goes before the City Council, Ms. Lynch replied that it is not within the scope of this committee to formally adopt the budget. The members can provide input and suggestions to be incorporated.

Ms. Garcia-Vause noted when the ordinance will be heard by the City Council and explained the proposed amendment.

Mr. Stewart commented that he would like to see a balanced budget instead of a negative number. He suggested that the chairman meet with the councilmembers before the Council meeting to express the committee's thoughts about the budget.

Chairman Johnson said there is a consensus to address the sustainability of the DSC fund to be a self-sustaining fund, and the committee will need to address the transfer at some point. He noted that the timing is a concern because of the proposed ordinance change and asked to see the revised language in the ordinance when it is approved by the Council.

Ms. Lynch stated that staff can reduce the contingency line and carry over appropriations to the next fiscal year. Staff will report back the final changes to the ordinance in full disclosure, and show how the budget reflects the amended changes to the ordinance.

Mr. Serfas asked if the ordinance language could have some type of a trigger to get assistance from the General Fund if needed. He noted that he would rather there be loose language

Ms. Garcia-Vause replied that staff will consider this suggestion.

This item will be discussed further at the next meeting.

5. Kiva Update – Mo Jadid

Mo Jadid, Assistant Director of Building/Fire Safety, reported that staff signed a contract with the vendor and will schedule meetings to discuss the implementation process. Staff anticipates approximately 15 to 18 months to fully implement the new software. Mr. Jadid noted that staff understands that training and education outreach efforts will be needed.

Chairman Johnson asked that the Committee members be informed of training dates. Ms. Garcia-Vause suggested a future agenda item to discuss relevant issues to the industry.

VI. Public Comment

There were no comments presented by the public.

VII. Chairman/Member Comments

Mr. Serfas complimented Richard and Jill on an excellent budget and transparency on the process. He appreciates staff's efforts.

VIII. Set Next Meeting

The next meeting of the Development Services Center Advisory Committee was scheduled for July 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 8:50 a.m.

Respectfully submitted,

Tedie Jackson, Council and
Commission Services Reporter

ORDINANCE NO. 3160
(Amend Ordinance No. 2295)

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HENDERSON, NEVADA, AMENDING ORDINANCE NO. 2295, DEVELOPMENT SERVICES CENTER FEES, TO REVISE THE APPLICABILITY OF GENERAL FUND OVERHEAD CHARGES TO THE DEVELOPMENT SERVICES ENTERPRISE FUND, AND MATTERS PROPERLY RELATED THERETO.

WHEREAS, Bill No. 1976 was adopted as Ordinance No. 2295 on October 5, 2004, establishing a new Henderson Municipal Code Chapter 15.02, and providing for other related matters; and

WHEREAS, updates are necessary to reflect revised fiscal policies; and

NOW, THEREFORE, the City Council of the City of Henderson, Nevada, does ordain:

SECTION 1. Ordinance No. 2295 is hereby amended as follows:

SECTION 4. [The City hereby waives the General Fund overhead charges to the Development Services Enterprise Fund for the current fiscal year. This policy shall remain in effect for future fiscal years, unless reversed or amended by future City Council action.]Reserved.

SECTION 2. If any section, subsection, paragraph, clause or provision of this Ordinance shall for any reason be held invalid or unenforceable, the invalidity or unenforceability of such section or subsection, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION 3. All ordinances, or parts of ordinances, sections, subsection, phrases, sentences, clauses or paragraphs contained in the Municipal Code of the City of Henderson, Nevada, in conflict herewith are repealed and replaced as appropriate.

SECTION 4. A copy of this Ordinance shall be filed with the office of the City Clerk, and notice of such filing shall be published once by title in the Review Journal, a newspaper having general circulation in the City of Henderson, at least ten (10) days prior to the adoption of said Ordinance, and following approval shall be published by title (or in full if the Council by majority vote so orders) together with the names of the Councilmen voting for or against passage for at least one (1) publication before the Ordinance shall become effective. This Ordinance is scheduled for publication on May 23, 2014, in the Review Journal.

PASSED, ADOPTED, AND APPROVED THIS 20th DAY OF MAY, 2014.



Sam Bateman, Mayor Pro Tem

ATTEST:



Sabrina Mercadante, MMC, City Clerk

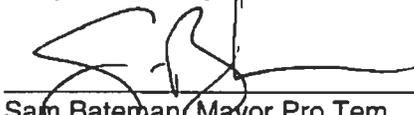
The above and foregoing Ordinance was first proposed and read in title to the City Council on May 6, 2014, which was a Regular Meeting, and referred to a Committee of the following Councilmen:

"COUNCIL AS A WHOLE"

Thereafter on May 20, 2014, said Committee reported favorably on the Ordinance and forwarded it to the Regular Meeting with a do-pass recommendation. At the Regular Meeting of the Henderson City Council held May 20, 2014, the Ordinance was read in title and adopted by the following roll call vote:

Those voting aye: Sam Bateman, Mayor Pro Tem
Councilmembers:
Debra March
John F. Marz
Gerri Schroder

Those voting nay: None
Those abstaining: None
Those absent: Andy Hafen, Mayor



Sam Bateman, Mayor Pro Tem

ATTEST:



Sabrina Mercadante, MMC, City Clerk



**Effective August 5, 2014,
Henderson City Council meetings
will begin at 6pm.**

This change will also affect the start time of the
Redevelopment Agency and Committee meetings.
Please refer to meeting agendas for official start time.

Henderson City Council meetings are held the first
and third Tuesday of each month in Henderson City
Hall and meetings can be viewed via live stream at
cityofhenderson.com.

Office of the City Clerk
Henderson City Hall
240 Water St., Henderson, NV 89015

702-267-1400
cityofhenderson.com/city_clerk

