



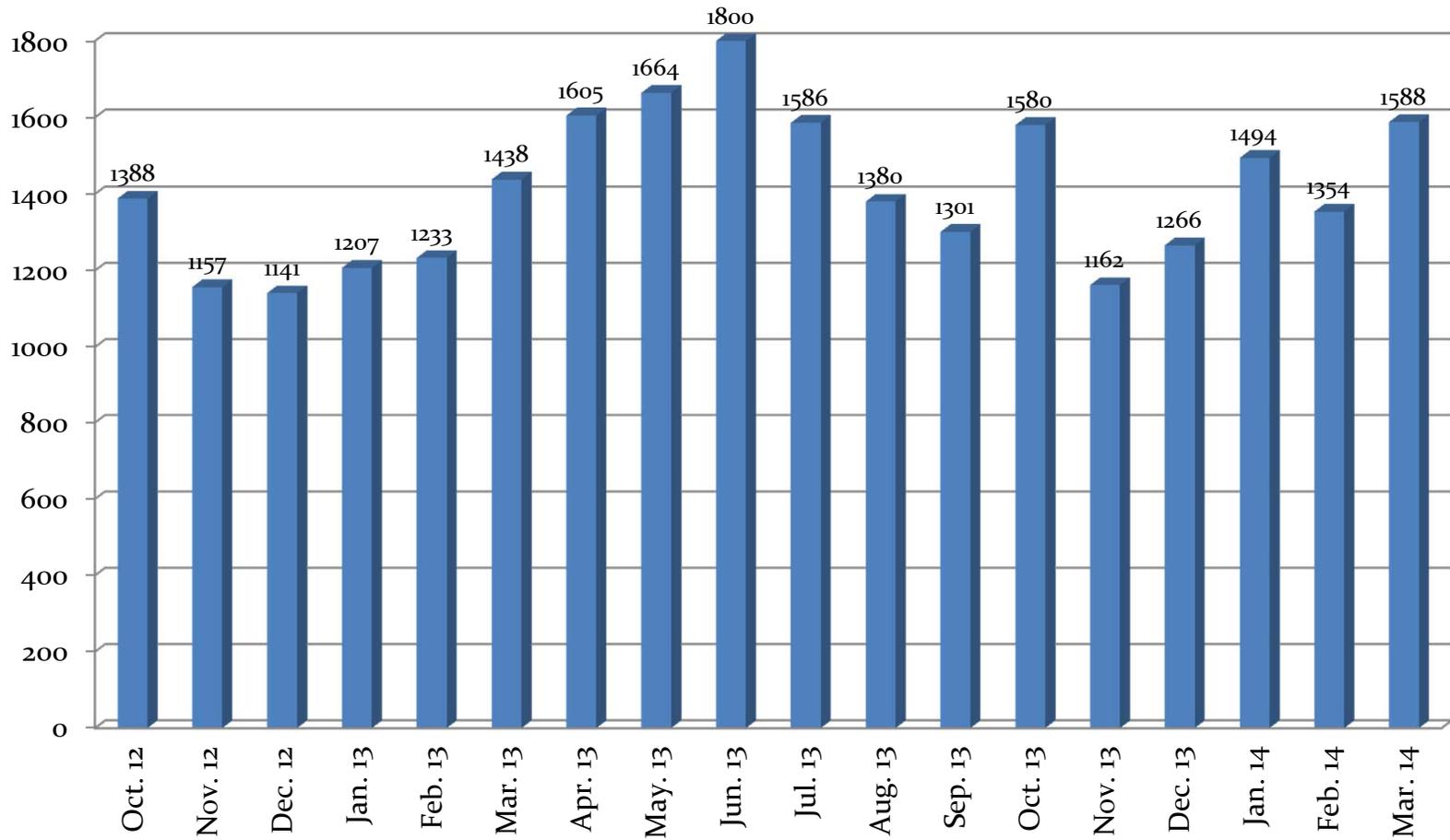
Development Services Center

Performance Report For the month ending March 31, 2014

Plan Review Performance

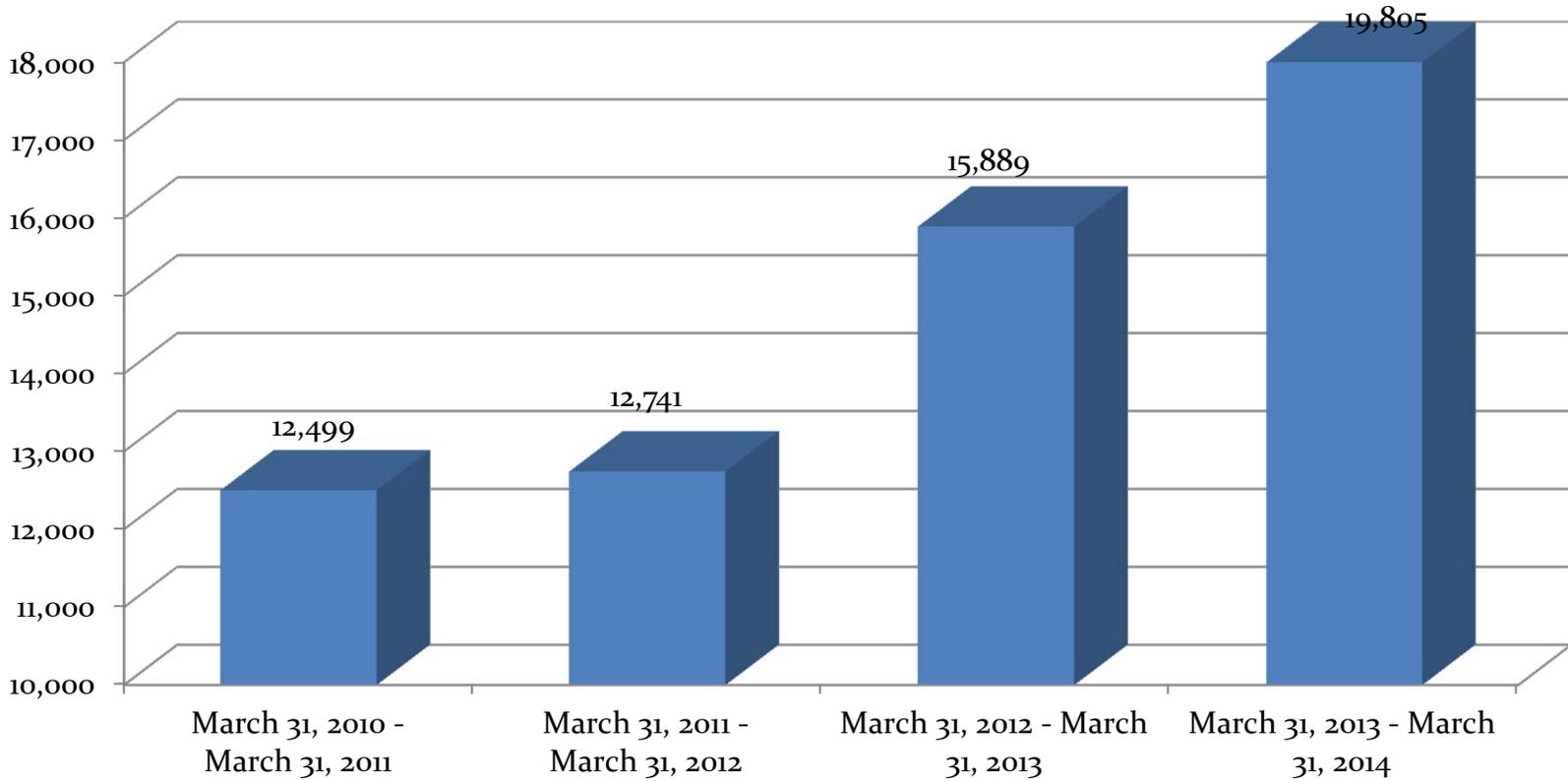
Total Number of Monthly Reviews

Last 18 Months

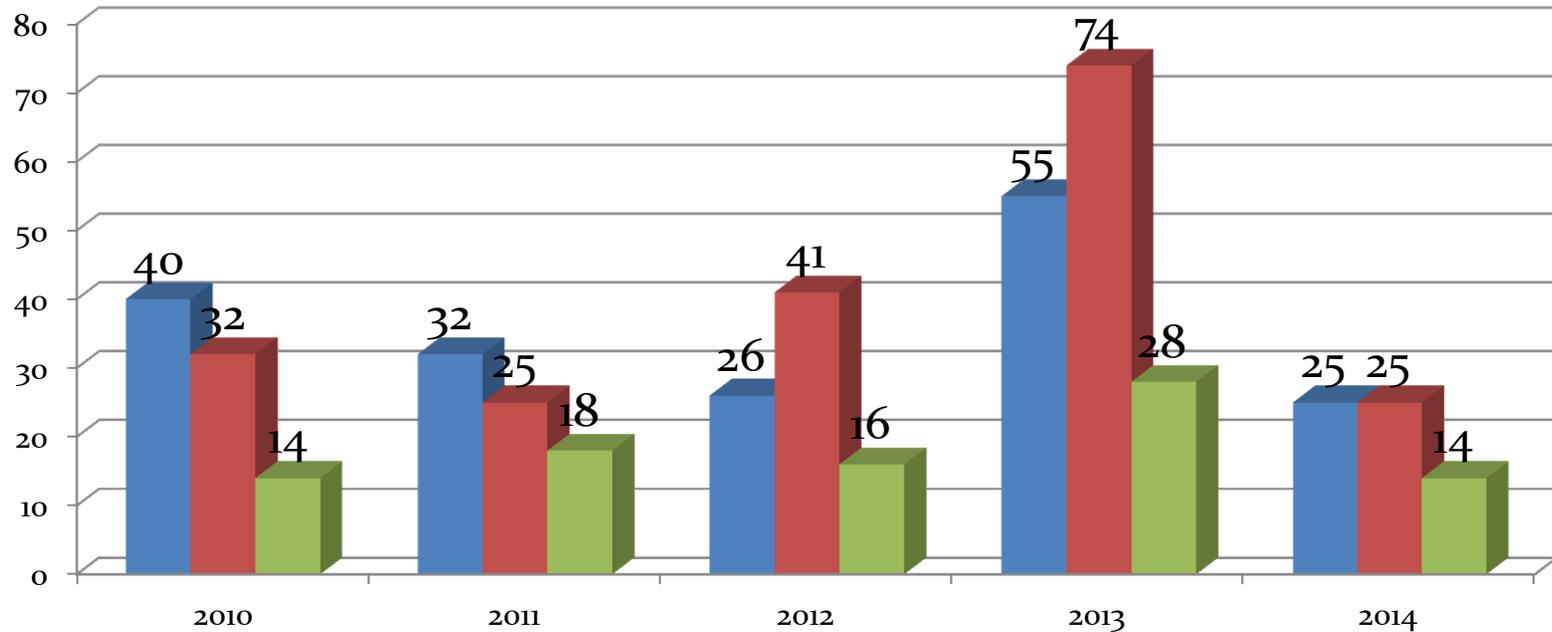


Yearly Plan Reviews

Rolling 12 Month Period



Yearly Site Design Submittals Received Civil Improvements, Hydrology Studies, Traffic Studies (1st Review Only)

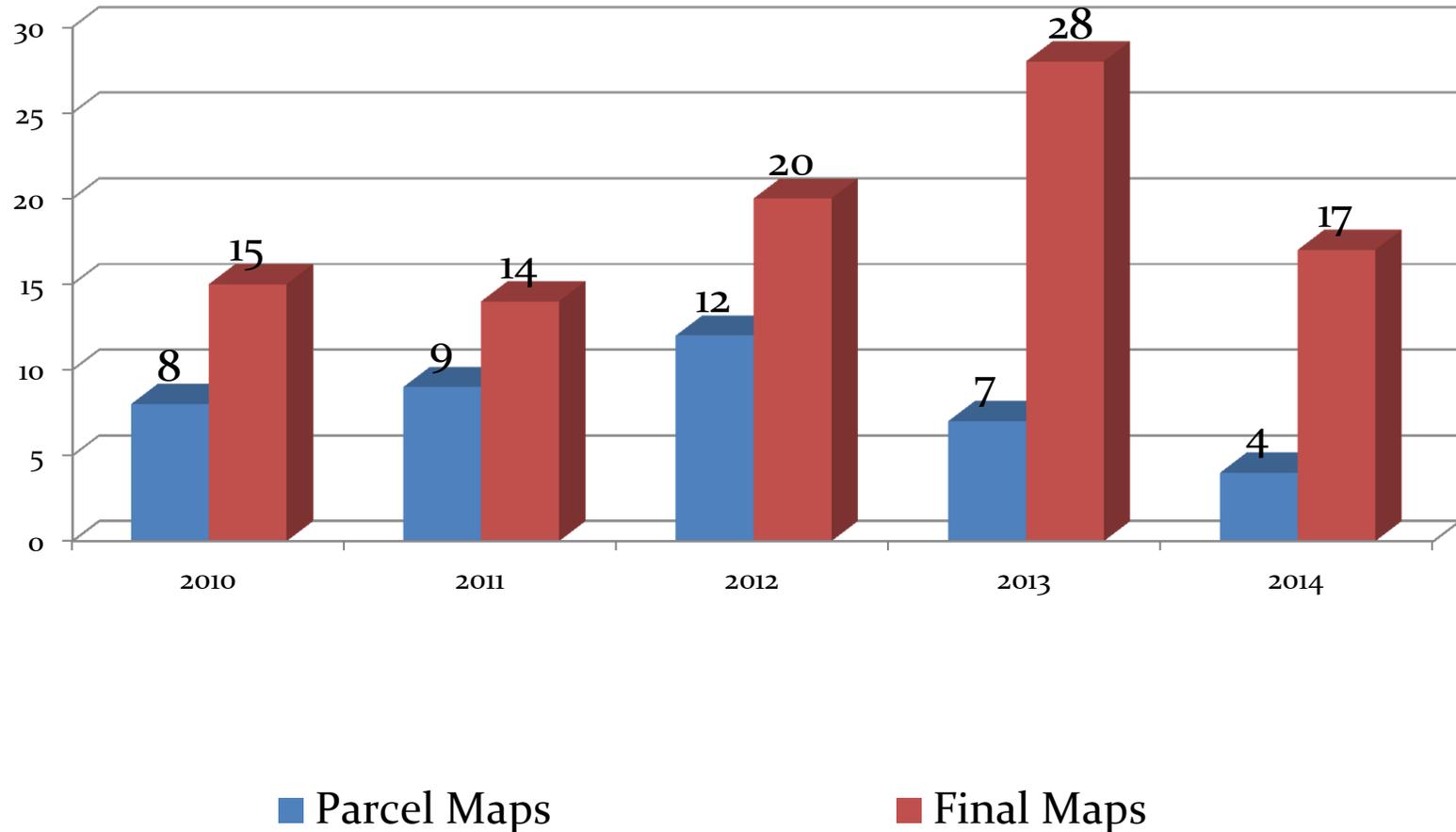


■ Civil Improvements

■ Hydrology Studies

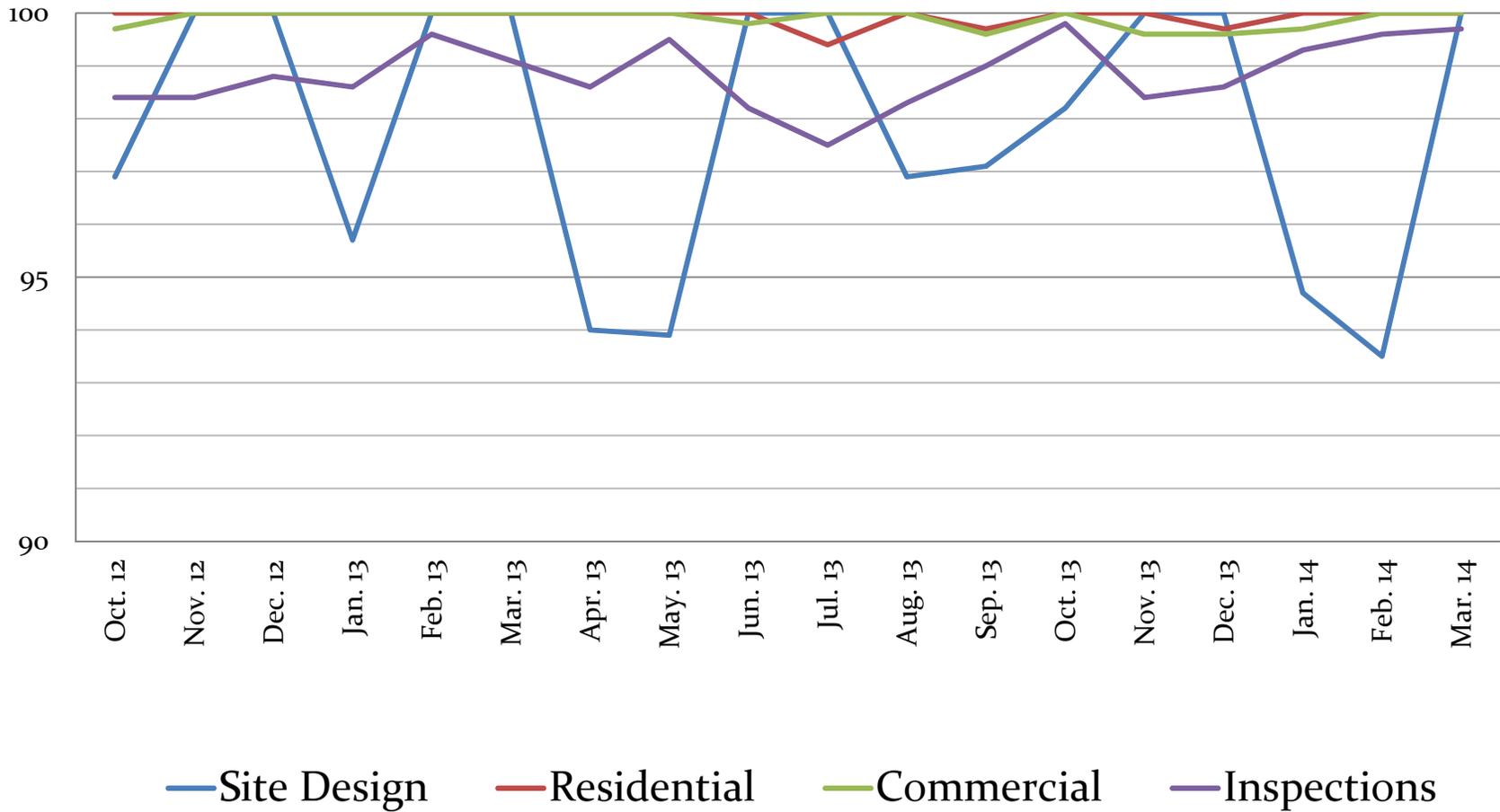
■ Traffic Studies

Yearly Site Design Submittals Received Parcel Maps and Final Maps (1st Review only)



Development Industry Report Card

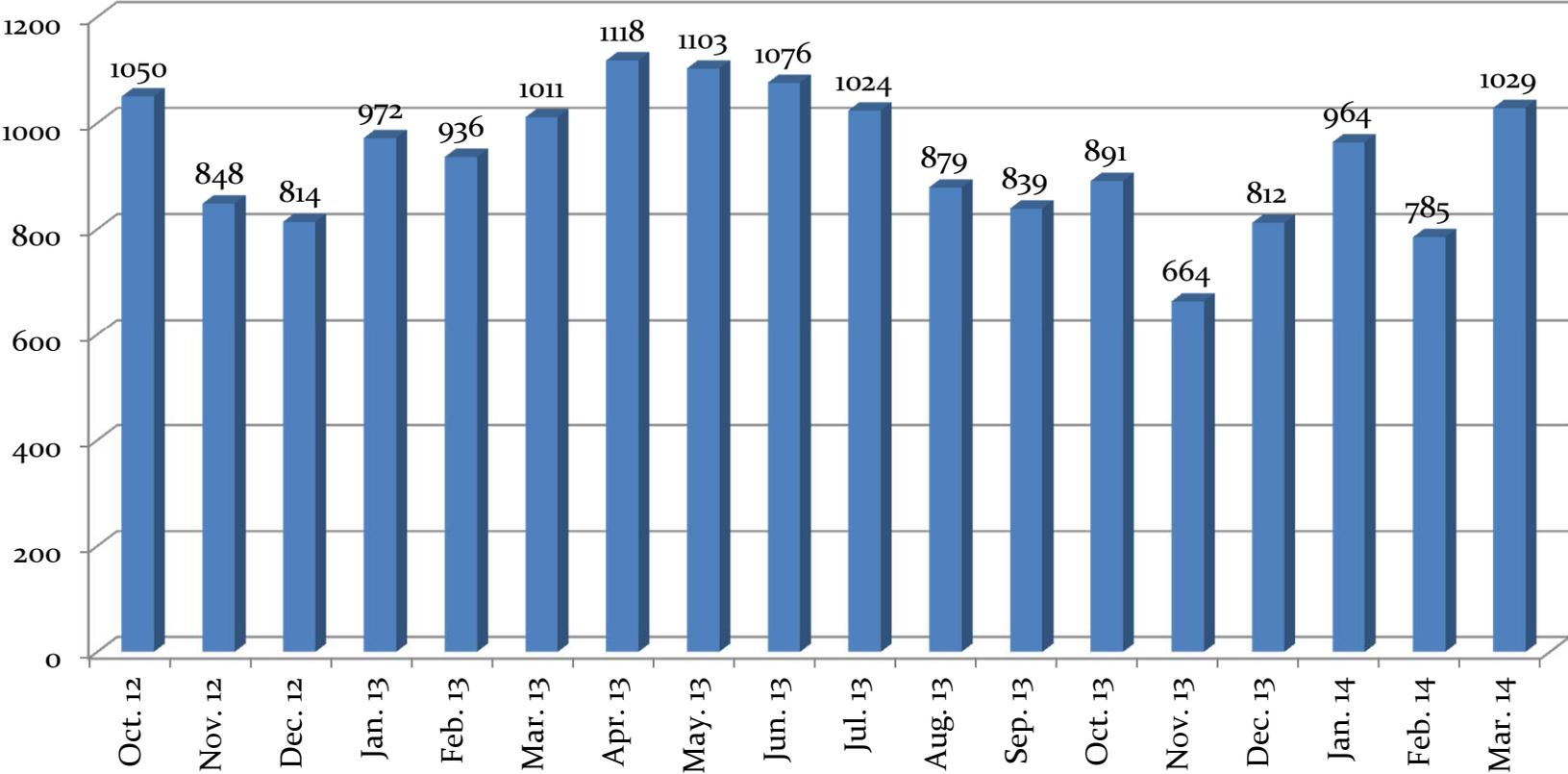
Last 18 Months (percent on-time)



Permit Activity

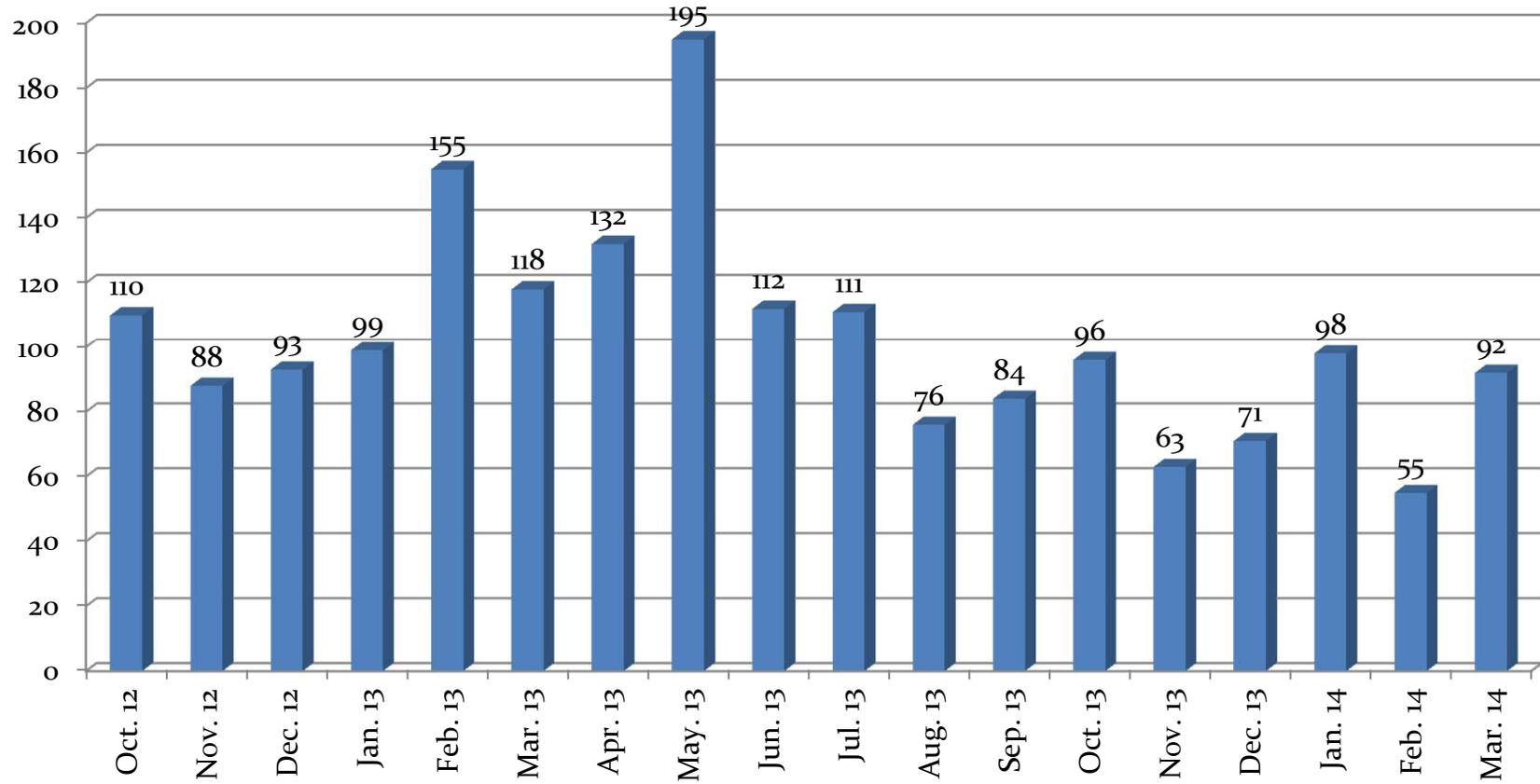
Total Permits Issued

Last 18 Months



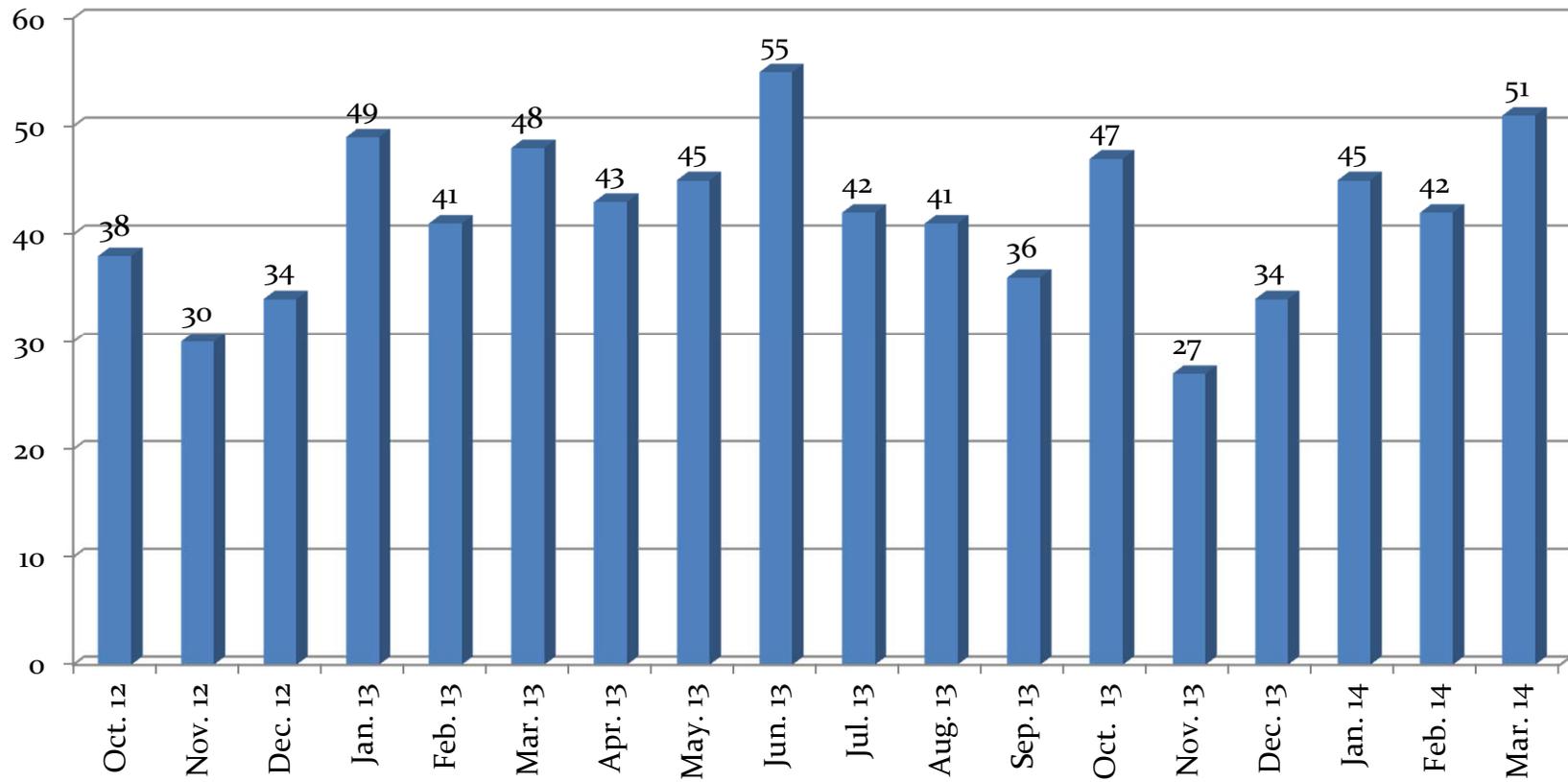
Single-Family Home Permits Issued

Custom, Models, Production, Duplex, Townhouse
Last 18 Months



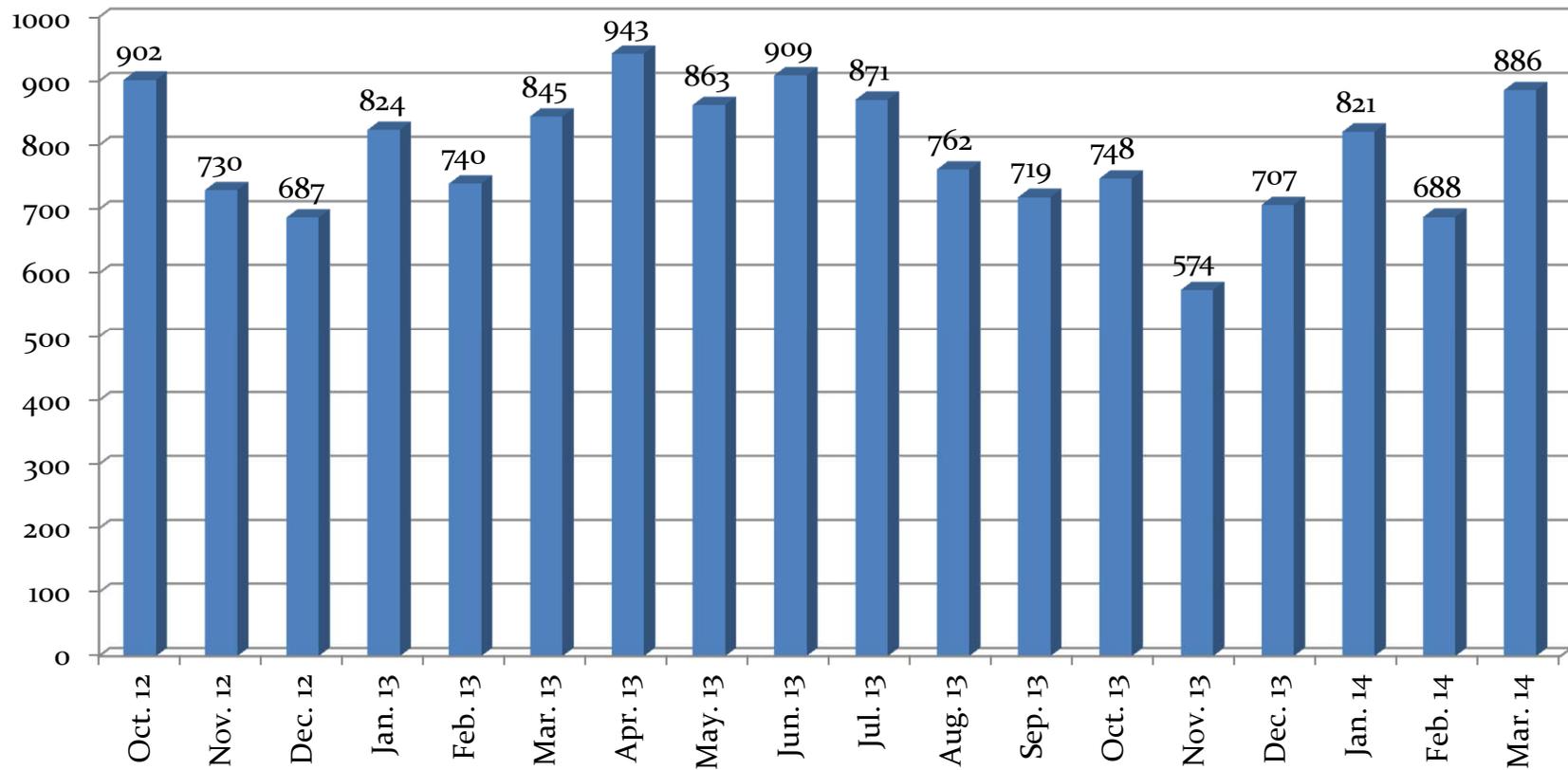
Commercial Permits Issued

Last 18 Months



Other Building Permits Issued

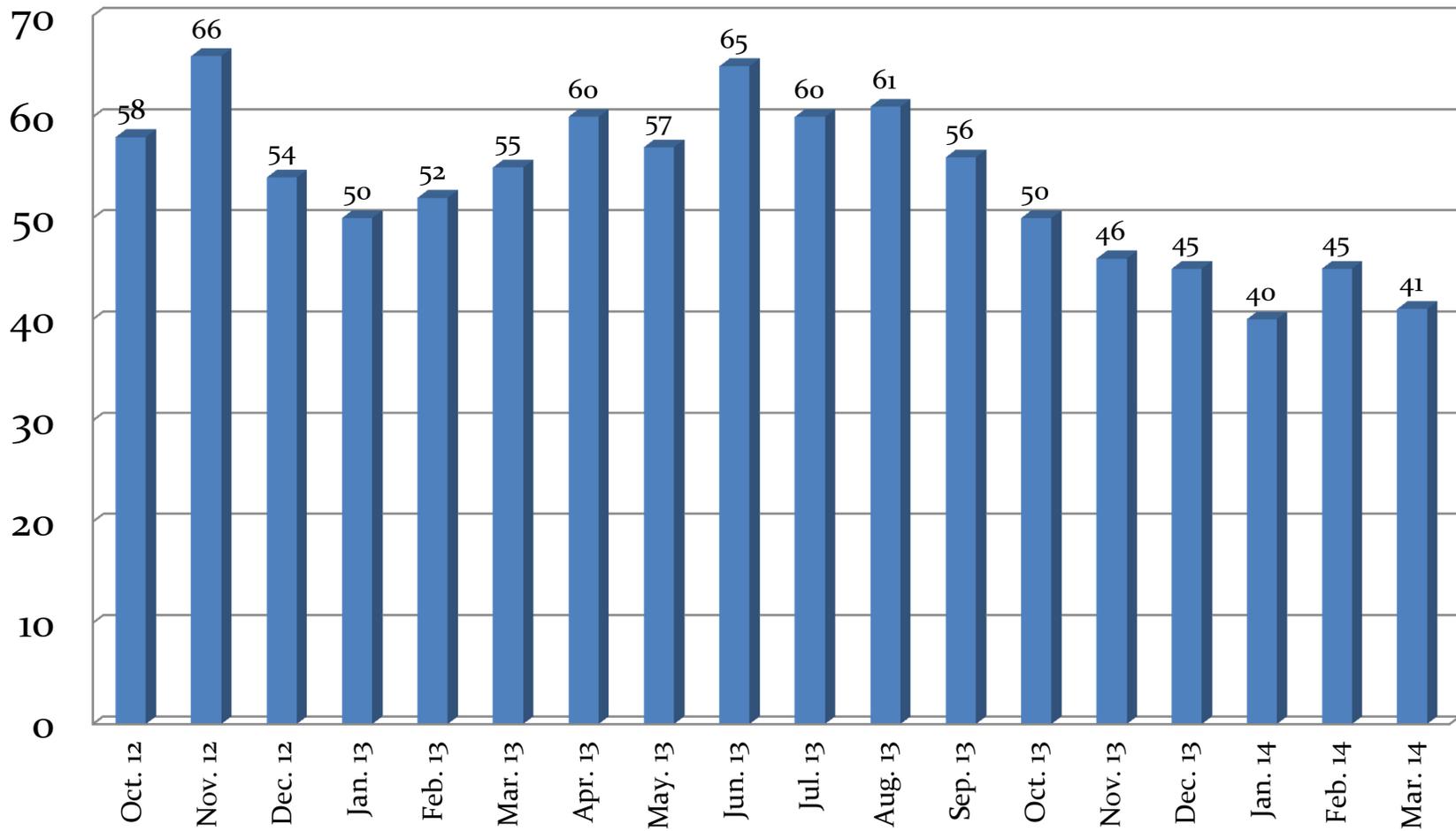
Last 18 Months



Inspection Activity

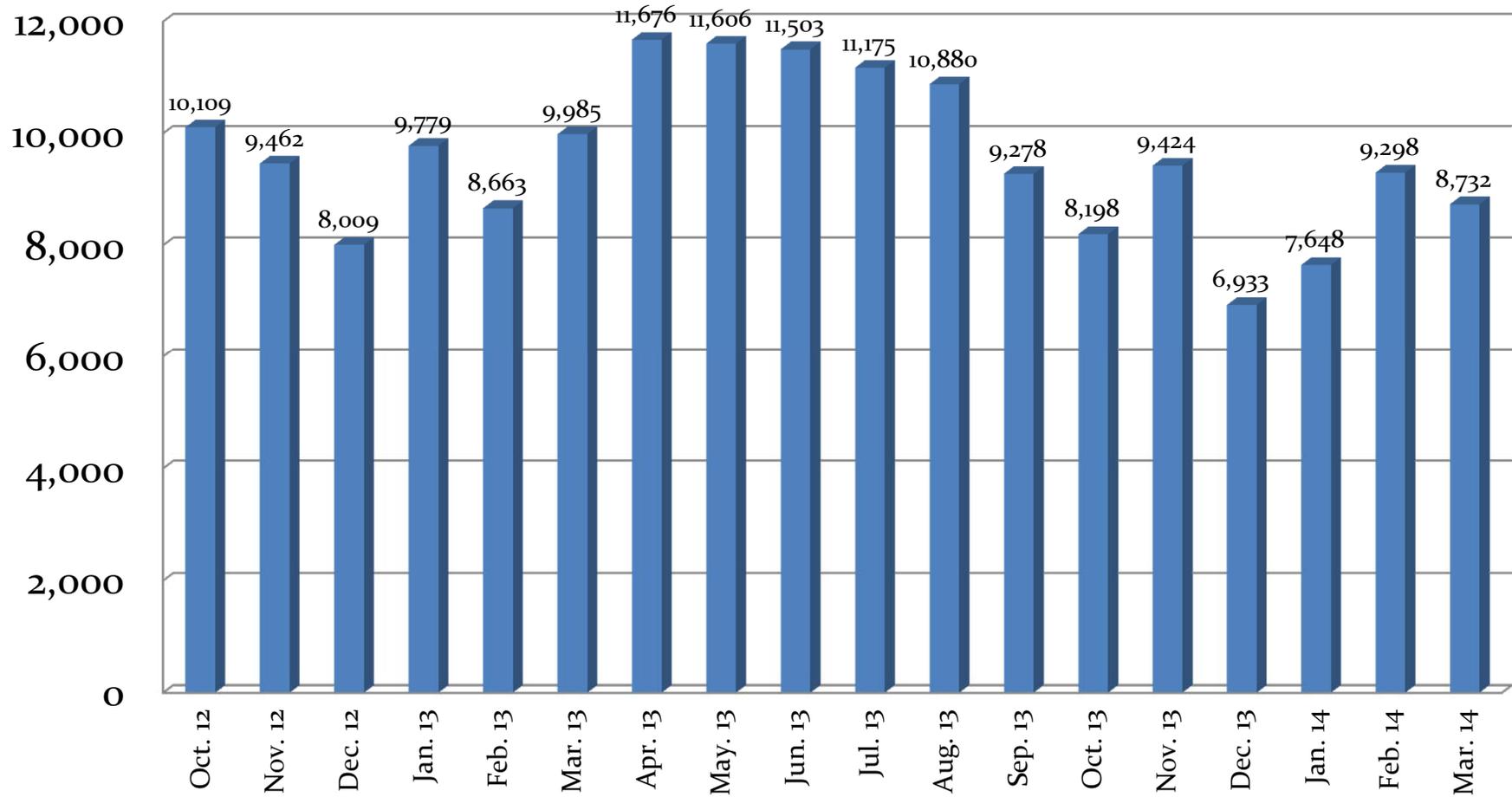
Building Inspections Per Inspector Per Day

Last 18 Months



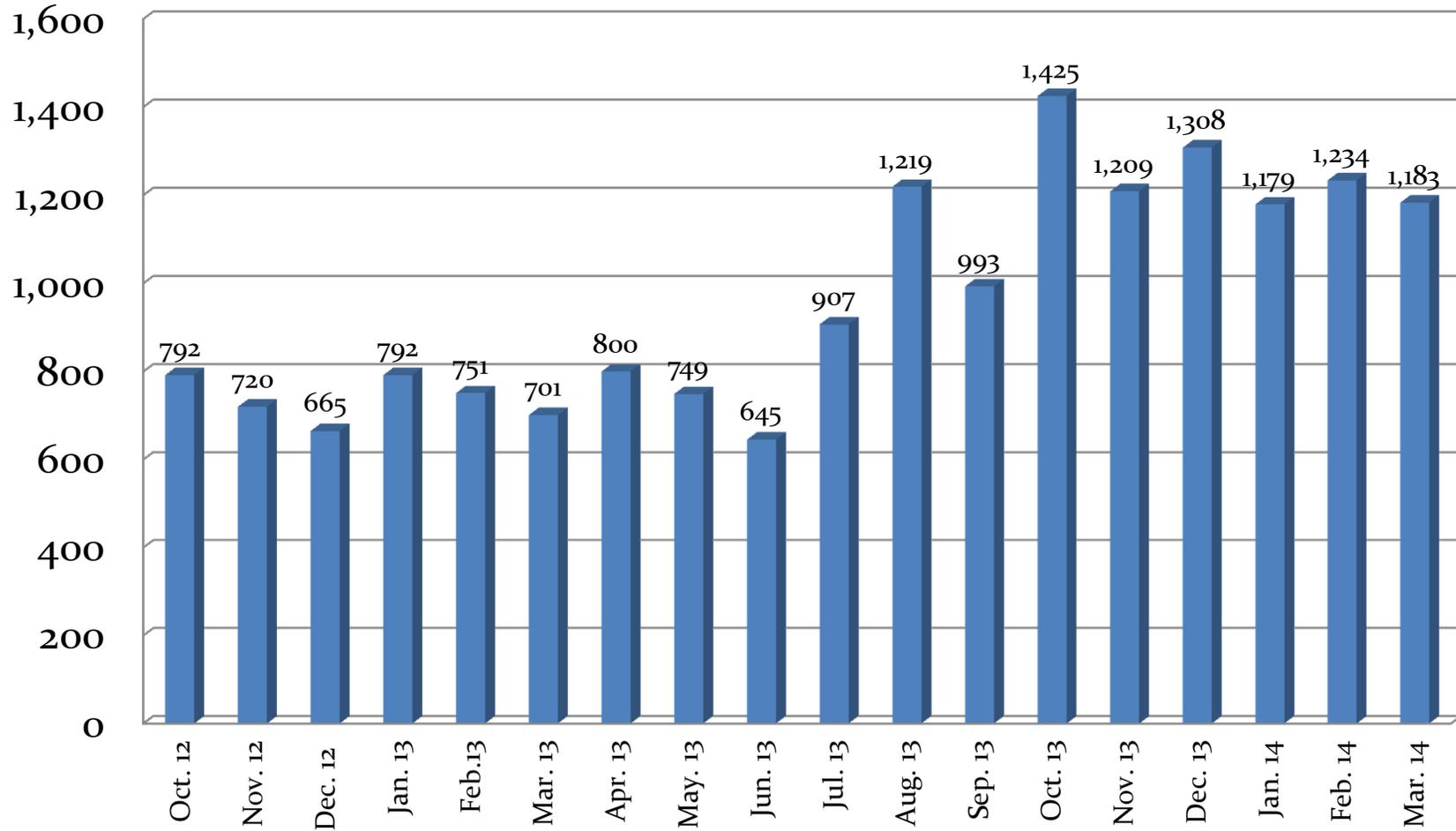
Total Monthly Building Inspections

Last 18 Months



Total Monthly Inspections Public Works – Quality Control

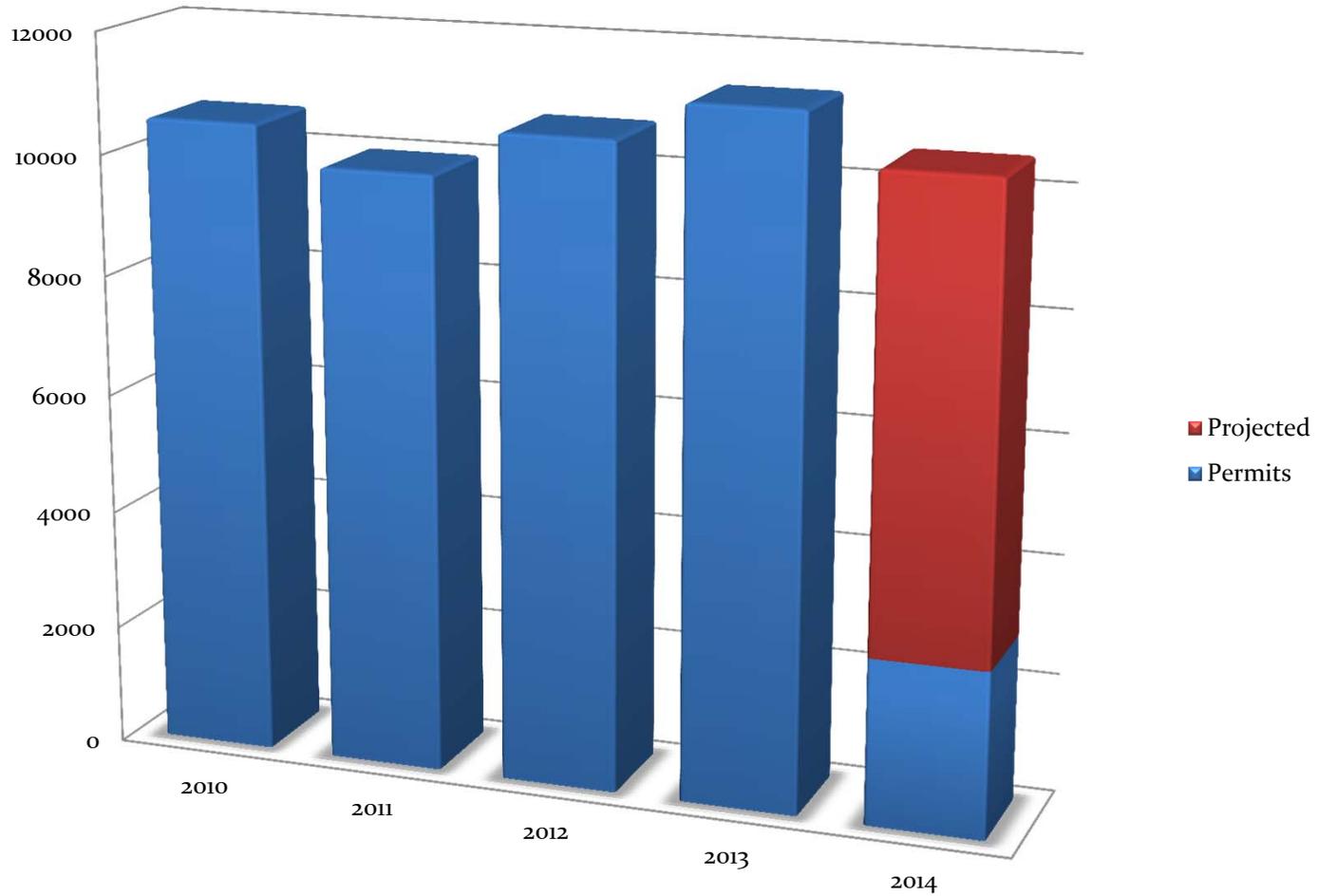
Last 18 Months



5- Year Comparison

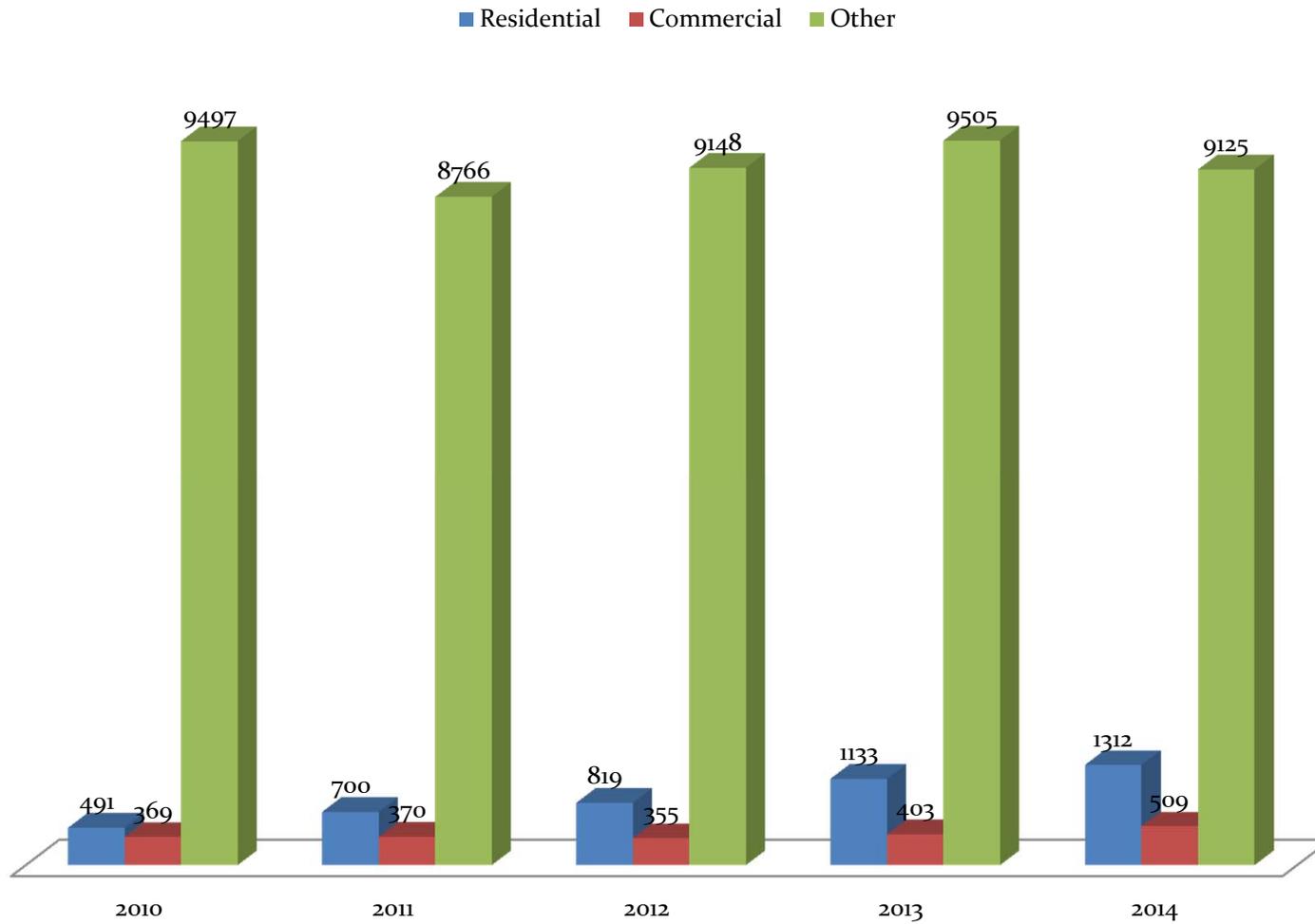
Permitting Trends

Five Year Comparison



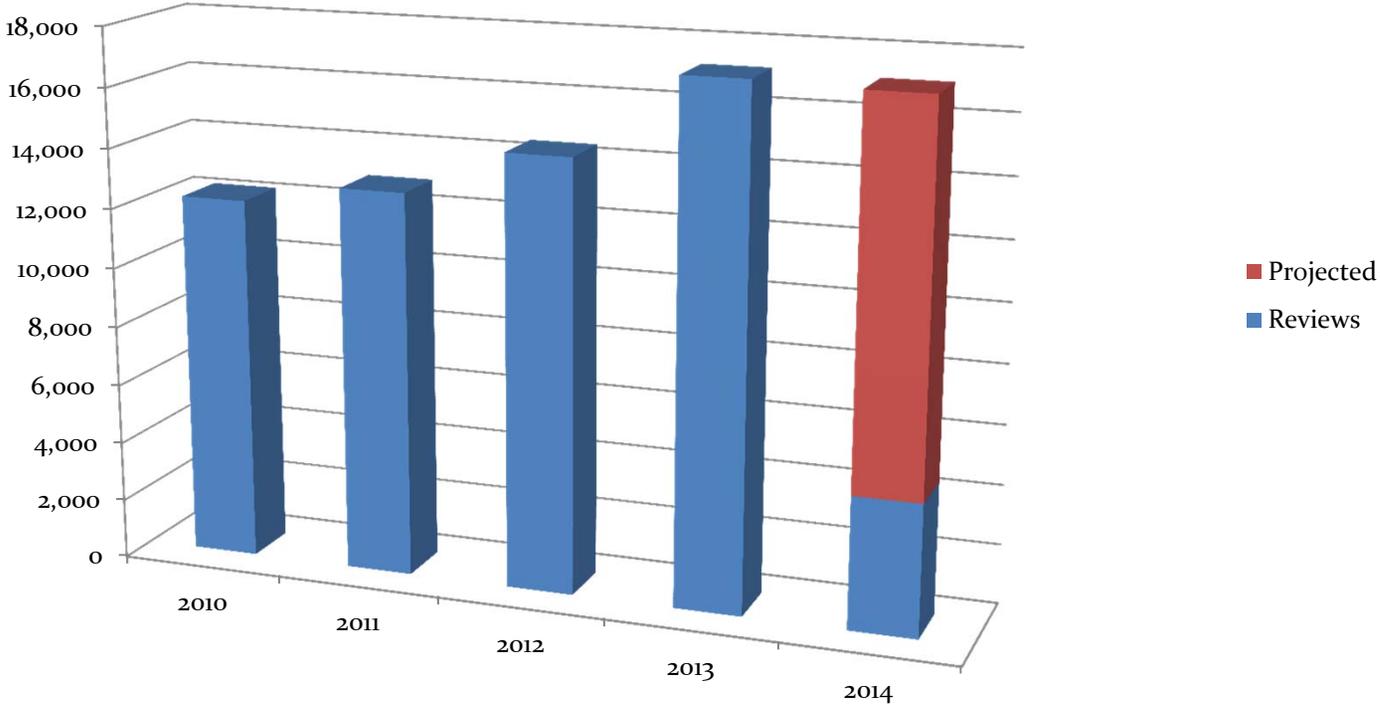
Permitting Trends

Five Year Comparison (2014 Projected)



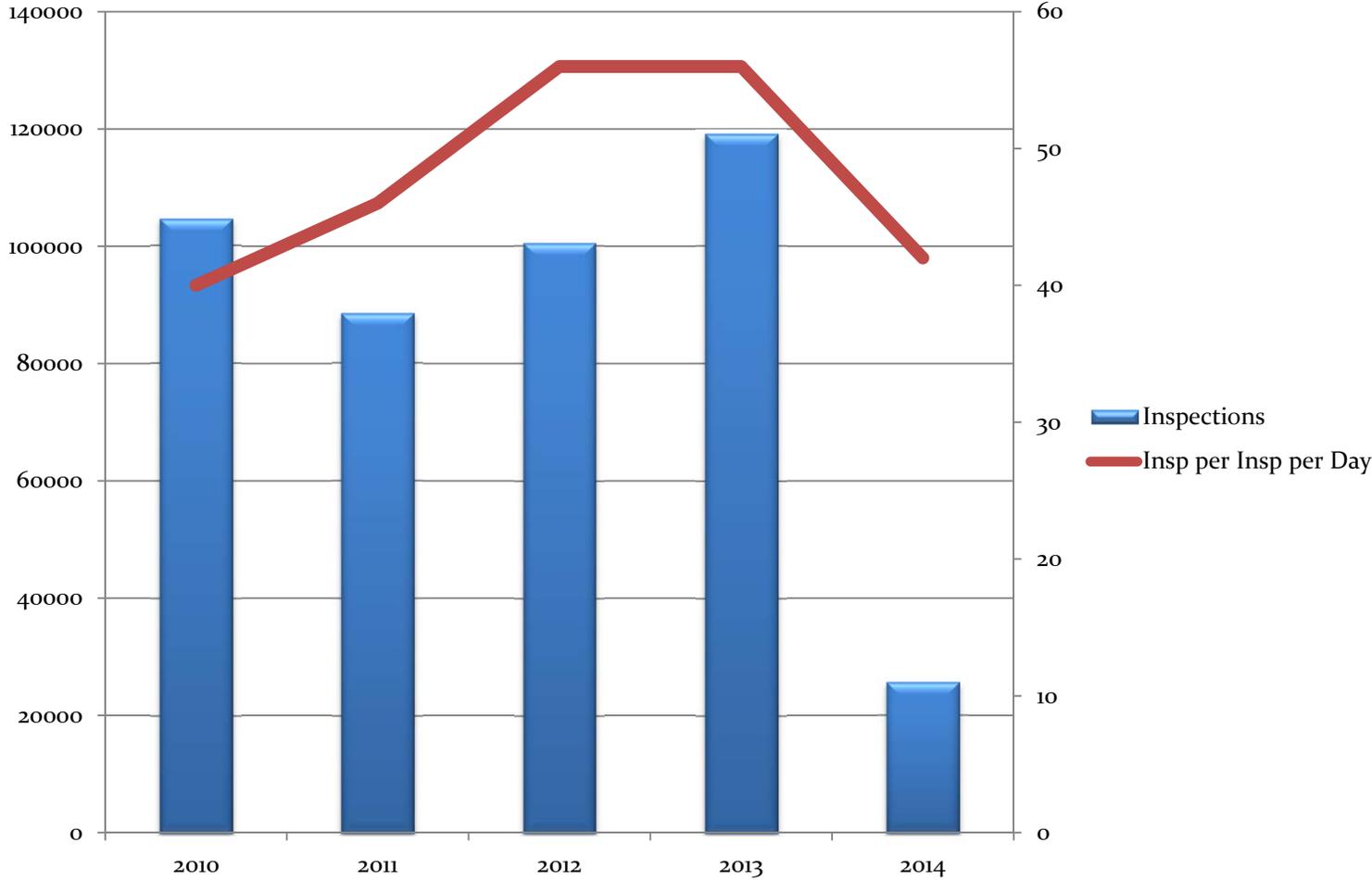
Plan Reviews

5 Year Comparison



Number of Building Inspectors

Five Year Comparison



City of Henderson-Development Services Center
Schedule of Revenues, Expenses, and Changes in Net Assets (Unaudited)
Fiscal Year: 2014
For the Quarter Ended March 31, 2014

	<u>Revised FY</u> <u>2014 Budget</u>	<u>FY 2014 YTD</u>	<u>Variance to</u> <u>Budget</u> <u>Over (Under)</u>	<u>FY 2013 Actual</u> <u>(Thru 03/31)</u>	<u>Comparison</u> <u>of FY13 to</u> <u>FY14 Thru</u> <u>03/31</u>
REVENUES					
Licenses and Permits	\$ 3,351,314.00	\$ 2,557,192.41	-23.70%	\$ 2,147,417.29	19.08%
Charges for Services	8,143,444.00	6,369,889.80	-21.78%	3,532,437.43	80.33%
Interest	80,000.00	63,014.45	-21.23%	66,135.55	0.00%
Miscellaneous	5,242.00	5,466.22	4.28%	4,655.46	17.42%
Total revenues	11,580,000.00	8,995,562.88	-22.32%	5,750,645.73	56.43%
EXPENSES					
Salaries	4,357,755.00	3,106,538.22	-28.71%	2,452,082.61	26.69%
Benefits	1,735,715.00	1,186,109.80	-31.66%	970,649.41	22.20%
Operating	4,439,306.00	2,921,408.09	-34.19%	2,218,475.85	31.69%
Depreciation	50,000.00	36,214.00	-27.57%	112,500.00	-67.81%
Total expenses	10,582,776.00	7,250,270.11	-31.49%	5,753,707.87	26.01%
OTHER FINANCING SOURCES (USES)					
Transfers In	1,079,559.00	809,670.00	-25.00%	750,112.00	7.94%
Less: Transfers Out	(652,371.00)	(1,777.00)	-99.73%	(1,777.00)	0.00%
Total other financing sources (uses)	427,188.00	807,893.00	89.12%	748,335.00	7.96%
CHANGE IN NET ASSETS	\$ 1,424,412.00	\$ 2,553,185.77	-79.24%	\$ 745,272.86	242.58%
WORKING CAPITAL BEGINNING OF YEAR		\$ 6,830,548.00			
Current fiscal year operational income		2,553,185.77			
Acquisition of capital assets		(17,618.00)			
Current fiscal year to date depreciation		36,214.00			
WORKING CAPITAL END OF PERIOD		\$ 9,402,329.77			

City of Henderson-Development Services Center
Schedule of Full Time Equivalent (FTEs)
For the Periods: March 2010 through March 2014

<u>Period</u>	<u>FTE's</u>	<u>% Change</u>
Mar-10	54	N/A
Mar-11	55	1.85%
Mar-12	41	-25.45%
Mar-13	41	0.00%
Mar-14	55	34.15%

City of Henderson-Development Services Center

Revenues-Fund Rollup

Fiscal Year: 2014

For the Quarter Ended March 31, 2014

<u>ACCOUNT DESCRIPTION</u>	<u>Revised FY 2014 Budget</u>	<u>FY14 YTD Revenues</u>	<u>Variance to Budget Over (Under)</u>	<u>Percent Variance to Budget</u>
<u>LICENSES AND PERMITS REVENUE</u>				
Building Permits	\$ 2,700,000.00	\$ 2,051,329.22	\$ (648,670.78)	-24.02%
Premium Service	107,000.00	89,493.25	(17,506.75)	-16.36%
Electrical Permit	-	96.74	96.74	100.00%
Plumbing Permit	170,000.00	130,093.46	(39,906.54)	-23.47%
Fire Permits	344,314.00	262,544.00	(81,770.00)	-23.75%
Mechanical Permit	30,000.00	23,635.74	(6,364.26)	-21.21%
Total Licenses and Permit Revenue	3,351,314.00	2,557,192.41	(794,121.59)	-23.70%
<u>CHARGES FOR SERVICES REVENUE</u>				
Civil Engineering Fees	61,778.00	50,685.00	(11,093.00)	-17.96%
Community Development Fees	15,159.00	12,403.73	(2,755.27)	-18.18%
Community Dev Plans Check Fees	275,000.00	212,264.67	(62,735.33)	-22.81%
Expedited Civil Eng Review	682,000.00	529,594.30	(152,405.70)	-22.35%
Fire Inspections	-	153.00	153.00	100.00%
Fire Prevention Fees	880,000.00	661,798.31	(218,201.69)	-24.80%
Fire Review	450,000.00	345,865.67	(104,134.33)	-23.14%
Hydrology Study Reviews	127,000.00	107,500.00	(19,500.00)	-15.35%
Plan Check Fees	924,100.00	728,030.47	(196,069.53)	-21.22%
Plan Check Fees Building	1,000,000.00	753,627.55	(246,372.45)	-24.64%
Quality Control Fees	9,562.00	7,950.00	(1,612.00)	-16.86%
Records Management Fees	237,000.00	180,541.43	(56,458.57)	-23.82%
Traffic Study Reviews	25,000.00	20,000.00	(5,000.00)	-20.00%
Technology Fees - DSC	236,000.00	182,540.25	(53,459.75)	-22.65%
Fire Safety Square Footage Fee	560,000.00	440,835.00	(119,165.00)	-21.28%
Building & Fire Safety Admin.	171,344.00	131,281.85	(40,062.15)	-23.38%
DSC Administration	100,000.00	78,585.99	(21,414.01)	-21.41%
Cashier Charge	37,833.00	34,202.52	(3,630.48)	-9.60%
Permitting	300,066.00	232,703.37	(67,362.63)	-22.45%
Fire Marshal Administration	85,000.00	66,960.19	(18,039.81)	-21.22%
Capital Acquisition	90,000.00	69,469.19	(20,530.81)	-22.81%
Reserve Fund Allocation	365,000.00	277,928.77	(87,071.23)	-23.86%
Quality Control Inspections	1,511,602.00	1,244,968.54	(266,633.46)	-17.64%
Total Charges for Services Revenues	8,143,444.00	6,369,889.80	(1,773,554.20)	-21.78%
<u>MISCELLANEOUS REVENUES</u>				
Interest Unrestricted	80,000.00	63,014.45	(16,985.55)	-21.23%
Miscellaneous	5,242.00	5,466.22	224.22	4.28%
Total Miscellaneous Revenues	85,242.00	68,480.67	(16,761.33)	-19.66%
TOTAL REVENUES	11,580,000.00	8,995,562.88	(2,584,437.12)	-22.32%
OTHER FINANCING SOURCES: TRANSFERS IN	1,079,559.00	809,670.00	(269,889.00)	-25.00%
TOTAL REVENUES AND OTHER FINANCING SOURCES	\$ 12,659,559.00	\$ 9,805,232.88	\$ (2,854,326.12)	-22.55%

City of Henderson-Development Services Center

Expenses-Fund Rollup

Fiscal Year: 2014

For the Quarter Ended March 31, 2014

<u>ACCOUNT DESCRIPTION</u>	<u>Revised FY</u> <u>2014 Budget</u>	<u>FY 2014 Expense</u> <u>to Date</u>	<u>Variance to</u> <u>Budget (Over)</u> <u>Under</u>	<u>Percent</u> <u>Variance to</u> <u>Budget</u>
SALARIES				
Salaries - Full Time	\$ 3,957,636.00	\$ 2,782,134.20	\$ 1,175,501.80	29.70%
Salaries - Part Time	72,966.00	33,834.62	39,131.38	53.63%
Salaries - Over Time	96,468.00	86,323.17	10,144.83	10.52%
Salaries - Bonus Pay	960.00	720.00	240.00	25.00%
Salaries - Holiday Pay	3,630.00	1,073.14	2,556.86	70.44%
Salaries - Out of Class	21,134.00	1,889.48	19,244.52	91.06%
Salaries - Vacation	49,000.00	48,855.67	144.33	0.29%
Salaries - Sick Leave	145,400.00	145,224.40	175.60	0.12%
Salaries - Call Out	10,561.00	6,483.54	4,077.46	38.61%
Total Salaries Expense	4,357,755.00	3,106,538.22	1,251,216.78	28.71%
BENEFITS				
Insurance Employ Med Teamsters	399,714.00	282,978.60	116,735.40	29.20%
Insurance Employ Med Self Fund	89,153.00	57,311.47	31,841.53	35.72%
Medicare	67,772.00	46,622.18	21,149.82	31.21%
Retirement (PERS)	1,044,103.00	705,237.68	338,865.32	32.46%
Workmen's Compensation	84,247.00	61,033.23	23,213.77	27.55%
Clothing Allowance	30,509.00	20,655.00	9,854.00	32.30%
Vantage Care Expense	9,558.00	5,763.19	3,794.81	39.70%
Life Insurance Teamsters	3,863.00	1,380.07	2,482.93	64.27%
LTD Insurance Teamsters	4,831.00	4,000.57	830.43	17.19%
AD&D Insurance Teamsters	965.00	344.88	620.12	64.26%
Retiree Medical Pricing	1,000.00	782.93	217.07	21.71%
Total Benefits Expense	1,735,715.00	1,186,109.80	549,605.20	31.66%
OPERATING				
City Engineering	1,876,106.00	1,407,372.29	468,733.71	24.98%
Contract Maintenance	13,349.00	9,551.56	3,797.44	28.45%
Professional Services	263,460.00	43,635.50	219,824.50	83.44%
Contract Labor	460.00	-	460.00	100.00%
Electricity	52,000.00	26,768.73	25,231.27	48.52%
Natural Gas	1,250.00	674.95	575.05	46.00%
Sewer	5,800.00	2,733.31	3,066.69	52.87%
Telephone-Cellular/Pagers	27,199.00	18,853.17	8,345.83	30.68%
Telephone-Data Lines	4,900.00	3,054.24	1,845.76	37.67%
Trash	700.00	-	700.00	100.00%
Water	5,500.00	4,305.31	1,194.69	21.72%
Facilities Repairs & Maint.	702.00	-	702.00	100.00%
Equipment Repairs & Maint.	527.00	-	527.00	100.00%
Clothing & Protective Gear	7,050.00	913.85	6,136.15	87.04%
Connection Fees	32,784.00	8,163.33	24,620.67	75.10%
Dues, Fees, Memberships	5,409.00	2,401.00	3,008.00	55.61%
Fees, Permits, Licenses	800.00	750.00	50.00	6.25%
Minor Computer Equipment	2,250.00	735.22	1,514.78	67.32%
Minor Equipment	1,500.00	-	1,500.00	100.00%
Operating Expenses	51,068.00	16,000.23	35,067.77	68.67%
Operating Materials	2,202.00	205.52	1,996.48	90.67%
Postage & Freight	4,964.00	1,018.40	3,945.60	79.48%
Printing/Copying/Newsletters	3,038.00	331.86	2,706.14	89.08%
Public Education costs	1,250.00	-	1,250.00	100.00%
Rentals	304.00	-	304.00	100.00%
Computer Software	500.00	-	500.00	100.00%
Training & Tuition	20,471.00	15,334.69	5,136.31	25.09%
Maps and Code Books	20,000.00	8,687.80	11,312.20	56.56%
Administrative Costs	1,079,559.00	809,670.00	269,889.00	25.00%
City Shop Charges	203,025.00	152,262.00	50,763.00	25.00%
Computer Maintenance Charges	98,527.00	73,890.00	24,637.00	25.01%
PBX Internal Charges	52,880.00	39,654.00	13,226.00	25.01%
Computer License Internal Chgs	219,157.00	164,367.00	54,790.00	25.00%
Xerox Contract Internal Charge	47,193.00	35,394.75	11,798.25	25.00%
Property & Liability Assessment	37,422.00	28,062.00	9,360.00	25.01%
Credit Card Pmt Discount Fee	46,000.00	43,252.38	2,747.62	5.97%
Total Operating Expense	4,189,306.00	2,918,043.09	1,271,262.91	30.35%
CAPITAL				
Major Equipment	20,983.00	3,365.00	17,618.00	83.96%
Vehicles	250,000.00	-	250,000.00	100.00%
Total Capital Expense	270,983.00	3,365.00	267,618.00	98.76%
DEPRECIATION EXPENSE	50,000.00	36,214.00	13,786.00	27.57%
TOTAL EXPENSES	10,603,759.00	7,250,270.11	3,353,488.89	31.63%
TOTAL OTHER FINANCING USES: TRANSFERS OUT	652,371.00	1,777.00	650,594.00	99.73%
TOTAL EXPENSES AND OTHER FINANCING USES	\$ 11,256,130.00	\$ 7,252,047.11	\$ 4,004,082.89	35.57%

City of Henderson-Development Services Center
Schedule of Revenues, Expenses, and Changes in Net Assets (Unaudited)

Fiscal Year: 2015 Tentative Budget

	<u>Revised</u> <u>FY 2014 Budget</u>	<u>FY 2014 YTD</u>	<u>FY2015</u> <u>Tentative</u> <u>Budget</u>
REVENUES			
Licenses and Permits	\$ 3,351,314.00	\$ 2,557,192.41	\$ 3,450,716.00
Charges for Services	8,143,444.00	6,369,889.80	8,541,372.00
Interest	80,000.00	63,014.45	120,000.00
Miscellaneous	5,242.00	5,466.22	7,912.00
Total revenues	11,580,000.00	8,995,562.88	12,120,000.00
EXPENSES			
Salaries	4,357,755.00	3,106,538.22	5,169,827.00
Benefits	1,735,715.00	1,186,109.80	2,124,949.00
Operating	4,439,306.00	2,921,408.09	4,780,743.00
Depreciation	50,000.00	36,214.00	50,000.00
Total expenses	10,582,776.00	7,250,270.11	12,125,519.00
OTHER FINANCING SOURCES (USES)			
Transfers In	1,079,559.00	809,670.00	1,332,383.00
Less: Transfers Out	(652,371.00)	(1,777.00)	(2,371.00)
Total other financing sources (uses)	427,188.00	807,893.00	1,330,012.00
CHANGE IN NET ASSETS	\$ 1,424,412.00	\$ 2,553,185.77	\$ 1,324,493.00
WORKING CAPITAL BEGINNING OF YEAR		\$ 6,830,548.00	
Current fiscal year operational income		2,553,185.77	
Change in long term liabilities		-	
Acquisition of capital assets		(17,618.00)	
Current fiscal year to date depreciation		36,214.00	
WORKING CAPITAL END OF PERIOD		\$ 9,402,329.77	

Note 1 - Estimated DSC portion of upgrade relative to project tracking and permitting system.

Note 2 - As a result of GFOA comments in review of the FY2011 CAFR, the classification of compensated absences was changed in the current fiscal year to reflect both a current and long term portion.

City of Henderson-Development Services Center

Schedule of Full Time Equivalents (FTEs)

For the Periods: March 2010 through March 2014

<u>Period</u>	<u>FTE's</u>	<u>% Change</u>
FY2010	54	N/A
FY2011	55	1.85%
FY2012	40	-27.27%
FY2013	41	2.50%
FY2014	55	34.15%
FY2015	59	7.27%

Restored Positions for FY2015

Comb. Building Inspector III	2 Full-year
Comb. Plans Examiner III	1 Full-year
Fire Inspector II	1 Full-year
	<u>4</u>

City of Henderson-Development Services Center

Revenues-Fund Rollup

Fiscal Year: 2015 Tentative Budget

<u>ACCOUNT DESCRIPTION</u>	<u>Revised</u> <u>FY 2014 Budget</u>	<u>FY14 YTD</u> <u>Revenues -</u> <u>3/31/14</u>	<u>FY2015</u> <u>Tentative Budget</u>	<u>% change</u>
<u>LICENSES AND PERMITS REVENUE</u>				
Building Permits	\$ 2,700,000.00	\$ 2,051,329.22	\$ 2,729,682.00	1.10%
Premium Service	107,000.00	89,493.25	137,809.00	28.79%
Electrical Permit	-	96.74	186.00	0.00%
Plumbing Permit	170,000.00	130,093.46	190,813.00	12.24%
Fire Permits	344,314.00	262,544.00	355,124.00	3.14%
Mechanical Permit	30,000.00	23,635.74	37,102.00	23.67%
Total Licenses and Permit Revenue	3,351,314.00	2,557,192.41	3,450,716.00	2.97%
<u>CHARGES FOR SERVICES REVENUE</u>				
Civil Engineering Fees	61,778.00	50,685.00	67,314.00	8.96%
Community Development Fees	15,159.00	12,403.73	17,491.00	15.38%
Community Dev Plans Check Fees	275,000.00	212,264.67	265,018.00	-3.63%
Expedited Civil Eng Review	682,000.00	529,594.30	768,551.00	12.69%
Fire Inspections	-	153.00	212.00	0.00%
Fire Prevention Fees	880,000.00	661,798.31	954,064.00	8.42%
Fire Review	450,000.00	345,865.67	477,032.00	6.01%
Hydrology Study Reviews	127,000.00	107,500.00	134,799.00	6.14%
Plan Check Fees	924,100.00	728,030.47	975,265.00	5.54%
Plan Check Fees Building	1,000,000.00	753,627.55	1,007,067.00	0.71%
Quality Control Fees	9,562.00	7,950.00	10,601.00	10.87%
Records Management Fees	237,000.00	180,541.43	249,117.00	5.11%
Traffic Study Reviews	25,000.00	20,000.00	29,152.00	16.61%
Technology Fees - DSC	236,000.00	182,540.25	249,117.00	5.56%
Fire Safety Square Footage Fee	560,000.00	440,835.00	583,039.00	4.11%
Building & Fire Safety Admin.	171,344.00	131,281.85	174,912.00	2.08%
DSC Administration	100,000.00	78,585.99	106,007.00	6.01%
Cashier Charge	37,833.00	34,202.52	47,703.00	26.09%
Permitting	300,066.00	232,703.37	307,420.00	2.45%
Fire Marshal Administration	85,000.00	66,960.19	90,106.00	6.01%
Capital Acquisition	90,000.00	69,469.19	92,756.00	3.06%
Reserve Fund Allocation	365,000.00	277,928.77	344,523.00	-5.61%
Quality Control Inspections	1,511,602.00	1,244,968.54	1,590,106.00	5.19%
Total Charges for Services Revenues	8,143,444.00	6,369,889.80	8,541,372.00	4.89%
<u>MISCELLANEOUS REVENUES</u>				
Interest Unrestricted	80,000.00	63,014.45	120,000.00	50.00%
Developer Reimbursements	-	-	-	0.00%
Miscellaneous	5,242.00	5,466.22	7,844.00	49.64%
Returned Check Fees	-	-	68.00	0.00%
Total Miscellaneous Revenues	85,242.00	68,480.67	127,912.00	50.06%
TOTAL REVENUES	11,580,000.00	8,995,562.88	12,120,000.00	4.66%
OTHER FINANCING SOURCES: TRANSFERS IN	1,079,559.00	809,670.00	1,332,383.00	23.42%
TOTAL REVENUES AND OTHER FINANCING SOURCES	\$ 12,659,559.00	\$ 9,805,232.88	\$ 13,452,383.00	6.26%

City of Henderson-Development Services Center

Expenses-Fund Rollup

Fiscal Year: 2015 Tentative Budget

ACCOUNT DESCRIPTION	Revised	FY14 YTD	FY2015	% change
	FY 2014 Budget	Expenses - 3/31/14	Tentative Budget	
SALARIES				
Salaries - Full Time	\$ 3,957,636.00	\$ 2,782,134.20	\$ 4,827,336.00	21.98%
Salaries - Part Time	72,966.00	33,834.62	72,966.00	0.00%
Salaries - Over Time	96,468.00	86,323.17	150,468.00	55.98%
Salaries - Bonus Pay	960.00	720.00	964.00	0.42%
Salaries - Holiday Pay	3,630.00	1,073.14	11,398.00	213.99%
Salaries - Out of Class	21,134.00	1,889.48	21,134.00	0.00%
Salaries - Vacation	49,000.00	48,855.67	25,000.00	-48.98%
Salaries - Sick Leave	145,400.00	145,224.40	50,000.00	-65.61%
Salaries - Call Out	10,561.00	6,483.54	10,561.00	0.00%
Total Salaries Expense	4,357,755.00	3,106,538.22	5,169,827.00	18.64%
BENEFITS				
Insurance Employ Med Teamsters	399,714.00	282,978.60	589,709.00	47.53%
Insurance Employ Med Self Fund	89,153.00	57,311.47	112,678.00	26.39%
Medicare	67,772.00	46,622.18	68,086.00	0.46%
Retirement (PERS)	1,044,103.00	705,237.68	1,197,600.00	14.70%
Workmen's Compensation	84,247.00	61,033.23	93,685.00	11.20%
Clothing Allowance	30,509.00	20,655.00	27,731.00	-9.11%
Vantage Care Expense	9,558.00	5,763.19	11,991.00	25.46%
Life Insurance Teamsters	3,863.00	1,380.07	4,906.00	27.00%
LTD Insurance Teamsters	4,831.00	4,000.57	6,135.00	26.99%
AD&D Insurance Teamsters	965.00	344.88	1,228.00	27.25%
Professional Allowance	-	-	10,200.00	0.00%
Retiree Medical Pricing	1,000.00	782.93	1,000.00	0.00%
Total Benefits Expense	1,735,715.00	1,186,109.80	2,124,949.00	22.42%
OPERATING				
City Engineering	1,876,106.00	1,407,372.29	1,890,685.00	0.78%
Contract Maintenance	13,349.00	9,551.56	12,849.00	-3.75%
Professional Services	263,460.00	43,635.50	383,960.00	45.74%
Contract Labor	460.00	-	460.00	0.00%
Electricity	52,000.00	26,768.73	52,000.00	0.00%
Natural Gas	1,250.00	674.95	1,250.00	0.00%
Sewer	5,800.00	2,733.31	5,800.00	0.00%
Telephone-Cellular/Pagers	27,199.00	18,853.17	52,849.00	94.30%
Telephone-Data Lines	4,900.00	3,054.24	4,900.00	0.00%
Trash	700.00	-	700.00	0.00%
Water	5,500.00	4,305.31	5,500.00	0.00%
Facilities Repairs & Maint.	702.00	-	702.00	0.00%
Equipment Repairs & Maint.	527.00	-	527.00	0.00%
Clothing & Protective Gear	7,050.00	913.85	7,050.00	0.00%
Connection Fees	32,784.00	8,163.33	33,284.00	1.53%
Contingency	-	-	84,750.00	0.00%
Dues, Fees, Memberships	5,409.00	2,401.00	5,409.00	0.00%
Fees, Permits, Licenses	800.00	750.00	300.00	-62.50%
Minor Computer Equipment	2,250.00	735.22	32,250.00	1333.33%
Minor Equipment	1,500.00	-	1,500.00	0.00%
Operating Expenses	51,068.00	16,000.23	51,418.00	0.69%
Operating Materials	2,202.00	205.52	2,202.00	0.00%
Postage & Freight	4,964.00	1,018.40	4,964.00	0.00%
Printing/Copying/Newsletters	3,038.00	331.86	3,038.00	0.00%
Public Education costs	1,250.00	-	1,250.00	0.00%
Rentals	304.00	-	304.00	0.00%
Computer Software	500.00	-	500.00	0.00%
Training & Tuition	20,471.00	15,334.69	20,471.00	0.00%
Maps and Code Books	20,000.00	8,687.80	20,000.00	0.00%
Administrative Costs	1,079,559.00	809,670.00	1,332,383.00	23.42%
City Shop Charges	203,025.00	152,262.00	197,308.00	-2.82%
Computer Maintenance Charges	98,527.00	73,890.00	73,631.00	-25.27%
PBX Internal Charges	52,880.00	39,654.00	61,220.00	15.77%
Computer License Internal Chgs	219,157.00	164,367.00	297,657.00	35.82%
Xerox Contract Internal Charge	47,193.00	35,394.75	52,857.00	12.00%
Property & Liability Assessment	37,422.00	28,062.00	34,815.00	-6.97%
Credit Card Pmt Discount Fee	46,000.00	43,252.38	50,000.00	8.70%
Total Operating Expense	4,189,306.00	2,918,043.09	4,780,743.00	14.12%
CAPITAL				
Major Equipment	20,983.00	3,365.00	-	-100.00%
Vehicles	250,000.00	-	-	-100.00%
Total Capital Expense	270,983.00	3,365.00	-	-100.00%
DEPRECIATION EXPENSE				
	50,000.00	36,214.00	50,000.00	0.00%
TOTAL EXPENSES				
	10,603,759.00	7,250,270.11	12,125,519.00	14.35%
TOTAL OTHER FINANCING USES: TRANSFERS OUT				
	652,371.00	1,777.00	2,371.00	-99.64%
TOTAL EXPENSES AND OTHER FINANCING USES				
	\$ 11,256,130.00	\$ 7,252,047.11	\$ 12,127,890.00	7.74%

**CITY OF HENDERSON
DEVELOPMENT SERVICES CENTER
ADVISORY COMMITTEE
MINUTES
July 16, 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
Jim Chachas
Leo Durant
Warren Hardy
Mo Jadid
Jill Lynch (for Richard Derrick)
Richard Serfas

EXCUSED: Richard Derrick
Mark Johnson
John Stewart

STAFF: Tracy Foutz, Acting Director of Community
Development and Services
Sally Galati, Assistant City Attorney II
Steve Goble, Fire Chief
Rob Herr, Assistant Director of Public Works
Nathan Hill, Records Administrator
Priscilla Howell, Director of Utility Services
Christopher Barnes, Technical Analyst III
Michelle Page, Administrative Assistant III
April Parra, Minutes Clerk

GUEST: Nat Hodgson, So. Nevada Home Builders Association

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. Approval of Minutes – April 16, 2013

(Motion) Mr. Durant introduced a motion to approve the April 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 – Mo Jadid

Mo Jadid, Assistant Director of Building and Fire Safety, distributed the report and gave a brief summary.

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.

3. DSC Financial Update/Budget – Jill Lynch

Jill Lynch, Budget Manager, distributed the following reports and gave an update: Fiscal Year 2014 Tentative Budget, DSC Advisory Financial Update, Schedule of Revenues, Expenses, and Changes in Net Assets, and Council/Executive Team Financial Update.

4. KIVA Update

Mr. Jadid displayed the project schedule and gave a brief summary. He noted they are reviewing and scoring the 11 responses to the RFT and will then move on to project selection. Mr. Jadid added that they

hope to have this before the City Council by November or December with the implementation phase to begin in January.

Responding to a question by Mr. Chachas regarding the budget, Mr. Jadid said the \$2.3 million estimate does not include staff time or any hardware that may be needed.

Mr. Jadid said the real challenge will be in the implementation phase and figuring out how to manage the workload.

A discussion ensued regarding meeting the service levels during the implementation of the new system. Mr. Jadid said the top priority is meeting the community's needs and maintaining service levels and the implementation will take second priority.

Responding to a question from the Committee, Mr. Jadid said the implementation is estimated to take 12 months.

Responding to a question from Mr. Serfas regarding staffing, Mr. Jadid said the vendor will provide assistance; however, staff will determine staffing levels.

A discussion took place regarding continued support and upgrades by the vendor as well as the advancement of technology. Mr. Jadid said everyone is working very diligently to make sure we get the best vendor and support possible and to provide the best to the community.

5. Committee Membership/Bylaws

Mr. Jadid gave a brief explanation of what is contained in the bylaws and the options available to the Committee.

Mr. Chachas suggested removing the maximum number of years a member can serve on the Committee (Article III, D).

A discussion ensued regarding staggering the terms.

Sally Galati, Assistant City Attorney II, suggested a three-year term cycle with three members transitioning in each cycle.

(Motion) Mr. Hardy introduced a motion to stagger two-year terms and the deletion of Article III, D from the bylaws. The vote favoring approval was unanimous. Chairman Murphy declared the motion carried.

It was determined that staff will prepare a schedule to address the staggering to be reviewed at the next meeting.

Mr. Durant stated he will be leaving the Committee this year.

6. Annual DSC Reports

Mr. Jadid informed the Committee that the annual report needs to be finalized in August and presented before the City Council. He asked the members to review last year's report and provide comments that will be implemented into this year's report.

There were no questions from the Committee.

7. Expedited Plan Review Program

Mr. Jadid gave a summary of the Expedited Plan Review Program and noted that this item will be introduced to the City Council at tonight's meeting and will be voted on at the August 6, 2013, City Council meeting.

Responding to a question by Mr. Murphy regarding the fee, Mr. Jadid explained how the fee was established and noted that if this service becomes popular and demand increases, the fee will help fund additional staffing.

Responding to a question by Mr. Serfas regarding expediting a project once the process has started, Mr. Jadid said there is flexibility for those circumstances.

It was the consensus of the Committee that they support the expedited process; however, they do not want it to affect the service levels provided the general public.

VI. Public Comment

Nat Hodgson, Southern Nevada Home Builders Association, implored that something be put in the budget for staffing in the KIVA-replacement process. He also agreed that the expedited process is great as long as it is not at the expense of regular service levels.

Mr. Serfas commented that he is glad that the expedited process can be used for one permit.

VII. Set Next Meeting

The next meeting of the Development Services Center Advisory Committee was scheduled for October 15, 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 9:30 a.m.

Respectfully submitted,

April Parra, Minutes Clerk

**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
Mandy Thorn
Bryce Klutz

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 ensuring that licensing is matched against the databases of the State Contractors Board as we move 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,

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
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
Mandy (Michelle, do you have a record of this individual?)

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,

April Parra, Minutes Clerk