

**CITY OF HENDERSON
DEVELOPMENT SERVICES CENTER
ADVISORY COMMITTEE
MINUTES
August 7, 2012**

I. Call to Order

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

II. Confirmation of Posting and Roll Call

Ms. Paula Harris, Executive Administrative Assistant, 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
Richard Derrick
Leo Durant
Warren Hardy
Mark Johnson
Mo Jadid
Richard Serfas
John Stewart

EXCUSED: None

STAFF: Tracy Foutz, Deputy Director of Comm. Dev.
Stephanie Garcia-Vause, Dir. of Comm. Dev.
Steve Goble, Fire Chief
Rob Herr, Assistant Director of Public Works
Nathan Hill, Archives and Records Administrator
Bob Murnane, Director of Public Works
Michelle Page, Administrative Assistant II
Dennis Porter, Director of Utility Services
Paula Harris, Executive Administrative Assistant
April Parra, Minutes Clerk

GUEST: Nat Hodgson – So. Nevada Home Builders Association

III. Acceptance of Agenda

(Motion) Mr. Chachas 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 – May 1, 2012

(Motion) Mr. Durant introduced a motion to approve the May 1, 2012, 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

Mr. Jadid gave a PowerPoint presentation on the DSC Performance Report and noted that the report has been revised.

Areas of discussion included: Total Number of Monthly Reviews, Yearly Plan Reviews, Yearly Site Design Submittals Received - Hydrology Studies & Traffic Studies, Yearly Site Design Submittals Received - Final Maps & Parcel Maps, Development Industry Report Card, Total Permits Issues, 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, and Total Monthly Inspections Public Works – Quality Control.

A discussion ensued regarding at what point inspectors will be hired/rehired. Mr. Jadid stated they want to make sure the trend is going to last before they bring back additional staffing.

3. DSC Financial Update – Richard Derrick

Richard Derrick, Finance Director, distributed the financial reports and gave a brief summary and noted that they beat the projections on the budget.

A discussion ensued regarding the KIVA upgrade and the estimated costs involved. Mr. Jadid confirmed \$1 million has been set aside for

the upgrade; however, there are no plans to upgrade the system at this time.

Mr. Hardy commented that the issues with KIVA are very important and need to be addressed as it is critical software.

4. Annual Budget Cycle – Ralph Murphy

Chairman Murphy made a presentation to the Committee regarding the budget cycle and stated he would like for the Committee to look at the five-year plan cycle and have greater input into the budget development for the DSC.

Mr. Stewart suggested shifting the months that the Committee meets to July, October, January, and April in order to better coincide with the budget process.

It was the consensus of the Committee that this item will be reviewed by staff and will be placed on the November agenda for action.

5. WIPL (Work in Progress Liability) Update – Mo Jadid

Mr. Jadid reviewed the numbers for the Work in Progress Liability and noted that there is little difference between last year and this year.

Mr. Stewart suggested looking into this liability and freeing up some of those funds so they can be allocated to different areas.

6. Home Depot Permitting Kiosks Project – Mo Jadid

Mr. Jadid gave a brief summary of this item and stated that Home Depot customers will be able to get permits at the kiosk without having to take a trip to City Hall.

Nat Hodgson, Southern Nevada Home Builders Association, made a few brief comments regarding the system that is being put in place.

7. DSC Advisory Committee Annual Report – Mo Jadid

Mr. Jadid asked that any comments or recommendations be submitted by August 8, 2012.

VI. Public Comment

There were no comments presented by the public.

VII. Set Date and Time of Next Meeting:

The next meeting of the Development Services Center Advisory Committee was scheduled for November 6, 2012, at 7:45 a.m., in the Tuscan Conference room, City Hall, Henderson, Nevada, 89015.

VIII. Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 9:02 a.m.

Respectfully submitted,

April Parra, Minutes Clerk