

**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