

**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,

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April Parra, Minutes Clerk