

**CITY OF HENDERSON
DEVELOPMENT SERVICES CENTER
ADVISORY COMMITTEE
MINUTES
January 28, 2014**

I. Call to Order

Vice-Chairman Johnson called the City of Henderson Development Services Center Advisory Committee meeting to order at 7:47 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: Vice-Chairman Mark Johnson
Bryce Clutts
Richard Derrick
Warren Hardy
Nat Hodgson
Mo Jadid
Richard Serfas
John Stewart
Mandi Thorn

EXCUSED: None

STAFF: Christopher Barnes, DSC Coordinator
Bristol Ellington, Assistant City Manager
Stephanie Garcia-Vause, Director of Community Development and Services
Nehole Garcia, Assistant City Attorney I
Steve Goble, Fire Chief
Nathan Hill, Archives and Records Administrator
Priscilla Howell, Director of Utility Services
Bob Murnane, Senior Dir. of Public Works, Parks, and Recreation
Michelle Page, Administrative Assistant III
April Parra, Minutes Clerk

GUEST: Ron Taylor, Clark County
Ashley Buckenberger, CD & S

III. Acceptance of Agenda

Michelle Page, Administrative Assistant III, noted that the minutes were not distributed to the Committee and approval will be continued to the next meeting.

(Motion) Mr. Hodgson introduced a motion to accept the agenda as amended. The vote favoring approval was unanimous. Vice-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 – November 5, 2013

This item was continued to the next meet at the request of staff.

2. Introductions

Mo Jadid, Assistant Director of Building and Fire Safety, introduced the new members to the Committee.

3. DSC Quarterly Performance Report – Mo Jadid

Mr. Jadid 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 Issues, 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 Vice-Chairman Johnson's questions regarding staff workloads, Mr. Jadid said there has been some additional pressure on staff, but it is monitored very closely.

Discussion ensued regarding the low permit activity. Mr. Hodgson commented that activity should increase once projects move through the process.

Mr. Clutts commented that it would be helpful to be able to compare current reports to last year's reports as well as on a month-to-month basis.

Mr. Serfas complimented Mr. Jadid and staff on how the City has worked through the tough times. He said he can always count on service levels being met.

4. DSC Financial Update/Budget – Richard Derrick

Richard Derrick, Chief Financial Officer, distributed the financial reports and gave an update. He noted that revenues are up 66 percent from last year and the first six months of the fiscal year have been very strong.

Responding to a question from Mr. Stewart regarding the premium expedited service, Mr. Jadid said there have been approximately 18 projects that have utilized the expedited service.

Jill Lynch, Budget Manager, reviewed the five-year plan and noted that she will be meeting with Christopher Barnes and Mo Jadid next month to figure out projections.

A brief discussion ensued regarding how the City formulates projections.

Mr. Hodgson commented that he is mindful of being conservative; however, he does not want the City to have obstacles when it comes to increasing staff. He said he wants Henderson to be able to maintain their excellent service levels.

Responding to a question by Vice-Chairman Johnson regarding the statute limitations on the DSC budget, Mr. Derrick said they are currently running high on revenues; however, adding staff will help with this situation. He noted that he will bring additional information regarding this issue to the next meeting.

5. KIVA Update

Mr. Jadid gave a brief summary of the KIVA-replacement project in order to bring the new members up to date. He noted that a vendor has been selected and negotiations are underway. He said a decision will be made by the end of the week and will go before Council for approval.

Responding to a question by Mr. Clutts regarding if staff will be working with the State Contractors Board, Mr. Barnes stated that the ability to interface with the contractors board was one of the requirements of the software purchase.

Responding to Mr. Hodgson's question regarding staffing, Mr. Jadid said staffing will be increased in an effort to make the implementation run as smoothly as possible and not negatively impact service levels.

6. Staffing Update

Mr. Jadid gave an update regarding staffing and noted that the following positions have been approved and are in the hiring process: Planning Analyst, Plans Examiner II, Building Inspector, and System Support Analyst.

7. Election of Chairman and Vice Chairman

(Motion) Mr. Hodgson introduced a motion to elect Vice-Chairman Johnson to the office of Chairman. The vote favoring approval was unanimous. Vice-Chairman Johnson declared the motion carried.

(Motion) Mr. Clutts introduced a motion to elect himself to the office of Vice Chairman. The vote favoring approval was unanimous. Vice-Chairman Johnson declared the motion carried.

VI. Public Comment

There were no comments presented by the public.

VII. Chairman/Member Comments

There were no comments presented by the Chairman or members.

VIII. Set Next Meeting

The next meeting of the Development Services Center Advisory Committee was scheduled for April 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 9:06 a.m.

Respectfully submitted,

April Parra, Minutes Clerk