

**CITY OF HENDERSON  
DEVELOPMENT SERVICES CENTER  
ADVISORY COMMITTEE  
MINUTES  
April 22, 2014**

**I. Call to Order**

Chairman Mark Johnson called the City of Henderson Development Services Center Advisory Committee meeting to order at 7:49 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 Mark Johnson  
Richard Derrick  
Nat Hodgson  
Mo Jadid  
Richard Serfas  
John Stewart  
Mandi Thorn

EXCUSED: Bruce Clutts  
Warren Hardy

STAFF: Christopher Barnes, DSC Coordinator  
Stephanie Garcia-Vause, Director of Community  
Development and Services  
Nehole Garcia, Assistant City Attorney I  
Steve Goble, Fire Chief  
Rob Herr, Asst. Director of Public Works  
Nathan Hill, Archives and Records Administrator  
Priscilla Howell, Director of Utility Services  
Ed McGuire, City Engineer  
Michelle Page, Administrative Assistant III  
Tedio Jackson, Council and Commission Services  
Reporter

### **III. Acceptance of Agenda**

(Motion) Mr. Hodgson introduced a motion to accept the agenda as presented, seconded by Mr. Stewart. The vote favoring approval was unanimous. 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 – October 14, 2013; November 5, 2013; and January 28, 2014**

(Motion) Mr. Serfas introduced a motion to approve the October 14, 2013; November 5, 2013; and January 28, 2014, minutes as submitted. The vote favoring approval was unanimous. Chairman Johnson declared the motion carried.

#### **2. DSC Quarterly Performance Report – Mo Jadid**

Mo Jadid, Assistant Director of Building/Fire Safety, 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 Issued, 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 a question about single-family home permits this quarter versus last quarter, Mr. Hodgson said Henderson will have more building the second half of the year due to the Inspirada and Cadence projects. He noted that Clark County has approved new developments that will begin construction this summer as well.

#### **3. DSC Financial Update/Budget – Richard Derrick**

Richard Derrick, Chief Financial Officer, reviewed the financial report for the quarter ending March 31, 2014. He noted that there is positive growth in net assets and the fund is very healthy.

In response to a comment to make sure that the City is in compliance with statute and not overextending, Mr. Derrick distributed and reviewed a handout entitled "Statutory Working Capital Analysis." He explained that the City was below the threshold last fiscal year; however, we are on track to go over the allowable amount. Staff will continue to monitor the working capital to ensure the rates are not too high.

Jill Lynch, Budget Manager, reviewed the Schedule of Revenues, Expenses and Changes in Net Assets for the 2015 Tentative Budget. She noted there is an additional transfer of \$652,371.00 for another component of the KIVA replacement. She explained that the budget includes additional money for major computer equipment to help support the KIVA replacement as well as contingency money for unknown costs.

It was noted that the KIVA replacement will be a challenge and may require additional professional services funds.

**4. Administrative Charge/Transfers – In – Mo Jadid**

Responding to questions regarding the transfer-in amounts, Ms. Lynch explained that the Administrative Charge from the General Fund covers costs of Finance, Human Resources, IT, Mayor and Council, City Attorney's Office, et cetera. There is a clause that says for the first year, the General Fund will reimburse the DSC those costs, and then the Council will determine when that will cease.

Stephanie Garcia-Vause, Director of Community Development and Services, said the City Attorney's Office is revising Henderson Municipal Codes to make everything current. She read the following section from Ordinance 2295: "The City hereby waives the General Fund overhead charges to the Development Services Enterprise Fund for the current fiscal year. This policy shall remain in effect for future fiscal years, unless reversed or amended by future City Council action." She said as staff looked at best practices and other enterprise funds, we realized that no other jurisdictions waive the administrative or overhead charges to their Enterprise Fund.

Ms. Garcia-Vause noted that since the Enterprise Fund is healthy and can pay those fees, staff recommends modifying the language and will submit a revised ordinance for a future Council agenda.

Responding to a question as to whether this will impact the 2016 budget, Ms. Garcia-Vause said that is unknown at this time; however, the Five-Year Financial Planning Committee will determine any impacts. She commented that the Utilities Enterprise Fund is charged the overhead administrative charge.

Chairman Johnson commented that this should not be a problem as long as the service levels will be maintained and fees are not increased.

A discussion ensued regarding whether the budget will ensure service levels are maintained. Staff noted the importance of the needs and concerns of the development community. The City is trying to balance the budget and staffing, and can utilize outside consultants to manage some of its workload.

Responding to a question by Mr. Hodgson as to whether a special meeting is necessary for the committee to adopt the budget before it goes before the City Council, Ms. Lynch replied that it is not within the scope of this committee to formally adopt the budget. The members can provide input and suggestions to be incorporated.

Ms. Garcia-Vause noted when the ordinance will be heard by the City Council and explained the proposed amendment.

Mr. Stewart commented that he would like to see a balanced budget instead of a negative number. He suggested that the chairman meet with the councilmembers before the Council meeting to express the committee's thoughts about the budget.

Chairman Johnson said there is a consensus to address the sustainability of the DSC fund to be a self-sustaining fund, and the committee will need to address the transfer at some point. He noted that the timing is a concern because of the proposed ordinance change and asked to see the revised language in the ordinance when it is approved by the Council.

Ms. Lynch stated that staff can reduce the contingency line and carry over appropriations to the next fiscal year. Staff will report back the final changes to the ordinance in full disclosure, and show how the budget reflects the amended changes to the ordinance.

Mr. Serfas asked if the ordinance language could have some type of a trigger to get assistance from the General Fund if needed. He noted that he would rather there be loose language

Ms. Garcia-Vause replied that staff will consider this suggestion.

This item will be discussed further at the next meeting.

**5. Kiva Update – Mo Jadid**

Mo Jadid, Assistant Director of Building/Fire Safety, reported that staff signed a contract with the vendor and will schedule meetings to discuss the implementation process. Staff anticipates approximately 15 to 18 months to fully implement the new software. Mr. Jadid noted that staff understands that training and education outreach efforts will be needed.

Chairman Johnson asked that the Committee members be informed of training dates. Ms. Garcia-Vause suggested a future agenda item to discuss relevant issues to the industry.

**VI. Public Comment**

There were no comments presented by the public.

**VII. Chairman/Member Comments**

Mr. Serfas complimented Richard and Jill on an excellent budget and transparency on the process. He appreciates staff's efforts.

**VIII. Set Next Meeting**

The next meeting of the Development Services Center Advisory Committee was scheduled for July 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 8:50 a.m.

Respectfully submitted,

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Tedie Jackson, Council and  
Commission Services Reporter