

Clark County Development Engineering Advisory Board

2009 Annual Report to the BOCC

The Development Engineering Advisory Board (DEAB) was formed by the Board of Clark County Commissioners (BOCC) in late 2006. DEAB serves as a procedural step in reviewing new policy and code changes and works with Public Works development engineering staff on issues related to process improvements and technical engineering issues.

The BOCC appoints seven advisory board members: three private consulting engineers, one construction contractor, one land developer, one local municipality representative, and one Building Industry Association representative. The 2009 roster was as follows:

Chair	Jerry Nutter	<i>Nutter Corporation</i>
Vice-Chair	Eric Golemo	<i>Sturtevant, Golemo & Associates</i>
	John Graves	<i>RSV Construction Services, Inc.</i>
	Greg Jellison	<i>HDJ Design</i>
	Steve Madsen (1/09 – 6/09)	<i>Building Industry Association</i>
	Mike Bomar (6/09 – 12/09)	
	Tim Schauer	<i>MacKay & Sposito, Inc.</i>
	Steve Wall	<i>City of Ridgefield</i>

2009 Goals

DEAB identified their work plan topics and priorities for 2009 with an emphasis on the following:

- A. Continue to discuss and comment on the cost study project and development fee proposals.
- B. Review Development Engineering's efficiency and service levels and how they are affected by the fee structure and current economy.
- C. Encourage and comment on the re-write of Title 40 for simplicity and clarity.
- D. Monitor the implementation and effects of the new stormwater ordinance.
- E. Continue to review and comment as requested by the BOCC and/or senior staff on project specific technical engineering issues.

2009 Accomplishments

The past year was a challenging one for the development community. The severe economic downturn caused DEAB to become more reactive to current events, as compared to previous years. Many of the DEAB activities had a financial focus, including commenting on changes to the current development fee table and discussing options for future billing methodologies.

Due to county budget constraints, DEAB meetings were also reduced from twice per month to once per month, with a greater emphasis on specialized subcommittee work.

The following is a summary of DEAB's 2009 top accomplishments.

1. Final Engineering Review Process. Reviewed a presentation from Public Works regarding the final engineering review process and the checklist used by the review engineers. The group discussed the purpose, benefits, and value of the review and the need to protect public health and safety. The following motions were formally approved:
 - “DEAB endorses the final review checklist in its current form, as amended on November 5, 2009, as a positive step toward a more code-compliant and consistent review. DEAB recognizes that it is a living document.”
 - “DEAB feels strongly that the county should not move toward a development review policy of solely accepting a professional engineer’s stamp. The county should continue in its review capacity toward a more code-compliant system review.”
2. Digital Submittals. Reviewed and formally endorsed a proposal from Development Engineering to require the submittal of digital as-builts and final Technical Information Reports to facilitate public access using Maps Online.
3. Fee Revisions. Reviewed presentations from Development Engineering and Community Development regarding proposed fee revisions for a June 16, 2009, public hearing. The following motion was formally approved:

“The Development Engineering Advisory Board reviewed the latest Development Engineering and Community Development proposed fee structures. After much discussion, the DEAB advises the BOCC to not implement a Clark County policy goal for a 100% fee recovery for all “direct project” activities. The DEAB supports and alternatively recommends an individualized fee recovery policy for individualized tasks or review functions, and suggests an overall average of between 50 to 75% fee recovery.”

Although the BOCC adopted development engineering fees less than what a 100% cost recovery model would have provided, there was no budget action to subsidize the remaining public share of the costs. DEAB continues to recommend that the county use non-fee revenue (such as general fund) for the public’s share of permit work.
4. Quarterly Financial Reviews. Reviewed quarterly financial and performance measure reports for the Development Engineering program. Reports included program overviews, revenue forecasts and actual receipts, overhead rates, hourly rates by job classifications, specific project expenses and revenue, general fund and reimbursable expenses, performance measures, and a level of service and fee comparison.

5. Time Tracking/Hourly Billing. Ongoing discussions with Development Engineering and Community Development regarding proposed changes to the fee structure. Proposals included the option of a base fee plus hourly charges structure. No formal position was taken in 2009.
6. Development Engineering Reorganization. Received a presentation from Public Works regarding organization changes to the Development Engineering program. Changes included pooling the review engineers and inspectors with the Capital Engineering program. The reorganization provides better staff response to fluctuating development workloads and career opportunities for development engineering staff.
7. Biannual Code Changes. Submitted comments to the Planning Commission and BOCC on the development engineering related items for two biannual code cycles (fall 2008 and fall 2009). The fall 2008 proposals tended to focus on transportation issues, including a new minor road modification process. The fall 2009 proposals included amendments to the stormwater code.
8. Trip Carry-Over Rules. Reviewed a presentation from Public Works regarding policy and practices associated with Traffic Impact Fees and Trip Carry-Overs. Formed a subcommittee to review and provide a recommendation. Formally endorsed a September 23, 2009, memorandum addressing Trip “Carry Over” Rules for Concurrency and Traffic Impact Fees.
9. DEAB Subcommittees. Formed two subcommittees to help tackle work plan and recruited for members from the development community.
 - The Community Development Process subcommittee is chaired by Mike Bomar.
 - The Engineering Technical Code Issues subcommittee is chaired by Eric Golemo.
10. DEAB Future Structure/Purpose. Discussed the structure and focus of DEAB. Recognized that many of the issues dealt with in 2009 involved overall development issues beyond engineering. For 2010, DEAB would like the BOCC to consider restructuring DEAB, as stated in the following approved motion:

“The Development Engineering Advisory Board is looking to broaden its review authority or mission beyond the Development Engineering Program to both Community Development and Environmental Services.”

2010 Priorities and Recommendations

The DEAB looks forward to its January 20th work session with the BOCC to discuss its 2010 work plan. A few items that DEAB suggests for the discussion include:

1. Final Engineering Professional Stamp Issue. DEAB recommends that county staff continues to perform a limited, code-compliant review of final engineering construction documents.
2. Public Share of Development Fees. DEAB recommends that certain development engineering fees receive a public fund share and not be set at a 100% cost recovery model.

3. DEAB Reorganization. In light of recent work item requests, DEAB recommends that their role be expanded to include broader development topics, along with a change in its membership.
4. DEAB suggests that regular work sessions be scheduled with the BOCC, possibly on a quarterly basis.
5. Priorities for 2010 include: (a) the Title 40 Update, including transportation standards, (b) the hourly fee billing structure, and (c) enhancing process efficiencies and identifying appropriate levels of services among the three departments involved with development review.

The DEAB looks forward to continued collaboration between Clark County's development community and county staff during 2010.

Respectfully submitted,

Development Engineering Advisory Board



Jerry Nutter, Chair



Eric Golemo, Vice-Chair

SUBMITTED TO THE BOARD OF CLARK COUNTY COMMISSIONERS ON JANUARY 20, 2010.