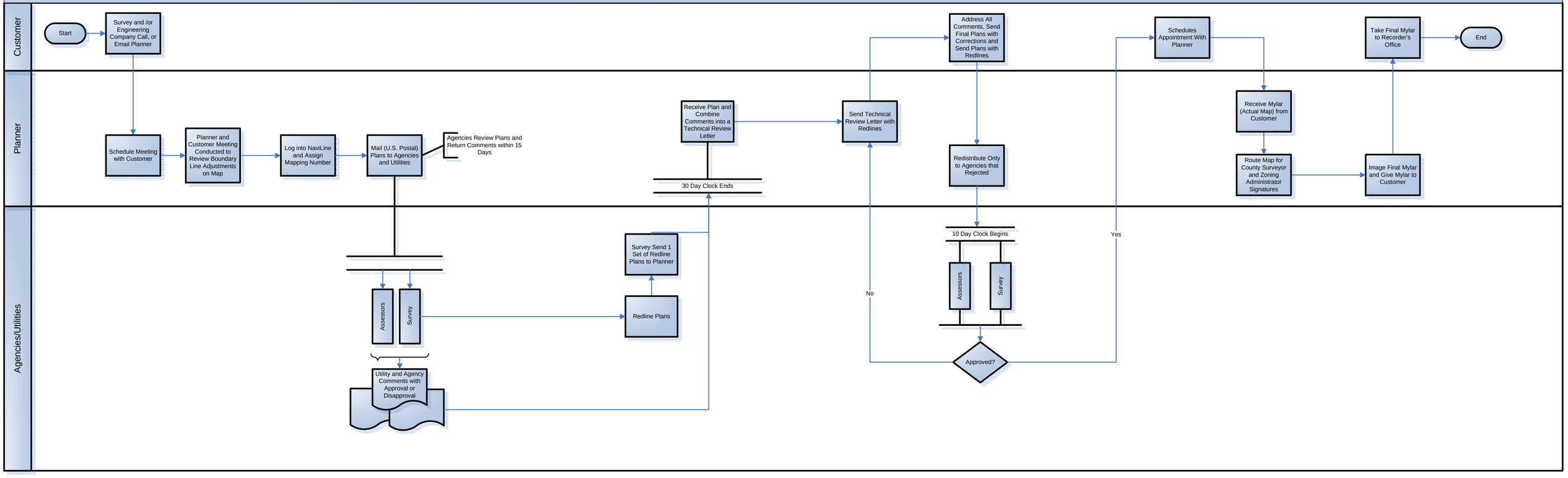
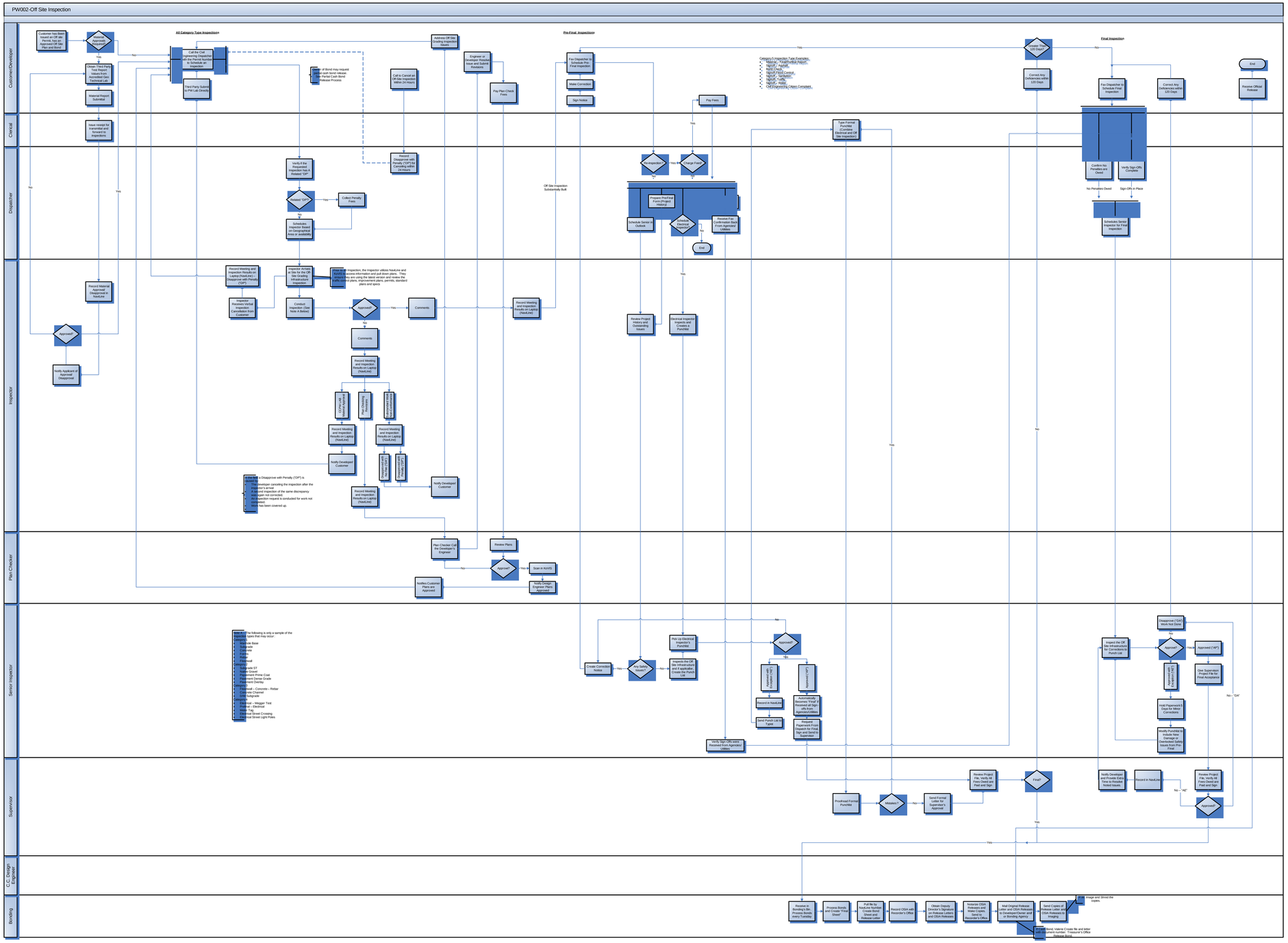
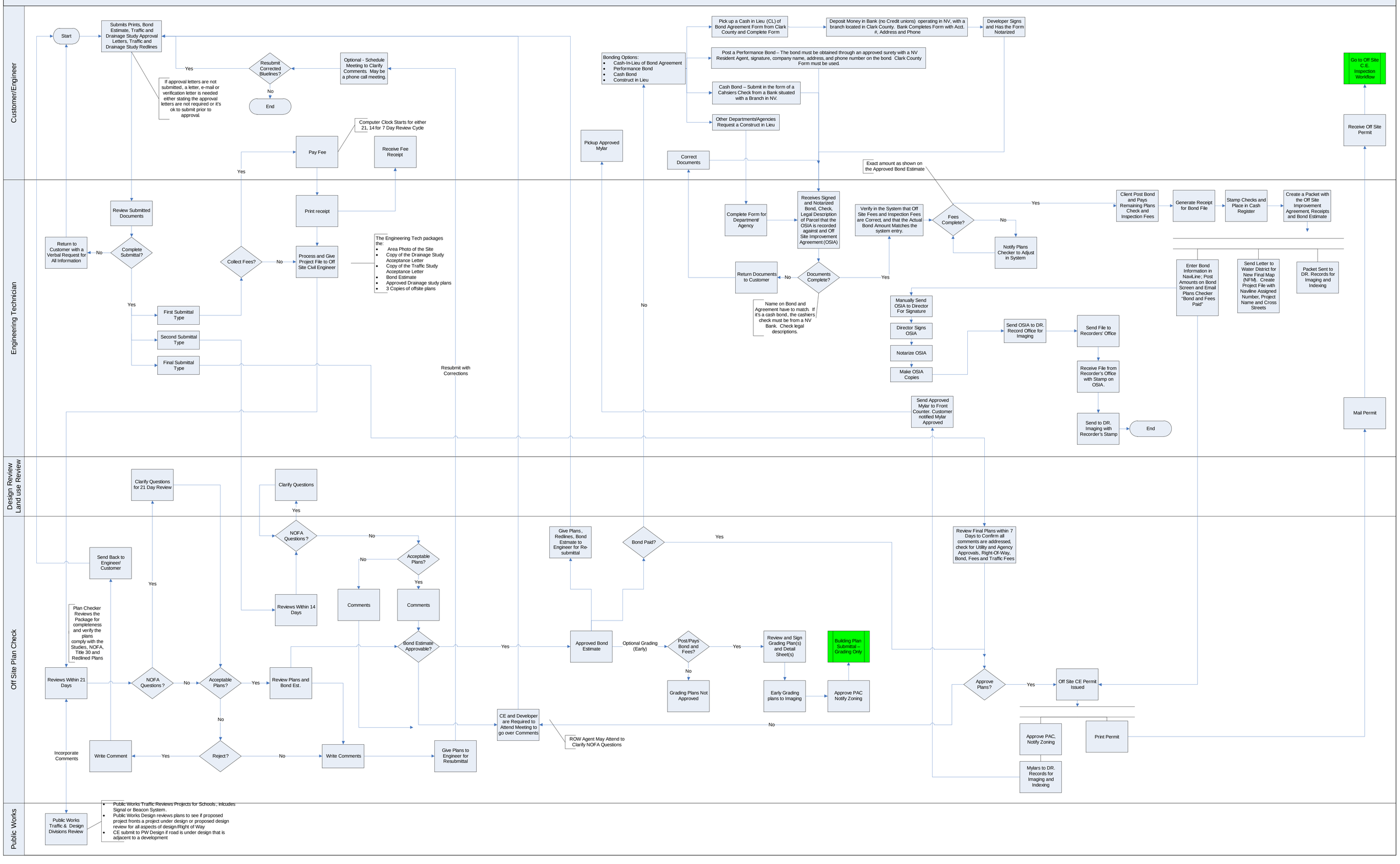
PW001-Boundary Line Adjustment



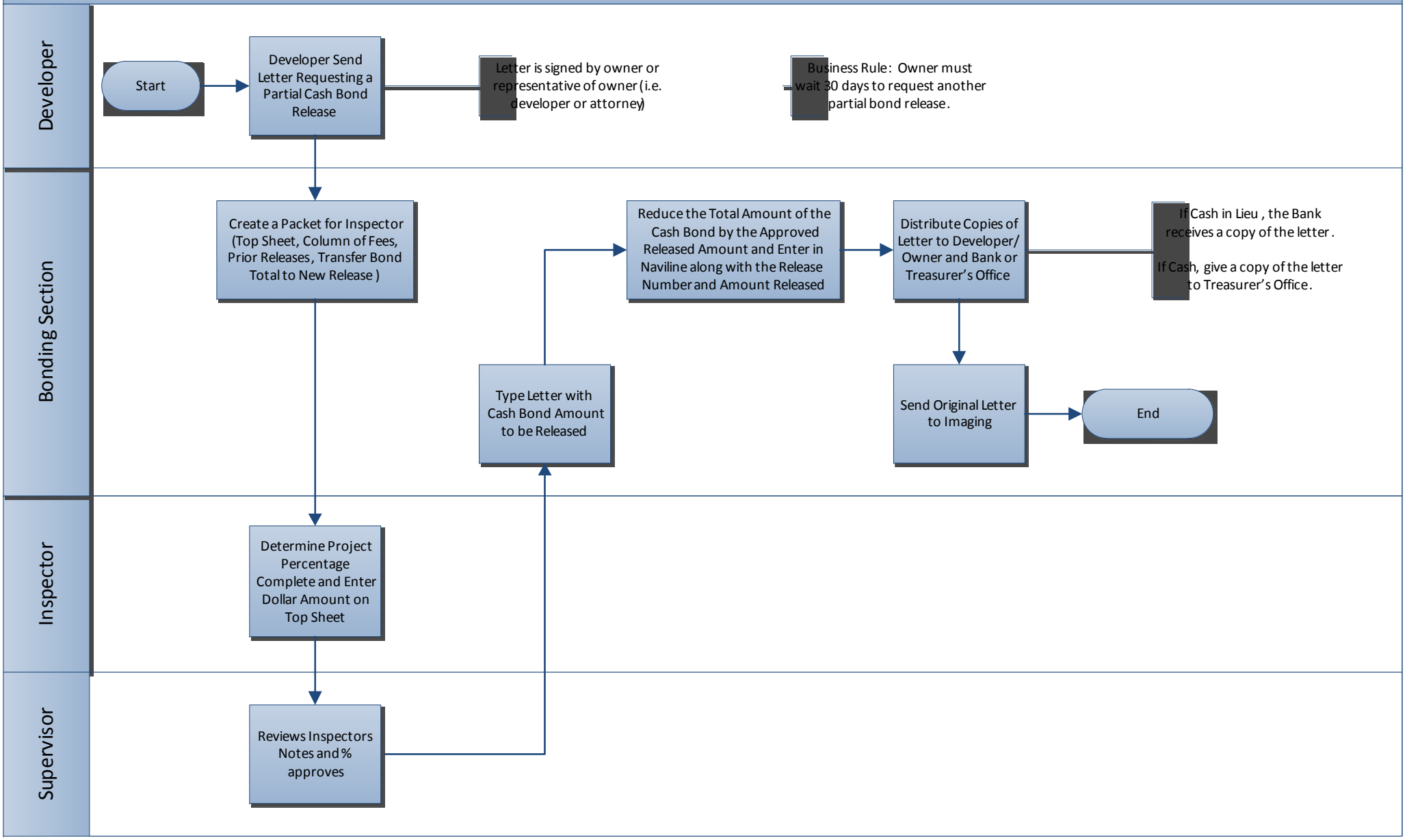
PW002-Off Site Inspection



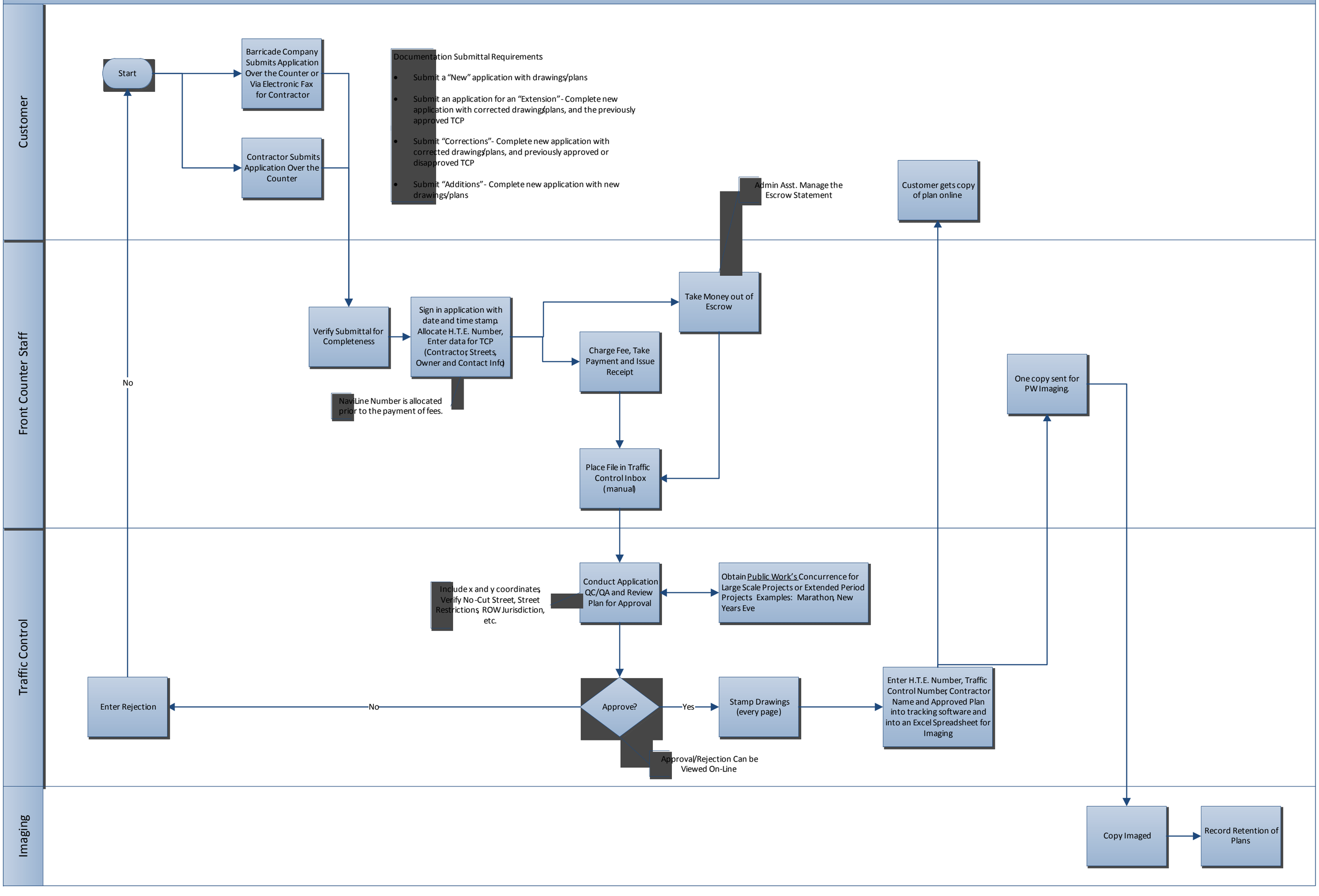
PW003-Development Review Off Site Plan Check



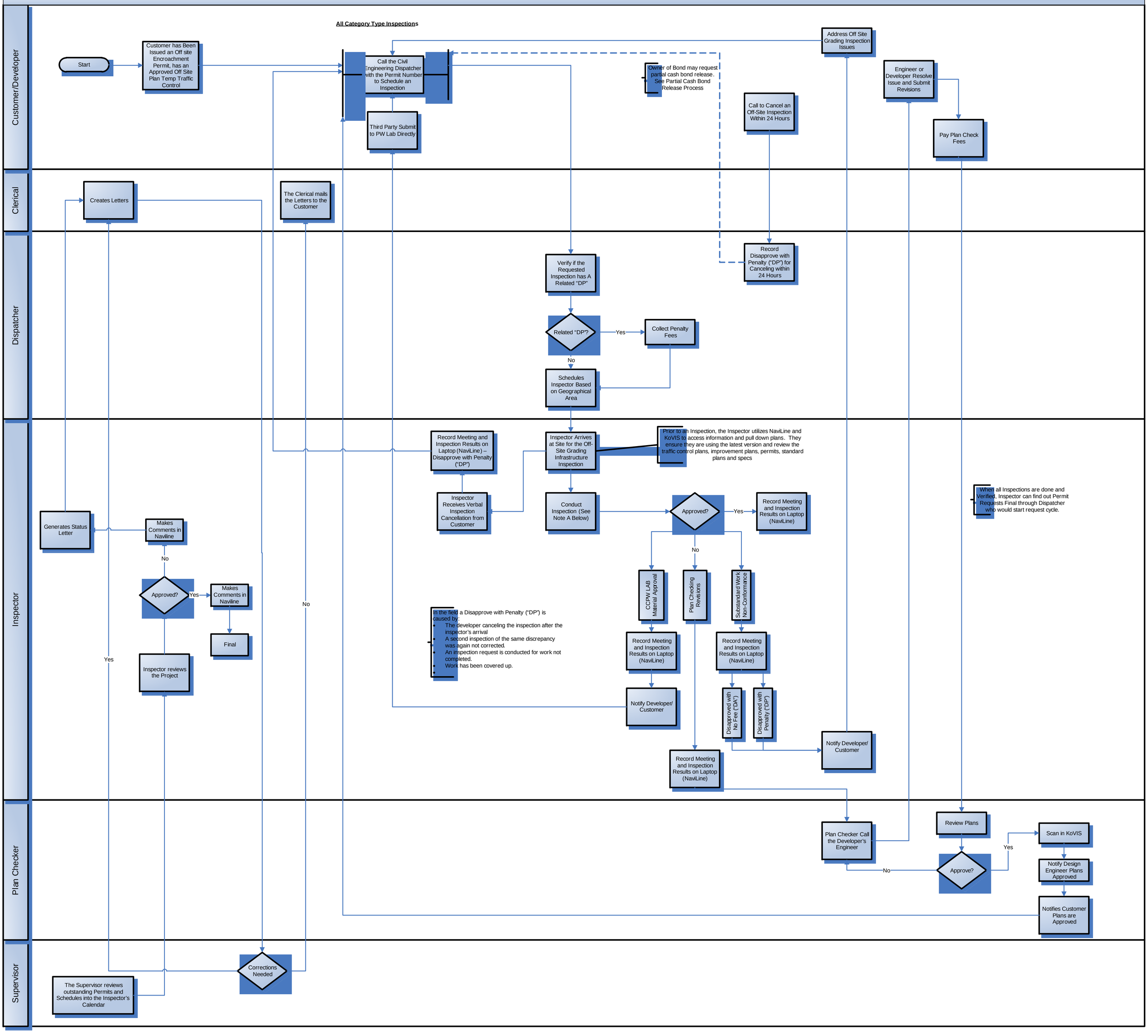
PW004-DR Partial Cash Bond Release (Cash or Cash in Lieu)



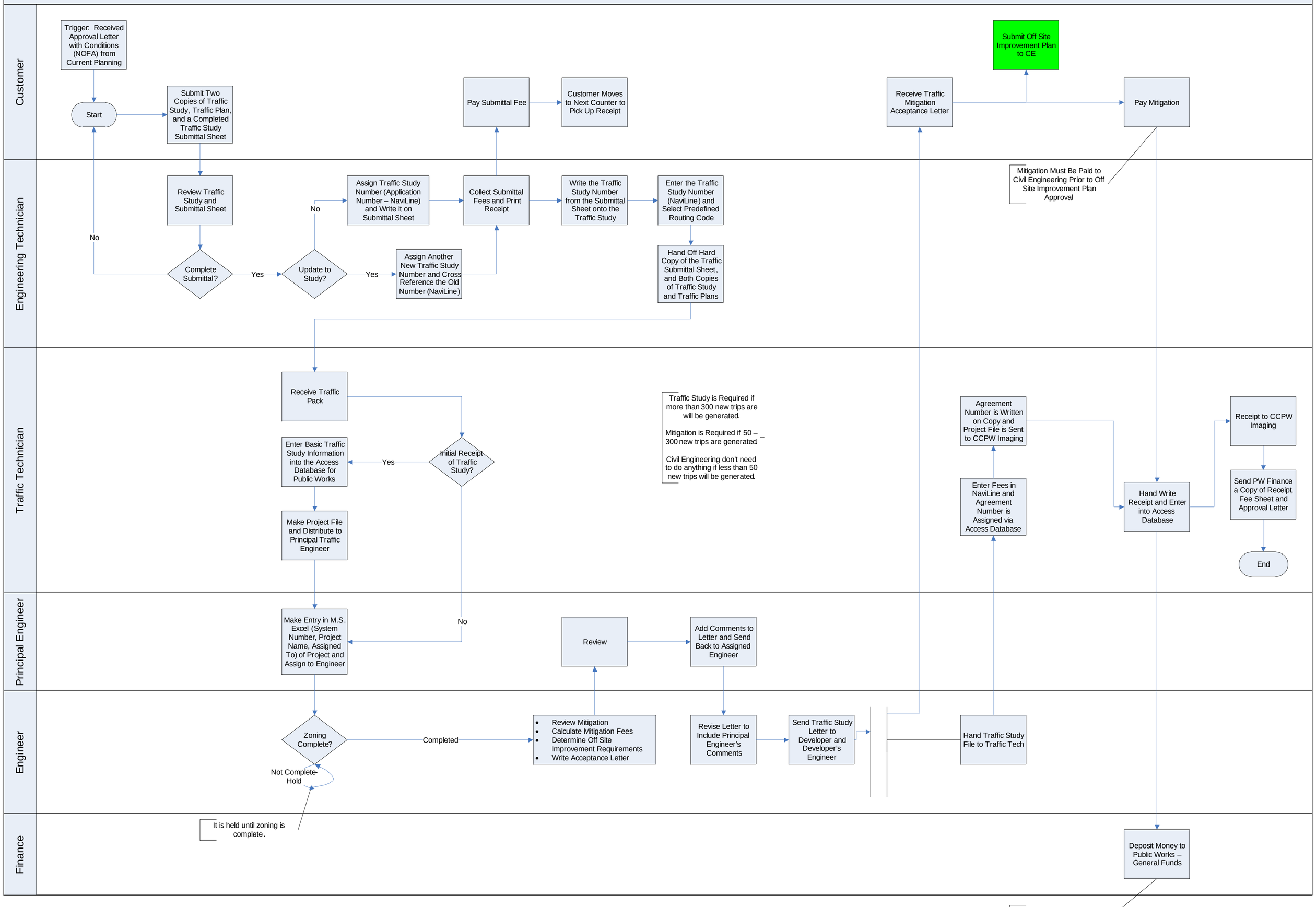
PW005-Traffic Control Application/Permit



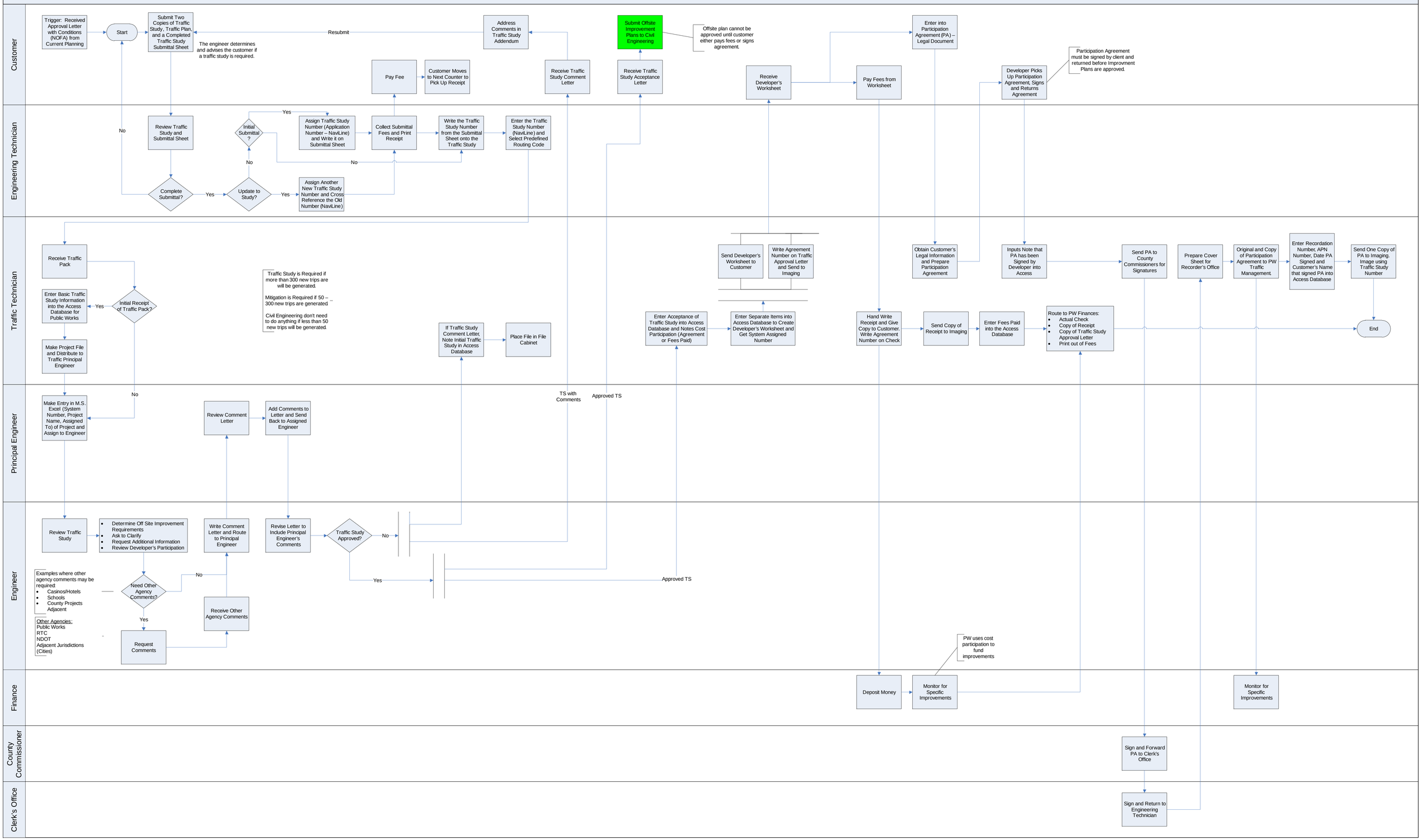
PW006-Traffic Control /Encroachment Inspection



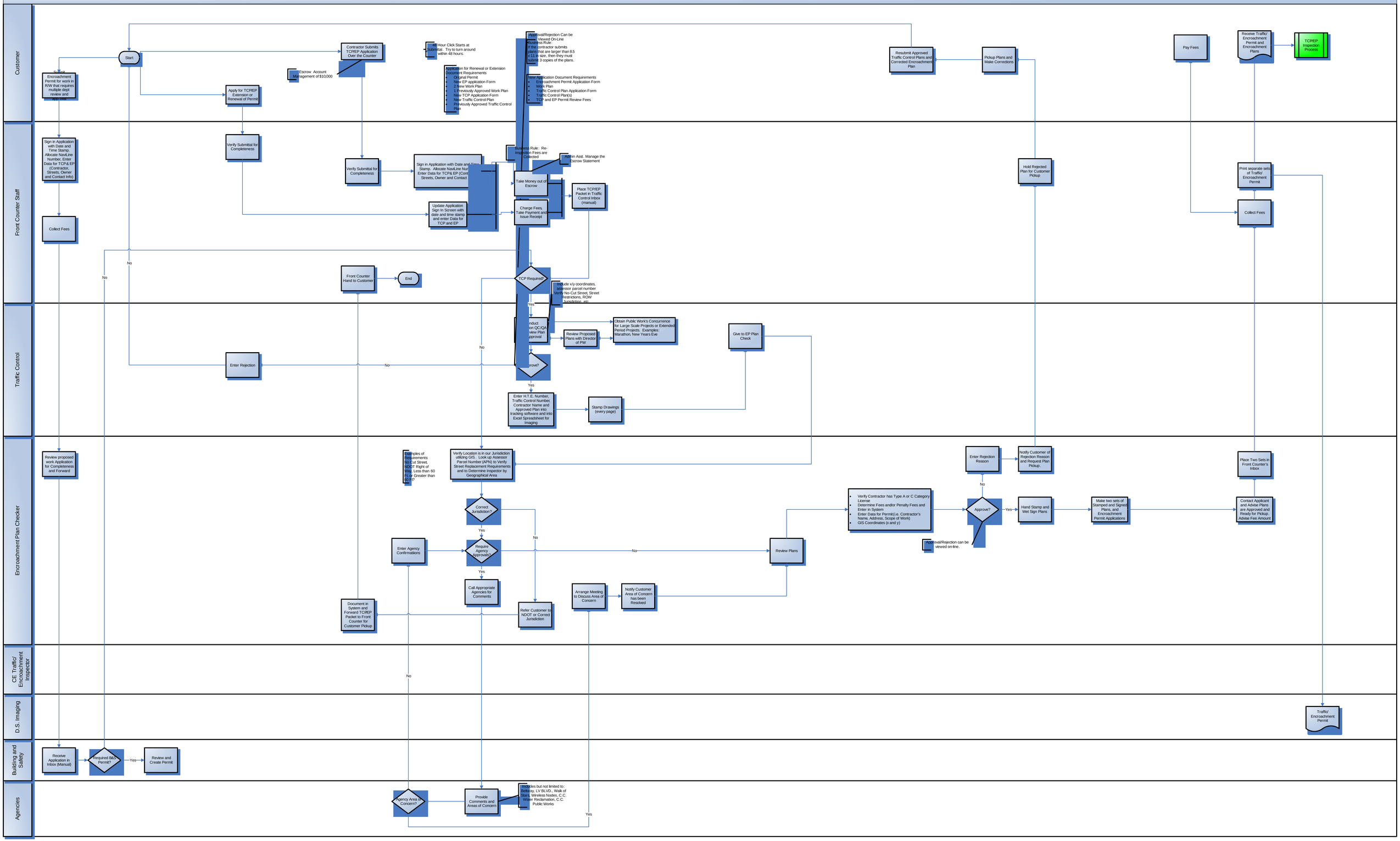
PW007-Development Review Traffic Mitigation Review



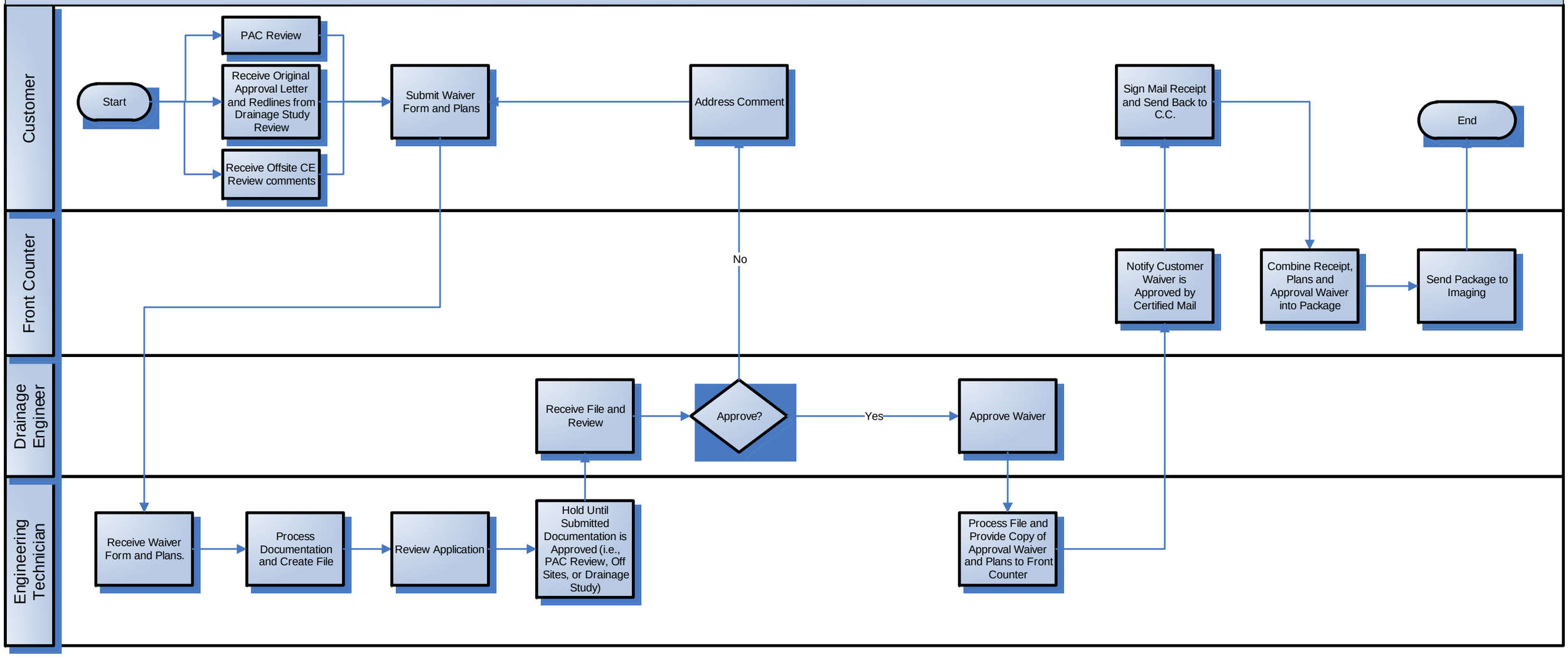
PW008-Traffic Study Review



PW009-Traffic Control Plan and Encroachment Permit

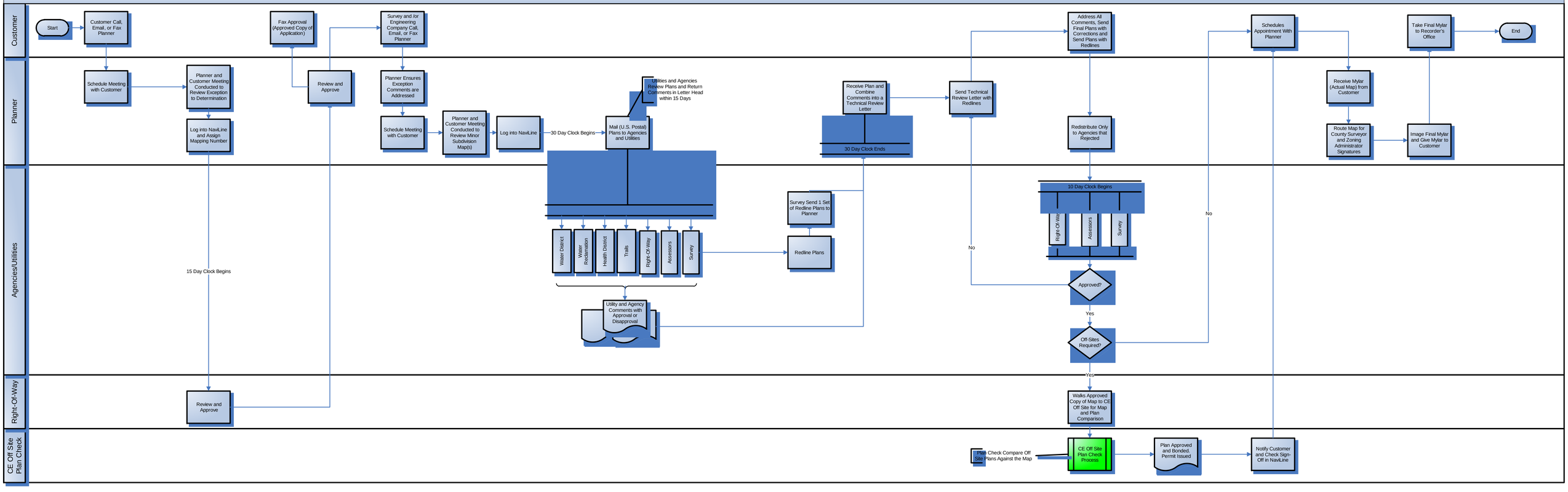


PW010-Development Review - Administrative Deviation /Finish Floor Waiver

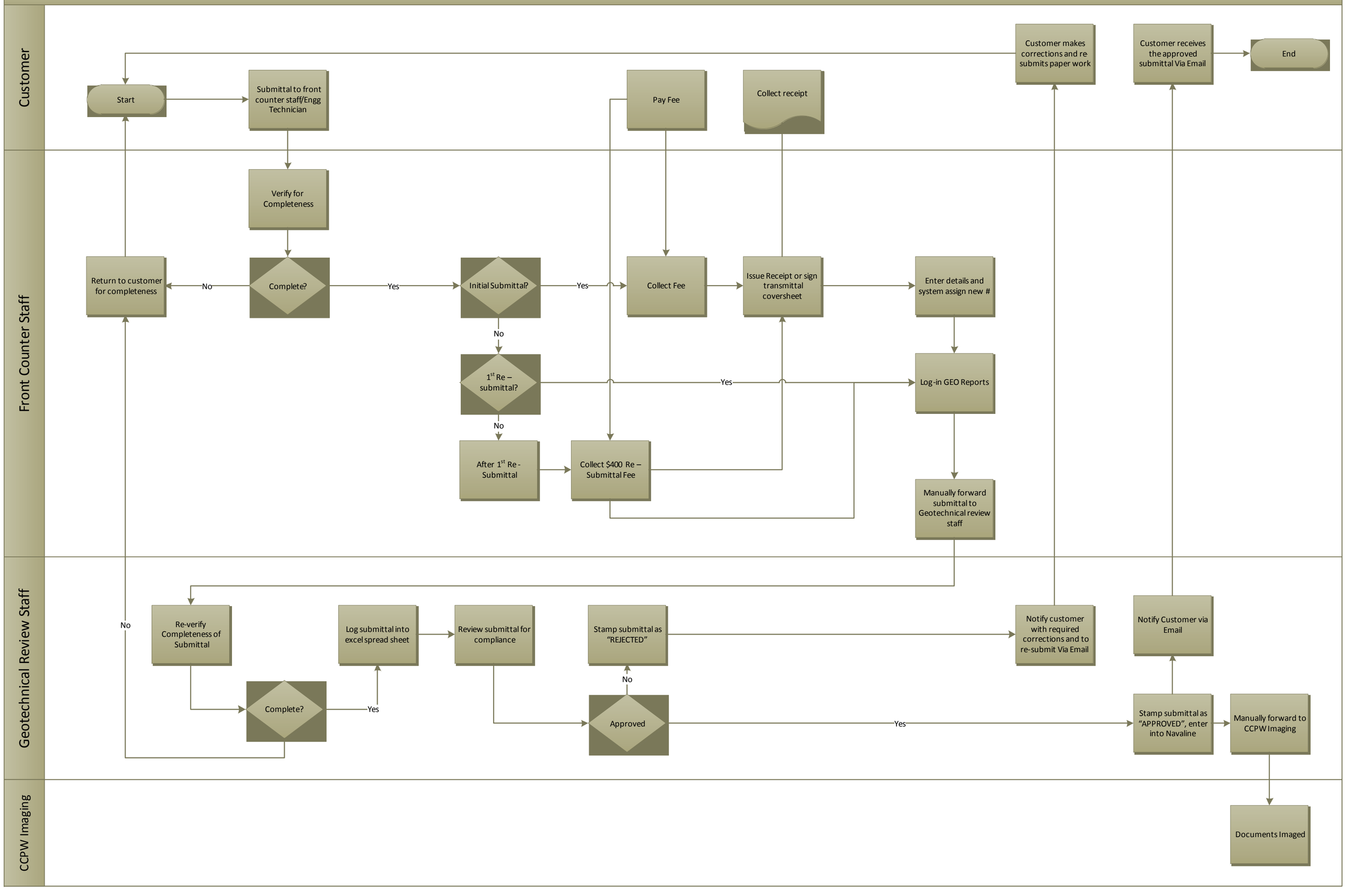


Examples:
Waiver the width of a road since all other roads in the area are narrow
Finish Floor is not at the appropriate height
Waiver of standards – Gate standards are 25' from the road Waiver to 16' from the road because everyone else's gate is at 16'.

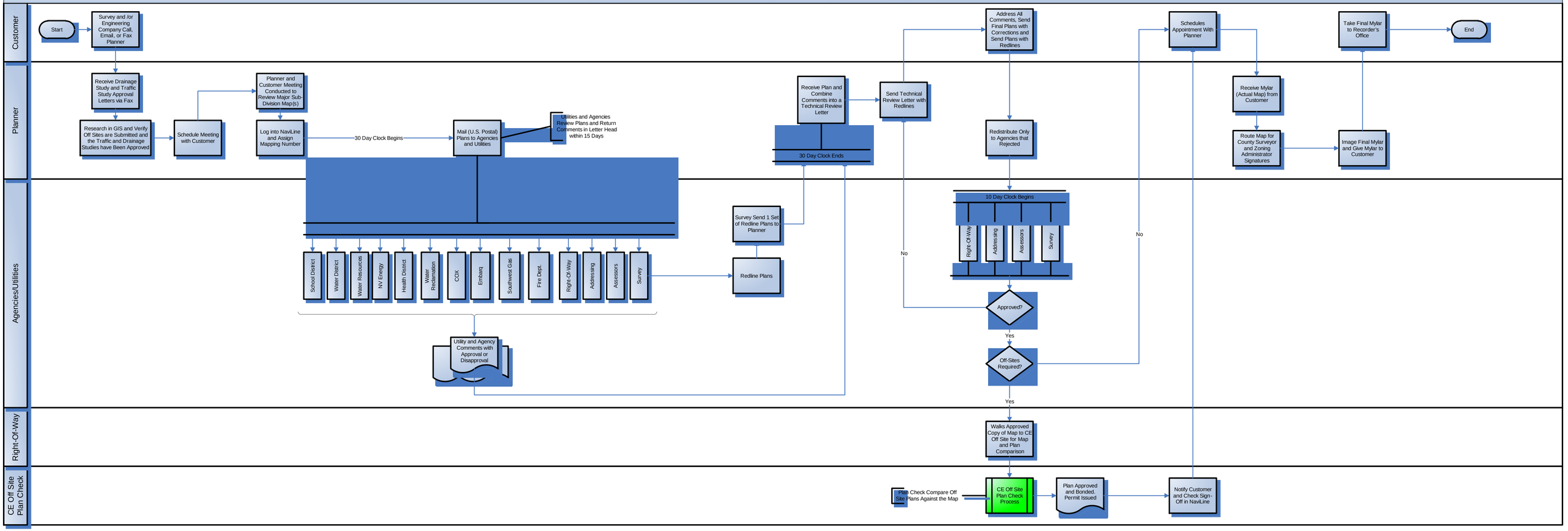
PW011-Exception to Determination – Minor Subdivision Map



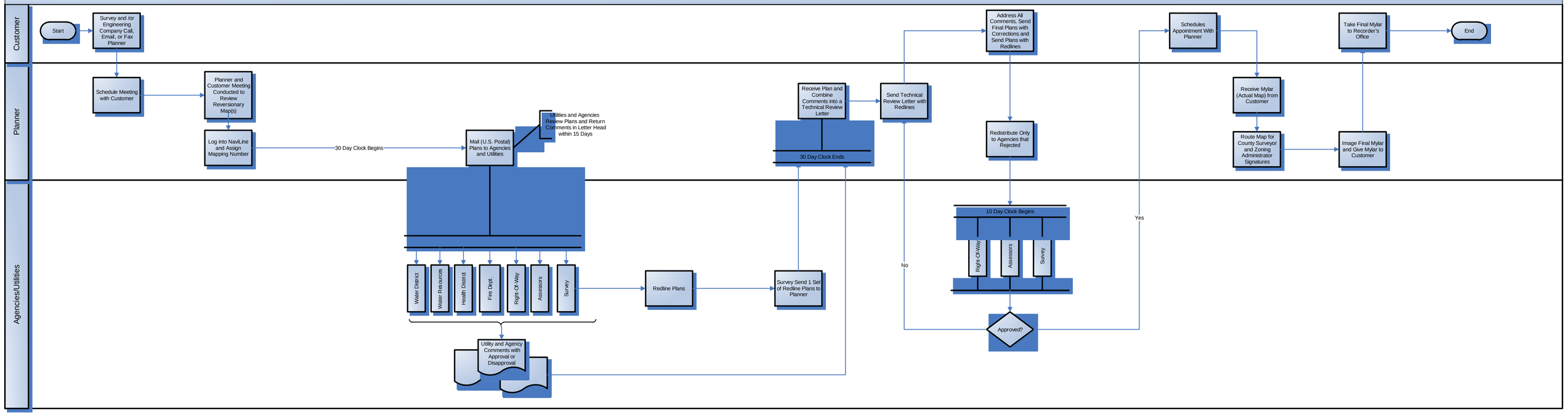
PW012-Geotechnical Report Review



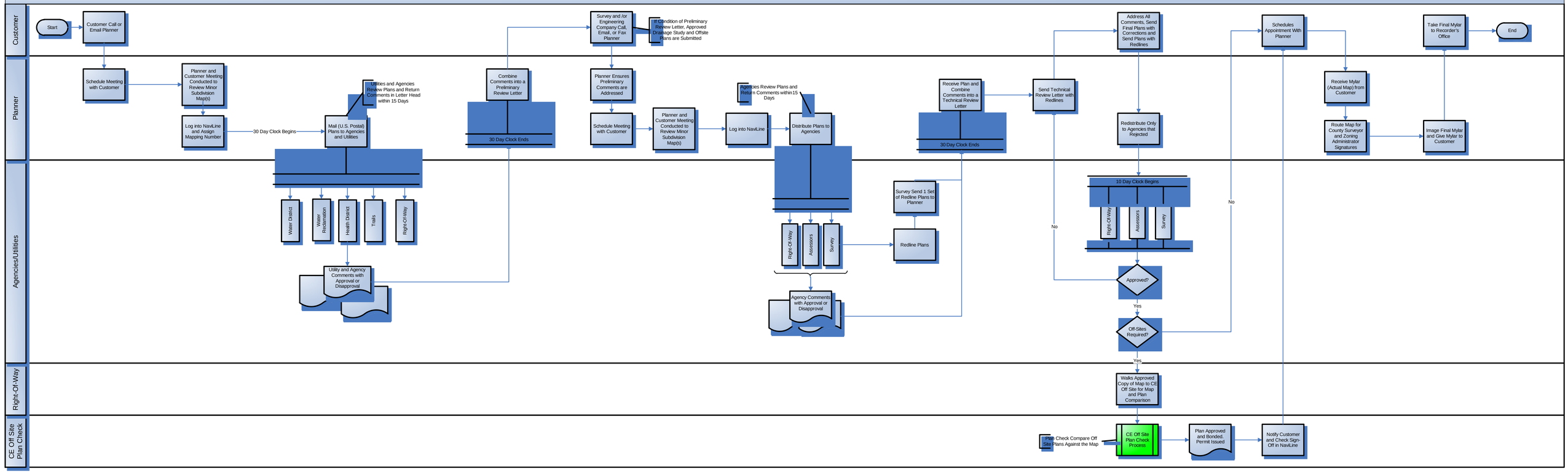
PW013-Major Subdivision Final Map



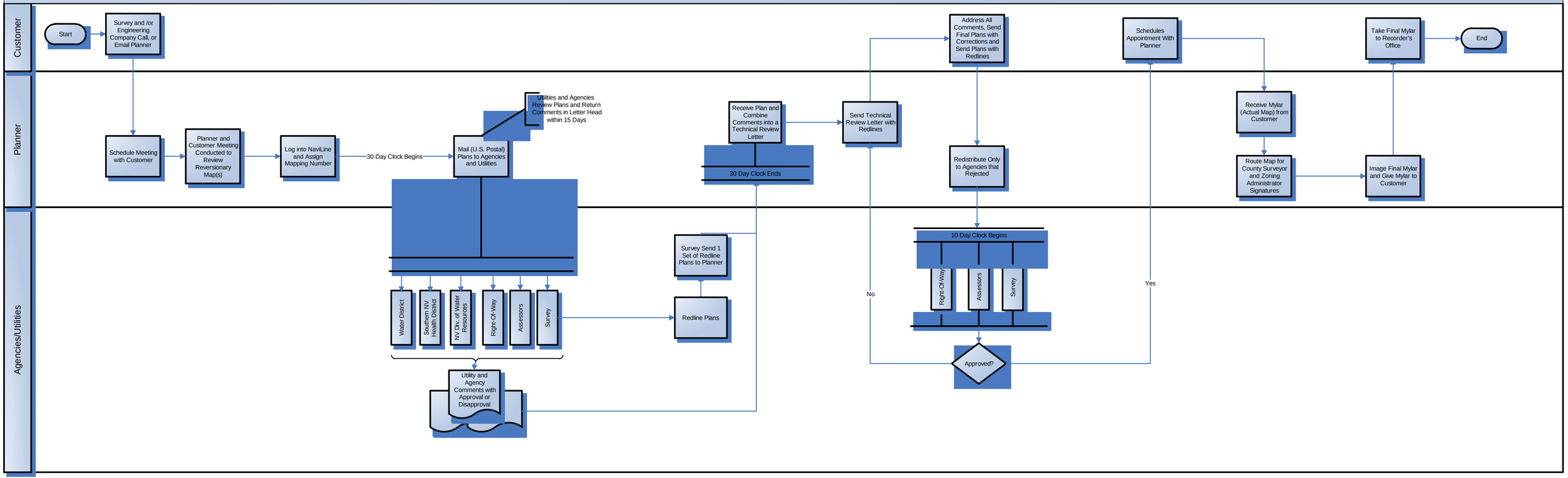
PW014-Major Subdivision Reversionary Final Map

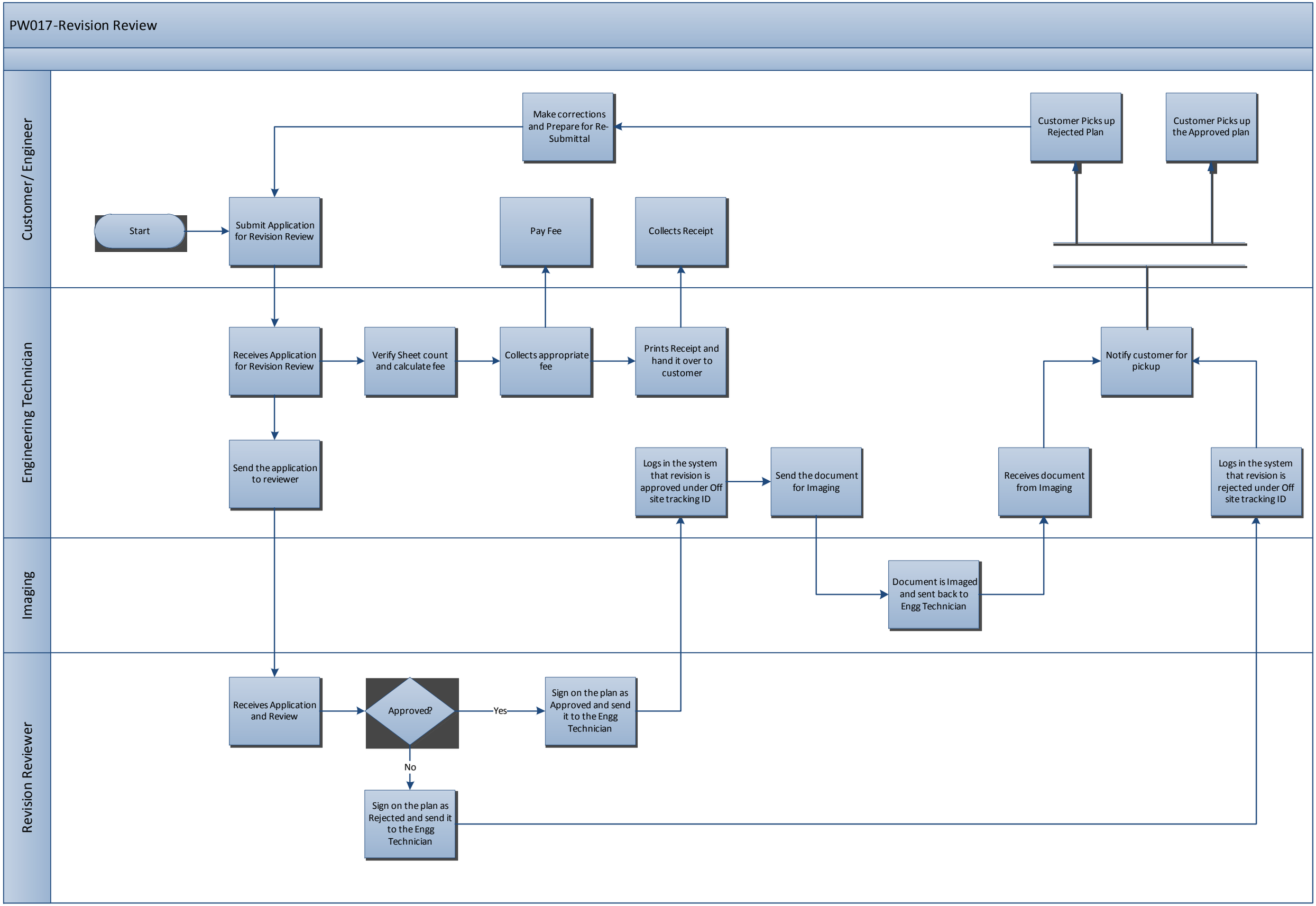


PW015-Minor Subdivision Map

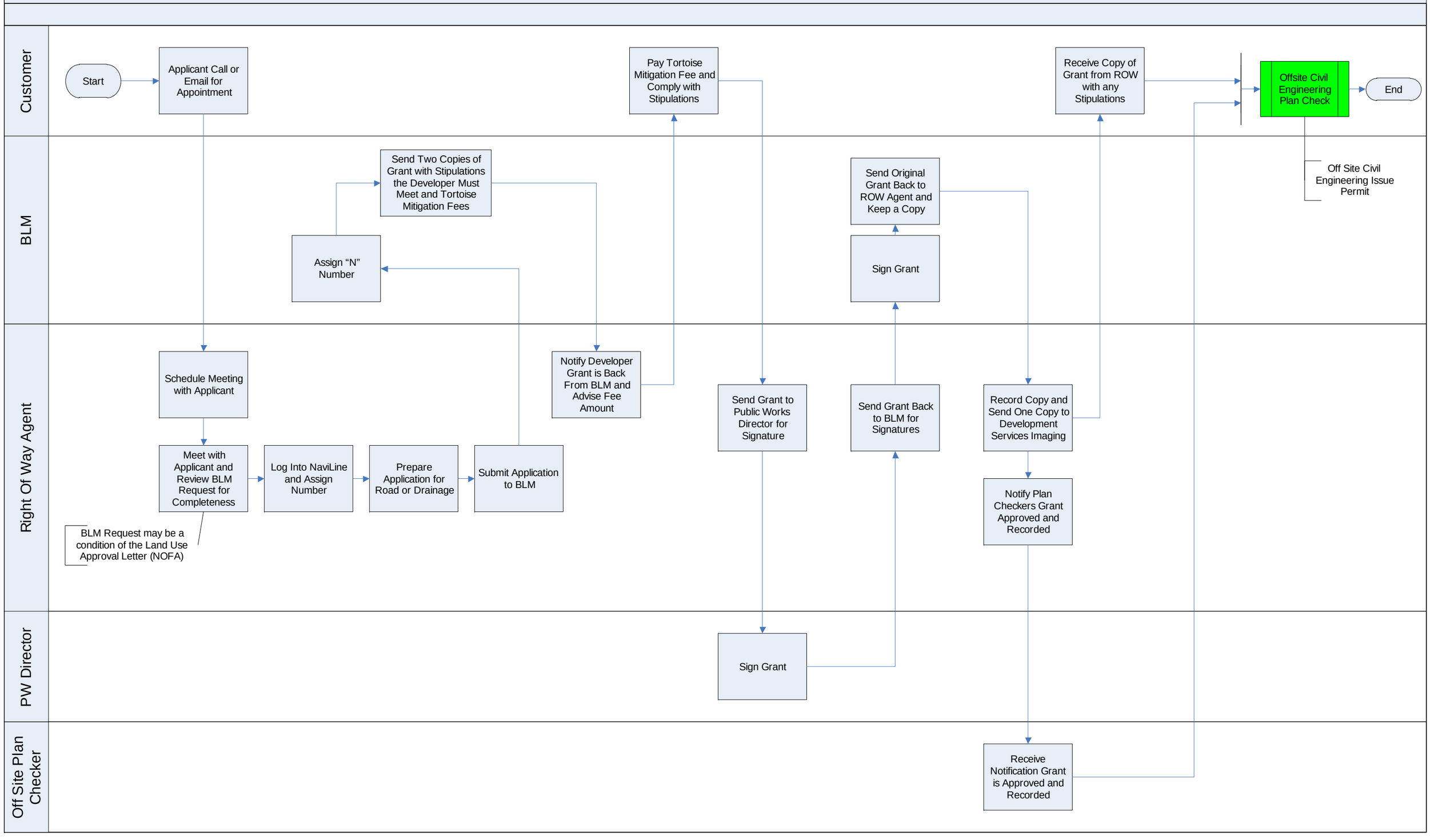


PW016-Reversionary Parcel Map - Minor Subdivision

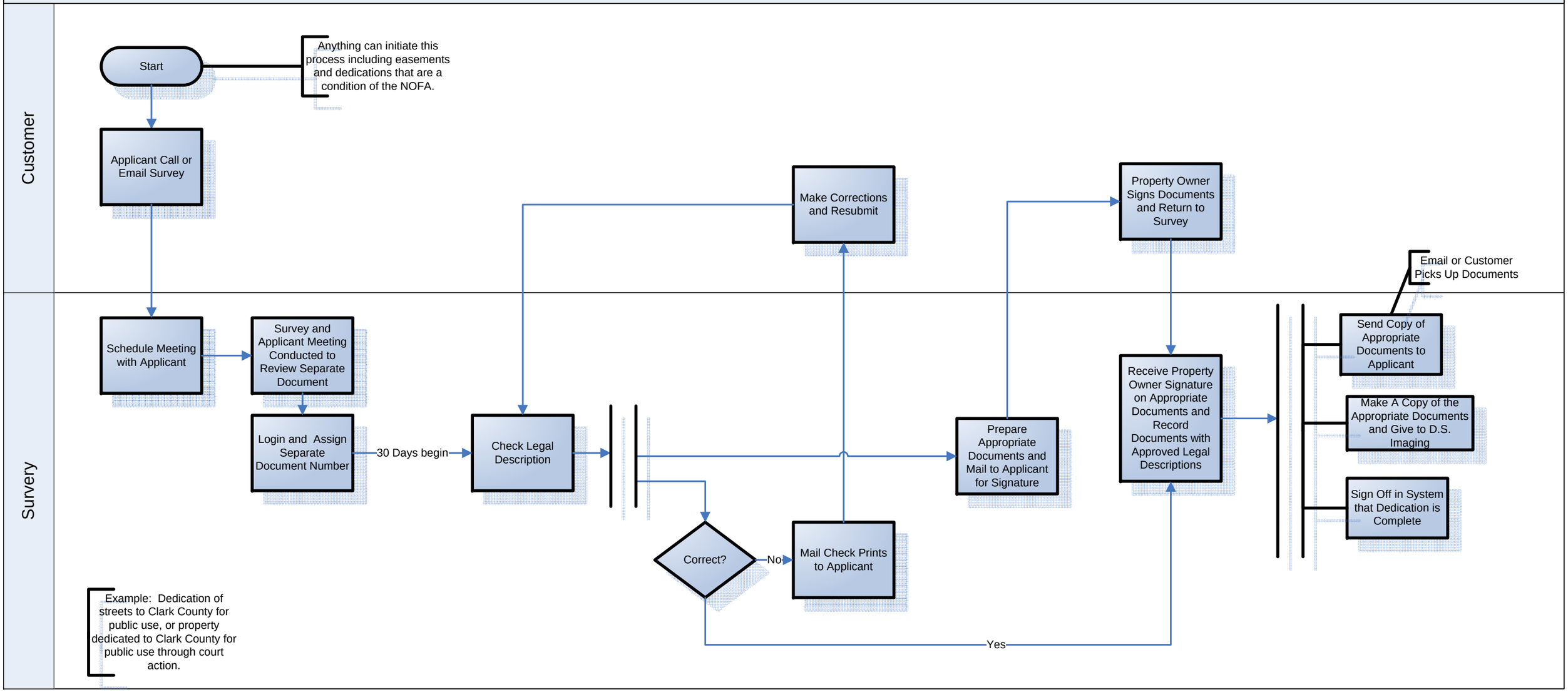



PW017-Revision Review
Customer/ Engineer
Engineering Technician
Imaging
Revision Reviewer
Start
Submit Application for Revision Review
Make corrections and Prepare for Re-Submittal
Pay Fee
Collects Receipt
Customer Picks up Rejected Plan
Customer Picks up the Approved plan
Receives Application for Revision Review
Verify Sheet count and calculate fee
Collects appropriate fee
Prints Receipt and hand it over to customer
Notify customer for pickup
Send the application to reviewer
Logs in the system that revision is approved under Off site tracking ID
Send the document for Imaging
Receives document from Imaging
Logs in the system that revision is rejected under Off site tracking ID
Document is Imaged and sent back to Engg Technician
Receives Application and Review
Approved?
Yes
No
Sign on the plan as Approved and send it to the Engg Technician
Sign on the plan as Rejected and send it to the Engg Technician

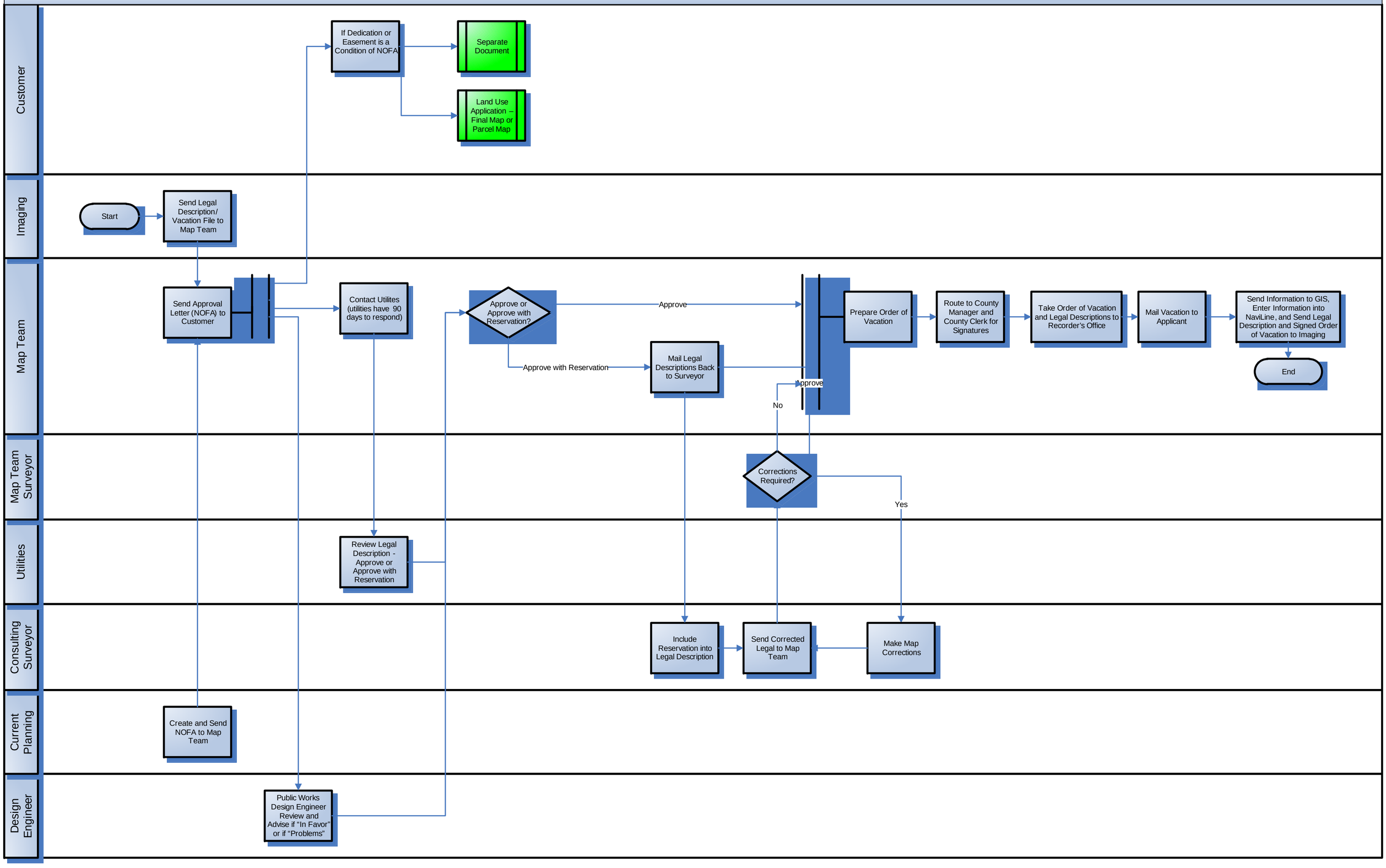
PW018-Right Of Way – BLM Process

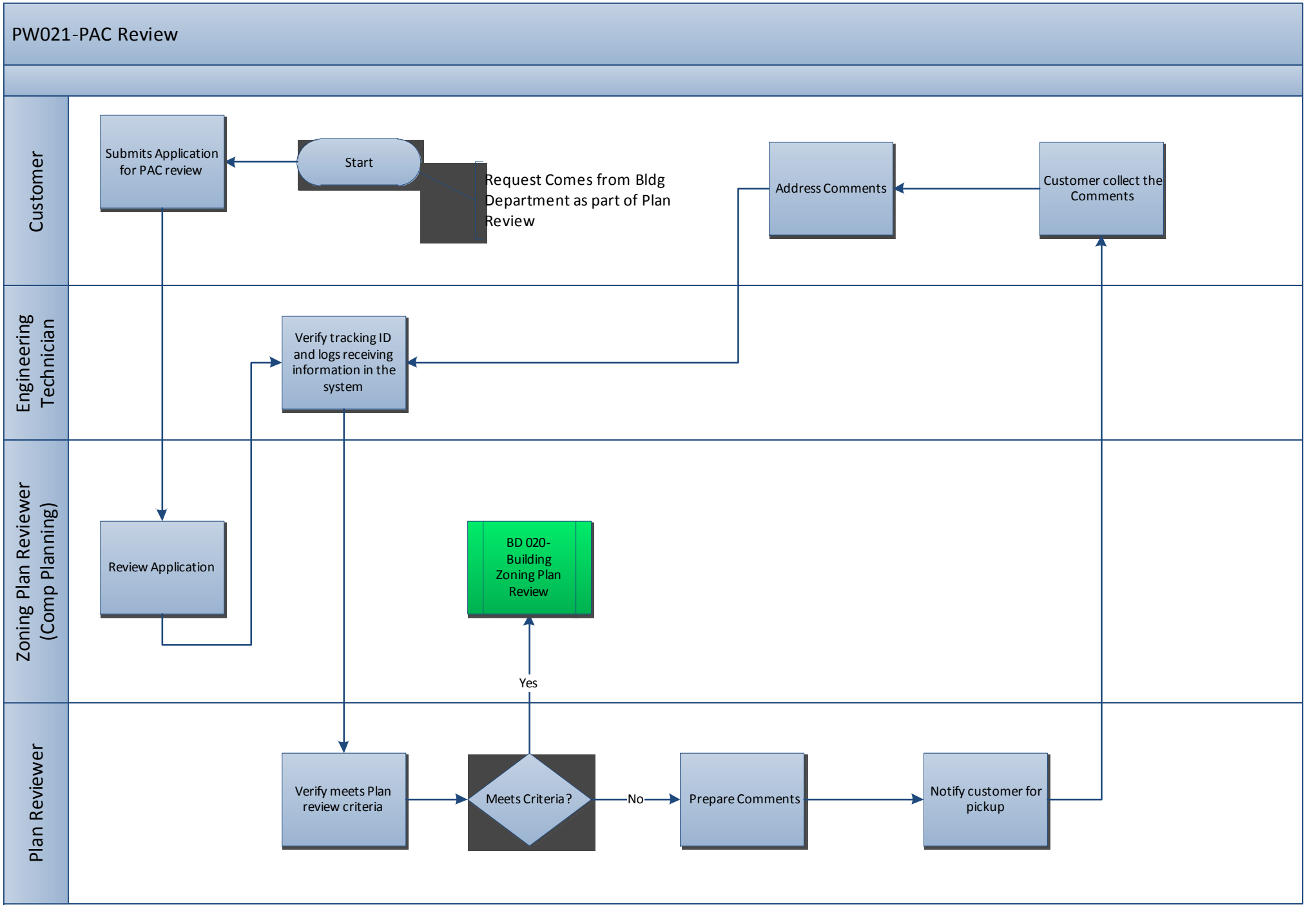


PW019-Separate Document

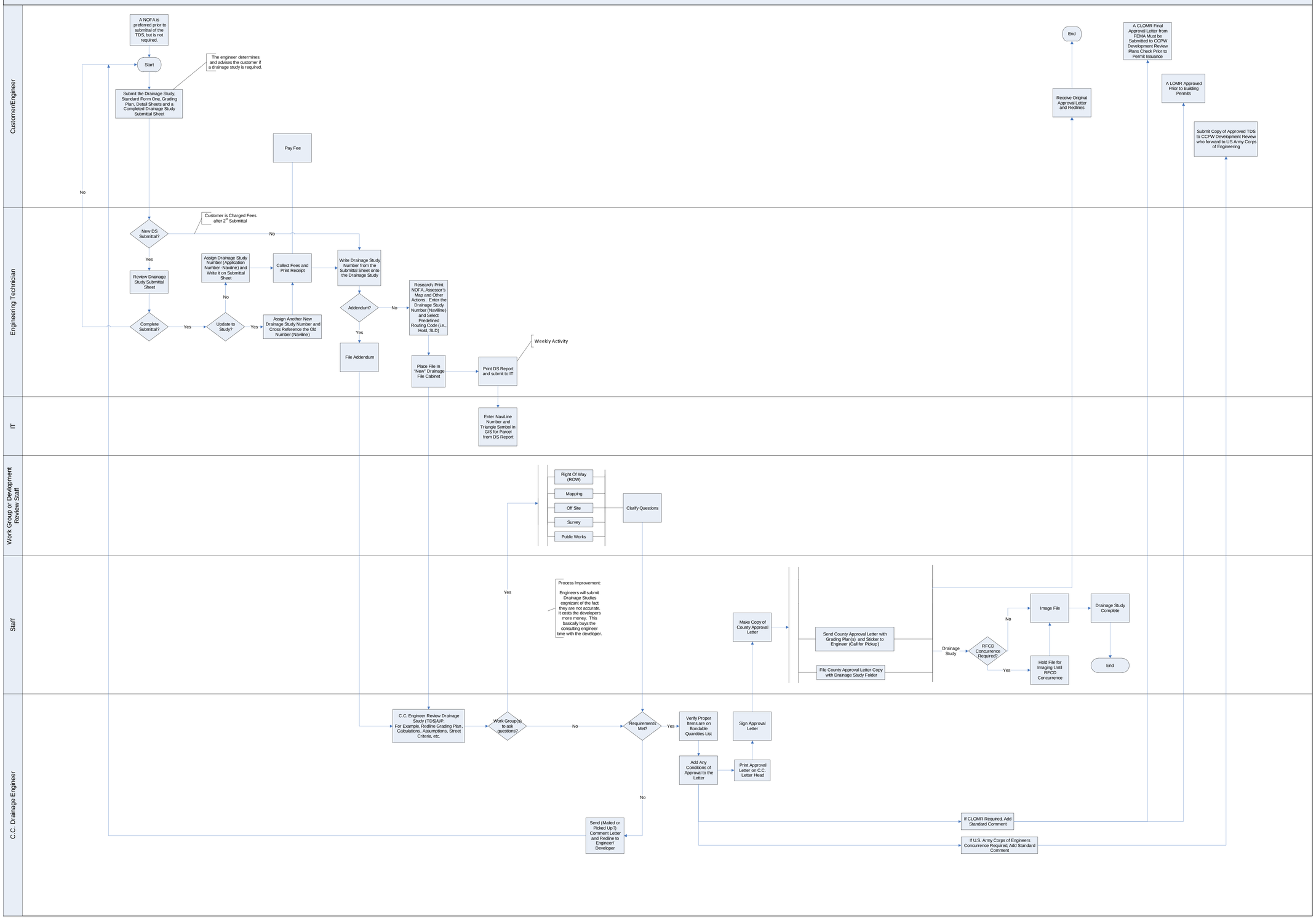


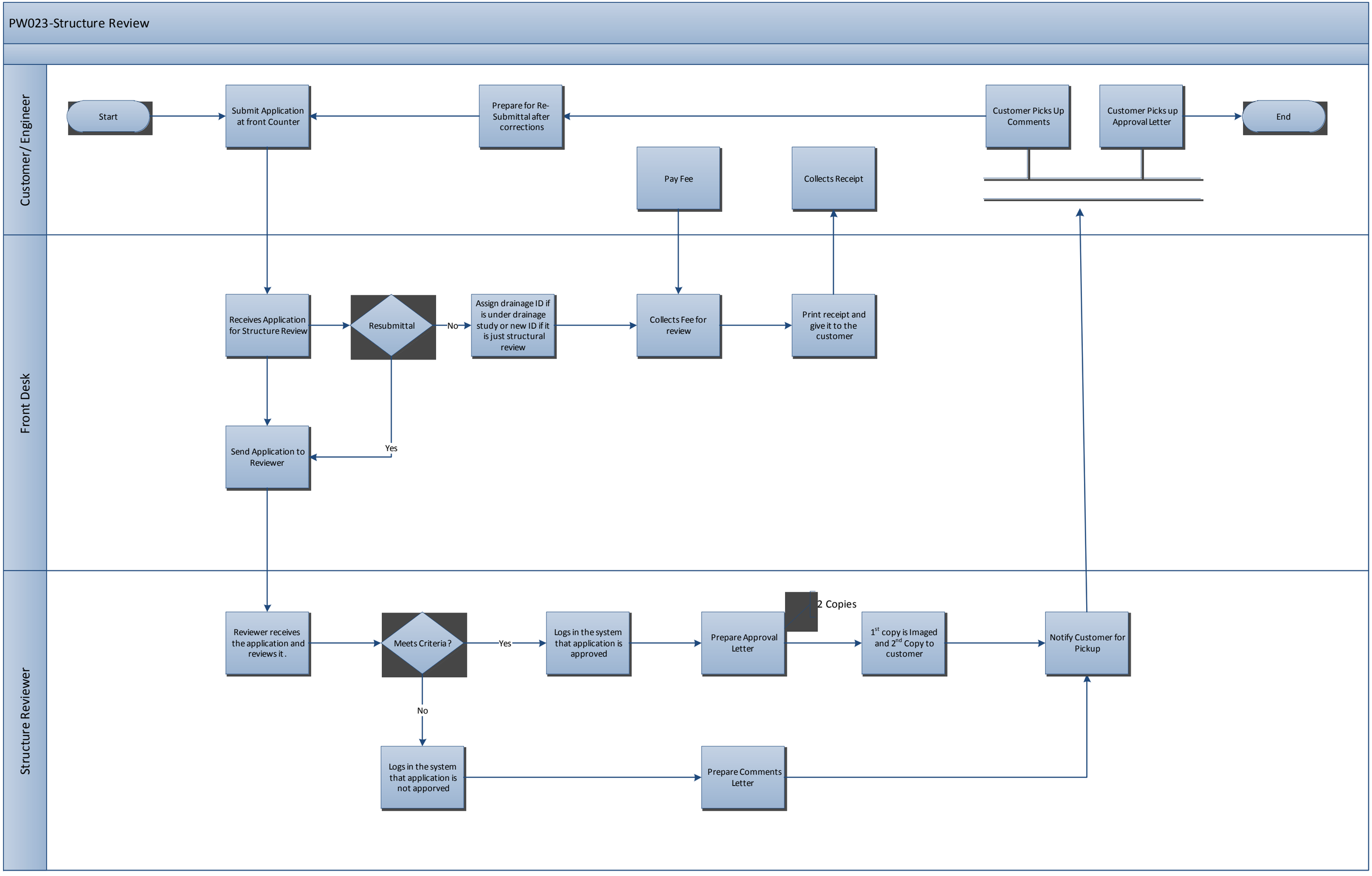
PW020-Vacation



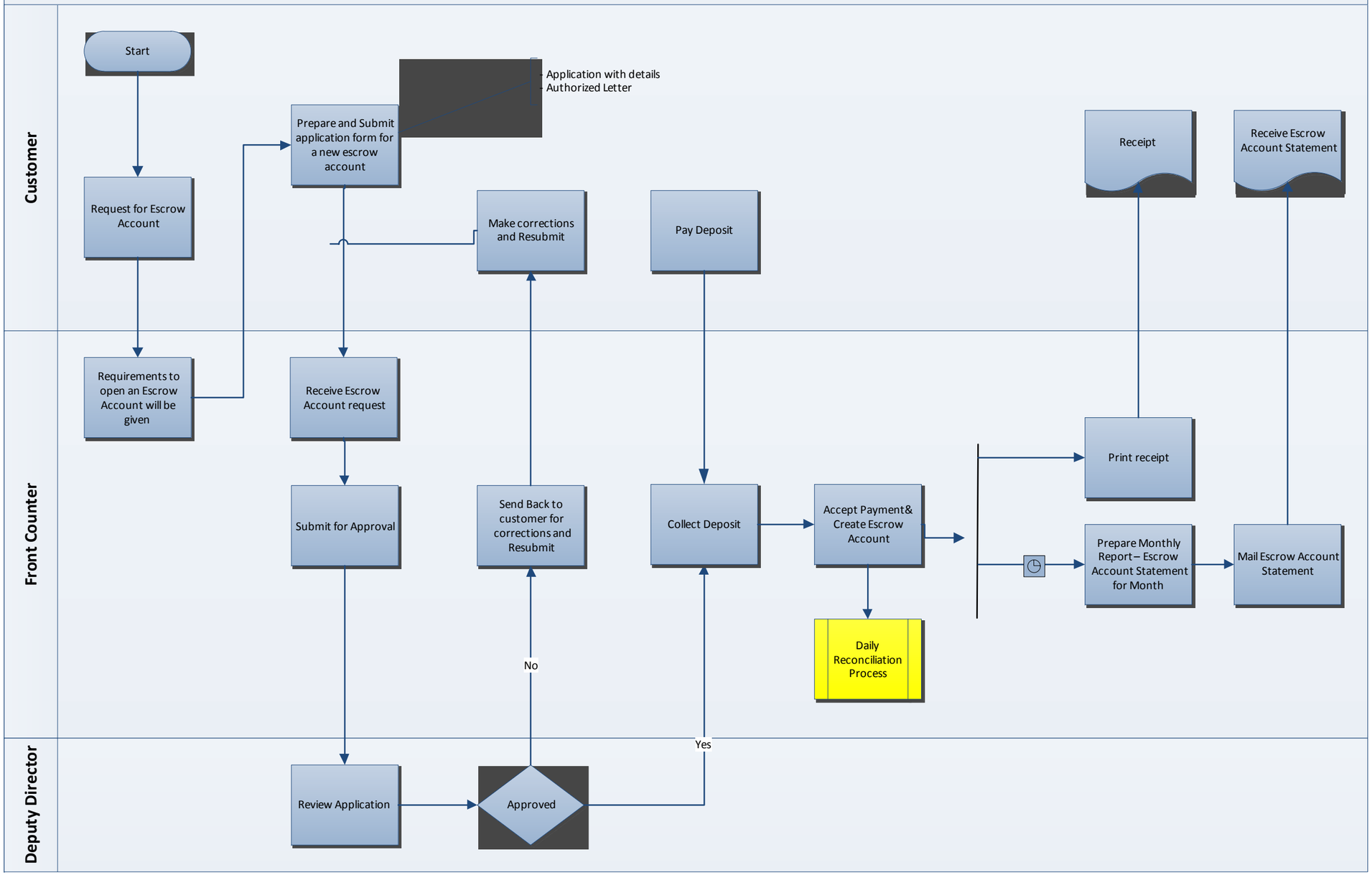

PW021-PAC Review
Customer
Engineering Technician
Zoning Plan Reviewer (Comp Planning)
Plan Reviewer
Submits Application for PAC review
Start
Request Comes from Bldg Department as part of Plan Review
Address Comments
Customer collect the Comments
Verify tracking ID and logs receiving information in the system
Review Application
BD 020- Building Zoning Plan Review
Yes
Verify meets Plan review criteria
Meets Criteria ?
No
Prepare Comments
Notify customer for pickup

PW022-Drainage Study Review




PW023-Structure Review
Customer/ Engineer
Front Desk
Structure Reviewer
Start
Submit Application at front Counter
Prepare for Re-Submittal after corrections
Customer Picks Up Comments
Customer Picks up Approval Letter
End
Pay Fee
Collects Receipt
Receives Application for Structure Review
Resubmittal
No
Assign drainage ID if is under drainage study or new ID if it is just structural review
Collects Fee for review
Print receipt and give it to the customer
Yes
Send Application to Reviewer
Reviewer receives the application and reviews it .
Meets Criteria ?
Yes
Logs in the system that application is approved
Prepare Approval Letter
2 Copies
1st copy is Imaged and 2nd Copy to customer
Notify Customer for Pickup
No
Logs in the system that application is not apporved
Prepare Comments Letter

PW060-Finance-Escrow Account



Process Scenario:
1) Escrow account is needed or needs to be maintained

System Constraints:
-Unable to print statement specific to a contractor

Business Rules :
-Any escrow activity requires submission/request in writing.
-Customer can maintain only one escrow account
-Initial deposit to open an escrow account is $5000
-Applicant should bring authorized letter from the company to open an escrow account
-Authorized users are added to escrow account

Triggers:
-Customer submits escrow account form or letter

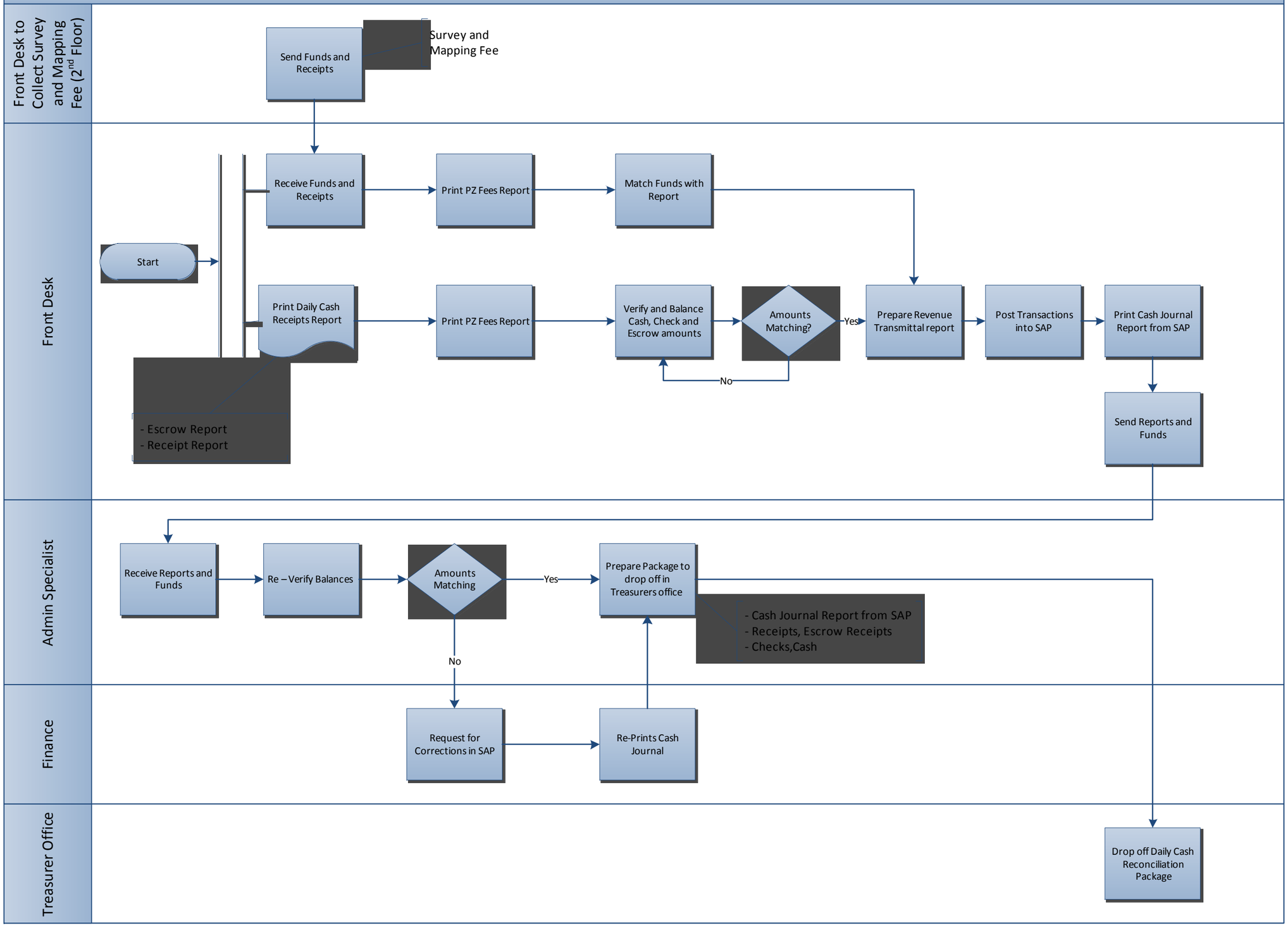
Goals:
-Create new escrow account
-Maintain funds in escrow account
-Maintain list of authorized users
-Deactivate escrow account

Gaps/Issues:
1. Escrow accounts that have a zero balance for an extended period of time are not closed. Future-automatically close account if no funds after 6 months from opening
2. Customer can only pay by cash or check
3. Escrow applications are not scanned in/electronically stored and instead are stored in a binder
4. Escrow account funds are not claimed after completion of project

Roles:
Customer- Can be an internal (Clark County contractor or employee) or external person (not employed via Clark County or servicing Clark County)
Front Desk- Public Works staff responsible for assisting customers

Systems:
Naviline

PW061– Finance – Balance Daily Cashier Deposit



Process Scenario:
Daily activity of balancing cash receipts and creating the deposit for previous days funds

System Constraints:
-If "Print/Create cash receipt" is not checked in Naviline, transaction does not show up on daily cash receipts
-If any adjustments are made in Naviline, the date of the actual adjustment - on the escrow activity report-goes back to the date of the original transaction instead of the date the adjustment was made on.

Business Rules :
-All adjustments must be approved by management

Gaps/Issues:
1. Need in the system a daily breakdown of funds paid to Escrow versus, Overtime, versus payments for Permits

Systems:
Naviline