

**CITY OF HENDERSON
DEVELOPMENT SERVICES CENTER
ADVISORY COMMITTEE
MINUTES
February 5, 2008**

I. Call to Order

Chairman Mark Johnson called the City of Henderson's Development Services Center Advisory Committee meeting to order at 7:48 a.m., in the Westgate Conference Room, 240 Water Street, Henderson, Nevada.

PRESENT: Chairman Mark Johnson
Vice-Chairman Leo Durant
Diana Bossard
Steve Hanson
Christine Kidd
Ralph Murphy
Richard Serfas

ABSENT: Warren Hardy (excused)
John Stewart (excused)

STAFF: Mark Calhoun, Assistant City Manager
Bristol Ellington, Assistant City Manager
Monica Simmons, City Clerk
Mike Bouse, Director of Building and Fire Safety
Stephanie Garcia-Vause, Director of Community Dev.
Bob Murnane, Director of Public Works
Robert Herr, Assistant Director of Public Works
Keith Vyeniello, Manager of IT Public Safety Services Div.
Lisa Reiss, Secretary II

GUESTS: Senator Richard Bryan
Bill Honjas, Optim
John Louie, Nevada Seismological Laboratory
Ron Lynn, Clark County Building Department
Satish Pullammanappallil, Optim
Connie Suckling, Southern NV Homebuilders Association
Brian Scroggins, Associated Builders and Contractors

II. Confirmation of Posting and Roll Call

Ms. Reiss 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.

III. Acceptance of Agenda

Chairman Johnson asked that we move Item No. 3 (Earthquake Parcel Map Classification) to Item No. 1 on the agenda to allow the guest speakers for this item the opportunity to leave after their presentation if necessary.

(Motion)

Mr. Durant introduced a motion as such; seconded by Ms. Kidd. The vote favoring approval was unanimous. Chairman Johnson declared the motion carried.

IV. Approval of Minutes – Committee Meeting, November 6, 2007

The minutes for the November 6, 2007 meeting were unanimously accepted as presented.

V. New Business

1. Earthquake Parcel Map Classification

Christine Kidd, Manager of the Development Services Center, stated that the DSC Steering Committee has already seen a presentation of the proposed earthquake map classification system and informed the group that Clark County is moving forward with this project.

Senator Bryan distributed a hand-out: Large Scale Earthquake Parcel Classification Mapping for the City of Henderson. He, along with Bill Honjas from Optim and Ron Lynn from the Clark County Building Department, gave a brief presentation.

Senator Bryan pointed out to the committee that Nevada is one of the most active earthquake zones within the United States. He stated that they are here to propose a large scale earthquake parcel classification for the City of Henderson. He noted that if the City decides to move forward with this project, it can be done concurrently with Clark County, which would provide

significant savings for the City. Some of the project benefits that were presented included providing a uniform method for compliance for existing legal requirements; increasing public safety and awareness to builders, contractors, and developers; eliminating the need for costly independent seismic evaluations; and helping with advance planning. Senator Bryan also pointed out that this is a non-intrusive/non-invasive system.

Mr. Lynn added that this proposal and concept complies with the intent of the International Building Codes which is followed by all entities. He confirmed that there is no annual maintenance cost for this project; just a one-time fee with no hidden costs. He also confirmed that there would be no finance charge if the City decided to pay over two years instead of a one-time payment. It was clarified that the \$875,000 is the total cost if done in tandem with Clark County. When asked the question if other cities have been approached with this project, Mr. Lynn stated that the original presentation was made in front of the Southern Nevada Building Officials and was well received; however there is no building official for the City of Las Vegas or North Las Vegas.

A discussion arose regarding if this was an appropriate expense for the DSC Enterprise Fund. Ms. Kidd stated that this proposal was brought to the DSC Steering Committee and received approval. She also confirmed that the City Attorney would be contacted for their approval on the content of the agreement. Regarding the same topic, Mr. Lynn stated that, in regards to Clark County, it was determined that this is an appropriate use of funds due to the fact that these funds would go directly back to the development community.

In answer to a question regarding the possible augmentation of fees to cover the cost of this project, Mike Bouse, Director of Building & Fire Safety, stated that the City has enough funds at this time to cover the cost and an augmentation would need to be approved by City Council. He also stated, when asked his opinion, that he feels this project would be a great benefit to everyone.

Note: Please see attached handout for additional information.

(Motion)

Chairman Johnson introduced a motion recommending City Staff prepare the appropriate report regarding the proposed Earthquake Parcel Classification Mapping System to take forward to City Council with the condition that the City Attorney gives approval of the contract and that there will be no additional cost to the permittee at this time. The vote favoring approval was unanimous. Chairman Johnson declared the motion carried.

2. DSC Performance Report

The DSC performance report was distributed and Ms. Kidd gave a brief presentation. Areas of discussion included: Monthly Construction Valuation, Annual Building Permit Valuation, Single-Family Residential Permits, Front Counter Transactions, Average Customer Wait Times, Time Spent with Customers, Plan Review Performance, Status of Projects in the Plan Review Queue, Plan Sets Processed, Industry Report Card, Financial Performance, DSC Revenues from Fees, Total Working Capital, and Prepaids Total Work in Progress.

In response to a question asked regarding if the other entities are seeing the same declines, Ms. Kidd stated that most others are experiencing the same declines; however Henderson is probably showing slightly higher numbers than Clark County in commercial permits, but showing very similar for residential permits.

Note: Please see attached handout for additional information.

3. Financial Report

Steve Hanson, Director of Finance, distributed the DSC Enterprise Fund and Revenue Analysis reports and gave a brief summary.

Some of the areas Mr. Hanson pointed out included operating revenues which were up \$1.2 million from last month, as well as operating expenses (salaries and wages) which were up \$1.47 million from last month or approximately \$250,000 more than the revenue that was taken in during the month of January. Mr. Hanson also made note of the net income numbers which showed a net loss of \$880,193 (through January 31) compared to last month's numbers which was a positive \$383,000 (through December 31).

He stated that these figures are not completely unexpected due to the current economic and financial environment, but assured the group that they will be monitoring these numbers very closely.

Responding to a question posed by Mr. Murphy as to why expenses show higher in January, Ms. Kidd informed the group of the following December expenditures: \$330,000 for ToughBooks for Building & Fire Safety; \$26,000 for vehicle purchase; \$45,000 for Oracle Software; \$20,000 for part of the Moser Facility remodel (doors changed to key-card entry); and \$13,000 for the DSC interior remodel. Mr. Hanson also mentioned the three major projects in the works: Moser Facility Remodel and Fire Station Expansion – both approximately \$890,000 per project, and the proposed Earthquake Parcel Classification System – approximately \$875,000; summarizing to the group

that the capital expenditure reduction over the working capital balance is about \$2.4 million without regards to any operating loss that is incurred.

Note: Please see attached handout for additional information.

4. DSC Approved Budget for FY09

Ms. Kidd gave a brief summary of the Performance Objectives Report that was distributed. The first item was for an additional Senior Administrative Analyst for the DSC Administration Office which would report directly to Ms. Kidd. She stated that the request for an additional employee was necessary due to the additional duties that have been taken over by the DSC Administration Office. Ms. Kidd stated that they will be able to recruit for this position July 1, 2008, however, if the capital balance has not changed, she will not be recruiting at that time.

The second item on the report was for the Public Works Quality Control Division for the replacement of handheld devices that are used by the inspectors in the field. It was explained that this would be an upgrade from the IPAQ equipment they are currently using to ToughBooks which will be much more useful and beneficial.

Note: Please see attached handout for additional information.

(Motion)

Mr. Durant introduced a motion to approve the FY09 Performance Objective Budget items; seconded by Chairman Johnson. The vote favoring approval was unanimous.

5. University of North Carolina Site Visit – January 24, 2008

Ms. Kidd informed the group that as part of the University of North Carolina's benchmarking process where the City of Henderson's Development Services Center was chosen as one of the top three in the nation, the University came to the City for a site visit on January 24. Ms. Kidd will continue to work with the University and advised that they will be preparing a final report, once all three cities have been visited. The other two cities that were recognized are the City of Tallahassee and the City of San Diego; both of which she and two members of Building & Fire Safety and one member of Community Development will be touring in the next couple of months.

VI. Public Comment:

Mr. Durant asked for an update on the Moser Facility and Fire Station Expansion. Bob Murnane, Director of Public Works, stated that both projects are very close to being bid out; by next quarter we can expect they will be accepted, awarded, and under way.

VII. Set Date and Time of Next Meeting:

The next meeting of the Development Services Center Advisory Committee was set for May 6, 2008, at 7:45 a.m. in the Westgate Conference Room of City Hall.

VIII. Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 8:43 a.m.

Respectfully submitted,

Lisa Reiss, Secretary