

**CITY OF HENDERSON
DEVELOPMENT SERVICES CENTER
ADVISORY COMMITTEE
MINUTES
May 6, 2008**

I. Call to Order

Chairman Johnson called the City of Henderson Development Services Center Advisory Committee meeting to order at 7:50 a.m. in the Westgate Conference Room, 240 Water Street, Henderson, Nevada.

II. Confirmation of Posting and Roll Call

Ms. Lisa 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.

PRESENT: Chairman Mark Johnson
Diana Bossard
Leo Durant
Steve Hanson
Christine Kidd
Richard Serfas
John Stewart

EXCUSED: Ralph Murphy (excused)
Warren Hardy

STAFF: Bristol Ellington, Assistant City Manager
Robert Murnane, Director of Public Works
Stephanie Garcia-Vause, Director of Community Development
Robert Herr, Asst. Director of Public Works
Randy Robinson, Deputy Director of Utility Services
Sabrina Mercadante, Administrator of Archives and Records
Mo Jadid, Asst. Director of Building and Fire Safety
Kevin Sansom, Project Manager
Rod Streets, Senior Financial Analyst
Lisa Reiss, Secretary II
Tedie Jackson, Minutes Clerk

GUEST: Connie Suckling, Southern NV Homebuilders Association

III. Acceptance of Agenda

(Motion) Mr. Durant introduced a motion to accept the agenda as submitted, seconded by Ms. Bossard. The vote favoring approval was unanimous. Chairman Johnson declared the motion carried.

IV. Approval of Minutes – February 5, 2008

(Motion) Mr. Durant introduced a motion to approve the February 5, 2008, Development Services Center Advisory Committee minutes as submitted, seconded by Ms. Bossard. The vote favoring approval was unanimous. Chairman Johnson declared the motion carried.

V. New Business

1. DSC Performance Report

Christine Kidd, Manager of the Development Services Center, gave a PowerPoint presentation for the month ended March 31, 2008, regarding construction activity, monthly construction valuation, annual building permit valuation, single-family residential permits, and all residential permits. She also reviewed daily customer transactions and the development industry report card.

2. Financial Report

Steve Hanson, Finance Director, distributed and reviewed the Development Services Enterprise Fund as of April 31, 2008.

Responding to a question by Mr. Stewart regarding the state mandate on working capital, Mr. Hanson explained that the working balance funds at the end of each fiscal year may be no greater than the annual operating expenses plus 50 percent of the working capital budget. If the City does not meet the goal by June 30, we have one year to reduce the working balance funds.

Christine Kidd, Manager of the DSC, commented that staff will send committee members the Nevada Revised Statutes regarding the state mandates on working capital.

3. Approved Budget for Fiscal Year 2009

Christine Kidd, Manager of the DSC, distributed a corrected copy of the Performance Objectives for FY 2008/2009, and pointed out that the second item should have been for the DSC Manager's Office to hold more frequent meetings, luncheons, and congratulatory celebrations for employees, in the amount of \$5,000. This replaces the incorrect item which was for the

replacement of IPAQ handheld devices. This was an item for the previous fiscal year.

(Motion) Ms. Bossard introduced a motion recommending approval of the budget for Fiscal Year 2009, as amended, seconded by Mr. Durrant. The vote favoring approval was unanimous. Chairman Johnson declared the motion carried.

4. Fire Station 98 Expansion Update

Christine Kidd, Manager of the DSC, reported that staff intends to continue those plans through the building permit process, gain approval, and wait to begin construction until finances are more stable.

5. DSC Economic Downturn Policy

Christine Kidd, Manager of the DSC, distributed and reviewed the DSC Economic Downturn Contingency Plan DSC Policy 004. She commented that staff believes the City is currently in Phase 1; however, staff is implementing portions of other phases such as cross training, vacancy savings, and discretionary spending freezes. She noted that staff has attempted to be proactive and make adjustments as needed.

Mr. Stewart commented that he believes the cautious steps that have been taken are appropriate.

6. Proposed City of Henderson Building and Fire Safety Administrative Code

Mo Jadid, Asst. Director of Building and Fire Safety, explained that the document the City adopted in the past with local modifications was based on a code that is not published anymore. Staff would prefer to have our own administrative code and has created a rough draft that is currently being reviewed internally. Mr. Jadid distributed a memorandum of notice for industry representatives.

Responding to a question by Mr. Durant as to whether there will be major changes in the proposed City of Henderson Building and Fire Safety Administrative Code, Mr. Jadid replied that no major changes are proposed; however, some of the areas that have been changed include permitting requirements, additional exemptions, inspection processes, and language clarifications. He noted that there will be no special inspection fees.

VI. Public Comment

There were no comments presented by the public.

VII. Set Date and Time of Next Meeting

The next meeting of the Development Services Center Advisory Committee was set for August 5, 2008, at 7:45 a.m., in the Westgate Conference room, City Hall, Henderson, Nevada, 89015.

VIII. Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 8:35 a.m.

Respectfully submitted,

Tedie Jackson, Minutes Clerk