

**CITY OF HENDERSON
DEVELOPMENT SERVICES CENTER
ADVISORY COMMITTEE
MINUTES
November 4, 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
Steve Hanson
Christine Kidd
Ralph Murphy
Richard Serfas

EXCUSED: Vice-Chairman Leo Durant
Warren Hardy
John Stewart

STAFF: Monica Simmons, City Clerk
Mike Bouse, Director of Building Fire and Safety
Bob Murnane, Director of Public Works
Dennis Porter, Director of Utility Services
Tracy Foutz, Asst. Director of Community Development
Rob Herr, Asst. Director of Public Works
John Penuelas, City Traffic Engineer
Tom Wolch, Transportation Program Coordinator
Jill Lynch, Budget Manager
Lisa Reiss, Secretary II
Tedie Jackson, Minutes Clerk

III. Acceptance of Agenda

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

IV. Approval of Minutes – August 5, 2008

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

V. New Business

1. Election of Officers – Chair and Vice-Chairman)

(Motion) Ms. Bossard nominated John Stewart for Chairman. The vote favoring approval was unanimous.

(Motion) Mr. Johnson nominated Leo Durant for Vice-Chairman. The vote favoring approval was unanimous.

2. Proposed Changes to Traffic Study Guidelines (John Penuelas)

John Penuelas, City Traffic Engineer, distributed and reviewed a handout entitled “Traffic Impact Analysis Guidelines.” He reported that due to recent inquiries, staff proposes five major changes as outlined in the handout. Mr. Penuelas stated that the next step will be to solicit input from other traffic engineers and industry members. He will provide an update to this committee after gathering their feedback.

3. Fee Validation Study Delay

Christine Kidd, DSC Manager, reported that staff recommends this study be delayed due to the economic downturn and financial concerns. She noted that there are ongoing communications and possible options to perform portions of the study at a later time.

4. DSC Quarterly Performance Report

Christine Kidd, DSC Manager, gave a PowerPoint presentation for the month ended September 2008, regarding the plan review performance statistics, permit activity and valuation statistics, inspection activity, front counter performance measures, and financial performance.

5. Financial Report

Steve Hanson, Finance Director, distributed and reviewed the Development Services Enterprise Fund as of October 31, 2008. He stated that October resulted in very low revenues and was a globally difficult month. Mr. Hanson distributed and reviewed graphs regarding working capital and revenues and operating expenses. The City is seriously researching a massive restructure of the DSC. He noted that City Manager Mary Kay Peck has appointed a committee to develop a five-year financial projection plan. Mr. Hanson also mentioned that the City is exploring a Citywide early retirement buyout program.

There was a consensus that the DSC Advisory Committee schedule a special meeting to review the projection plan.

Ms. Kidd said the City Manager has asked all departments to reduce their operating budgets by ten percent. She noted that they are working to find vacant positions in the General Fund for DSC staff.

Mr. Murphy stated that it is important to track trends for residential and commercial development.

Responding to a question by Chairman Johnson regarding layoffs or salary adjustments, Mr. Hanson explained that the City wants to minimize layoffs as much as possible.

VI. Public Comment

There were no comments presented by the public.

VII. Set Date and Time of Next Meeting

A special meeting of the Development Services Center Advisory Committee was scheduled for December 9, 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 8:30 a.m.

Respectfully submitted,

Tedie Jackson, Minutes Clerk