

**CITY OF HENDERSON
DEVELOPMENT SERVICES CENTER
ADVISORY COMMITTEE
MINUTES
February 3, 2009**

I. Call to Order

Chairman Stewart 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 John Stewart
Vice-Chairman Leo Durant
Diana Bossard
Steve Hanson
Mark Johnson
Christine Kidd
Richard Serfas

EXCUSED: Warren Hardy
Ralph Murphy

STAFF: Monica Simmons, City Clerk
Mark Calhoun, Assistant City Manager
Mike Bouse, Director of Building Fire and Safety
Stephanie Garcia-Vause, Director of Community Development
Dennis Porter, Director of Utility Services
Chris Wilding, Chief Information Officer
Rob Herr, Asst. Director of Public Works
Doug Stevens, Fire Chief
John Penuelas, City Traffic Engineer
Tom Wolch, Transportation Program Coordinator
Lisa Reiss, Secretary II

III. Acceptance of Agenda

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

IV. Approval of Minutes – December 9, 2008

(Motion) Ms. Kidd introduced a motion to approve the December 9, 2008, Development Services Center Advisory Committee minutes as submitted, seconded by Mr. Durant. The vote favoring approval was unanimous. Chairman Stewart declared the motion carried.

V. New Business

1. TIA Guideline Changes & Feedback from Consultant Community (John Penuelas)

John Penuelas, City Traffic Engineer, stated that in an effort to revise the Traffic Impact Analysis (TIA) guidelines to make more current, his department reviewed the guidelines to come up with a first draft in which they presented to the engineering community for their comments/concerns. Once comments were received back, they incorporated them into a second draft. Mr. Penuelas would like to finalize these guidelines and present to the engineering community as a final copy. Mr. Johnson gave his appreciation for the process that the Traffic Department went through in order to obtain all of the necessary information. There were no concerns or questions regarding the revised guidelines. Mr. Penuelas stated he will send out the final guidelines to the entire engineering community and will also post to the City's website.

2. DSC Quarterly Performance Report

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

In response to a question by Mr. Durant regarding the number of permit refund requests that have been received, Ms. Kidd stated that there have been some requests for refunds and that the DSC is currently working on a refund process to ensure that refunds are done correctly and that no infrastructure improvements are left incomplete.

In response to a question by Mr. Durant, Ms. Kidd confirmed that there is still a down-trend in commercial permits.

3. Financial Report

Steve Hanson, Finance Director, distributed and reviewed the Development Services Enterprise Fund handouts, which included information on working capital and also revenues and operating expenses, as of January 31, 2009. Also included was a handout on the DSC's five year projections. Regarding revenues and operating expenses, he explained that there are a few months that show higher expenses due to months that had three pay periods, retro-active pay that was given to union employees, and also adjustments that were made for the reclassification of some of the building inspector positions. Mr. Hanson also stated that on April 2, 2009 they will have made all necessary position adjustments which means that those employees who needed to be moved out of the DSC fund will have been relocated, laid-off, or would have accepted the voluntary separation package. He stated that once this happens, the revenues and operating expenses should start to show more similar numbers.

Mr. Hanson highlighted the ending working capital for 2010/11 on the five year projection handout which showed \$542,523 and stated that this number reflects all the cost savings that was integrated into the budget. He advised that these five year projections are monitored and updated monthly and will continue to provide updates at the quarterly meetings.

In regards to the year-to-date information, Mr. Hanson highlighted the year-to-date total working capital amount of \$9,390,050. He stated that due to today's changing financial environment, information gets outdated rather quickly so as far as a management tool, the five year projection and revenue and operating costs are used much more frequently.

Chairman Stewart posed a question regarding the similarity between the projected DSC revenues for licenses and permits for 2008/09 and 2009/10. He asked what the projections were based on and how they compare to the last seven months. Mr. Hanson and Mike Bouse, Director of Building and Fire Safety, responded. It was stated that October 2008, which was the lowest revenue month to date, was used to make projections for the following year. The projections were made in early December and when December's revenues came in, they were much lower than anticipated which meant that their overall projections could be off \$2.5 to \$3 million. It was also stated that January's revenues have come back sharply and some additional revenue is expected for February. Mr. Bouse is looking at the valuation of permits being issued and if it drops below \$100 million, they will be looking at a second round of lay-offs. In addition, Mr. Bouse stated that he will be analyzing the first quarter of the year which will help determine what to expect for the upcoming months.

Mr. Hanson briefly discussed the portion of "deferred charges added back to budget" which was shown on the five year projection handout. He also mentioned that Public Works has been doing a great job of charging their time (of approximately 10 employees) to outside projects. However, Mr. Hanson stated that in approximately two years, they do not see these projects bringing in revenue, so at that time if the economy has not improved, these employees will also have to be let go. This information is not reflected in the five year plan. Chairman Stewart stated that he understands that there are many factors that are being taken into consideration when devising and updating the five year projections. However, he pointed out that the main concern of the Board is to make certain that the DSC has the means to maintain the service levels that have been promised to the development community and remains positive that DSC management will fund and staff appropriately to ensure these levels.

In response to a question posed by Mr. Johnson regarding the status of staffing in the DSC and the results of the voluntary separation package, Ms. Kidd stated that approximately five or six positions will be or have already been vacated due to the separation package and in addition seven or eight positions have been placed in other areas of the City; these positions include inspectors, managers, planners, permit technicians, and one secretary. Ms. Kidd advised that anyone planning on accepting the separation package must have their paperwork submitted to Human Resources by 5:00pm on Thursday, February 5, 2009. Once all of the information has been received by Human Resources, all department heads will be notified. Ms. Kidd stated that the DSC Steering Committee will be meeting next week to discuss the results and what the next steps are for the remaining employees that have yet to be relocated.

In response to a question posed by Mr. Durant regarding the validity of the Regional Transportation Commission of Southern Nevada's (RTC) mass transportation project planned for Boulder Highway that will link Henderson to downtown Las Vegas, Rob Herr, Assistant Director of Public Works, stated that although original plans have changed (previous discussions stated that the transit would run in a widened median of Boulder Highway, but now show it will run in the outside lanes) it is a project that they are proposing to move forward with and that it will be very similar to the transportation project in North Las Vegas.

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 May 5, 2009, 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 8:28 a.m.

Respectfully submitted,

Lisa Reiss, Secretary II