

**CITY OF NORTH LAS VEGAS  
SPECIAL CITY COUNCIL MEETING MINUTES**

October 5, 2005

**CALL TO ORDER:** 4:33 P.M.

**ROLL CALL:** **COUNCIL PRESENT:**

Mayor Michael L. Montandon  
Mayor Pro Tempore William E. Robinson  
Councilwoman Stephanie S. Smith  
Councilman Shari Buck  
Councilman Robert L. Eliason

**STAFF PRESENT:**

City Manager Gregory Rose  
City Attorney Sean McGowan  
City Clerk Karen L. Storms  
Finance Director Phil Stoeckinger  
Fire Chief Al Gillespie  
Planning and Development Deputy Director Kenny Young  
Planning and Development Manager Marc Jordan  
Deputy City Clerk Anita Sheldon

**VERIFICATION:** Karen L. Storms, CMC  
City Clerk

**BUSINESS:**

**1. DISCUSSION AND/OR ACTION REGARDING PROPOSED POLICY 8.04 - CASH MANAGEMENT PRACTICES.**

Finance Director Phil Stoeckinger advised the City had increased from approximately 45,000 to in excess of 180,000 in population, with over 60,000 utility accounts. The four areas included in the proposed cash management policy were:

1. General Cash Handling Practices
2. Check Acceptance Policies and Procedures
3. Petty Cash Funds and Collection Accounts
4. Accounts Receivable and Collection

Director Stoeckinger stressed the importance of employees who were responsible for handling cash being properly trained in standard operating procedures, such as cashiering and receipting procedures, payment processing, endorsements and bank deposits, safeguarding of monetary assets, verifications and reconciliations and accounting and record-keeping.

Director Stoeckinger also explained the importance of coordinating the accounts receivable and collection functions. He advised an effort was being made to ensure all accounts receivable City-wide were integrated with Oracle or non-Oracle software, such as Hansen and Maximus.

Director Stoeckinger stated a schedule of "write-offs" would be prepared in November or December and turned over to a collection agency to maximize collection efforts.

In response to a question by Mayor Montandon, Director Stoeckinger stated there would be two employees conducting a check-and-balance of cash at all times. In addition, City Manager Rose advised the City auditor randomly conducted unannounced audits of various City departments.

Mayor Pro Tempore Robinson asked if an employee would be responsible for reimbursing the City for a monetary discrepancy. City Manager Rose responded there was currently no policy in place requiring an employee to pay back the amount of the discrepancy. However, if it were discovered a pattern existed, the matter would be further investigated. Director Stoeckinger advised if an employee had a shortage of over five dollars more than one time in a six-month period, the employee would be subject to disciplinary action.

City Manager Rose requested direction from Council as to how to proceed with the proposed policy. Mayor Montandon felt the policy was an administrative process and should be managed by Staff.

Councilman Buck requested Council be kept informed of any policy implementation or changes.

ACTION: DISCUSSION HELD

**2. DISCUSSION AND/OR DIRECTION REGARDING THE PROPOSED AMENDMENTS TO THE SMALL LOT DEVELOPMENT STANDARDS; DIRECTION TO STAFF TO WORK WITH SOUTHERN NEVADA HOMEBUILDERS ASSOCIATION REGARDING THE PROPOSED AMENDMENTS.**

Planning and Development Manager Marc Jordan summarized the proposed changes discussed at the Planning Commission meeting and the Joint City Council and Planning Commission meeting. Some of the changes were to delete the 80-acre minimum requirement and the creation of an amendment to density requirements to be consistent with the Comprehensive Plan. A new designation was added to allow up to ten units per acre and a proposed amendment to Type I and Type II references, specifically the ability to have more than 30% Type I lots and not be confined to 150 lots per village. Manager Jordan explained it was proposed to strike Type II; however, the minimum lot size would remain at 2700 square feet with a minimum lot width of 35 feet and a

minimum lot depth of 70 feet. Another proposed change was to amend the language to read "should", rather than "shall" when addressing single-story homes adjacent to corner or entry lots. A provision was added for a zero lot line development which would allow a zero lot line on one side with a ten-foot setback required on the other side.

Manager Jordan advised many references to Type II had been deleted from the proposed ordinance, as well as references to street-calming devices, a speed bump example and suggested architectural styles, in order to simplify the small lot development standards. He asked for direction from Council as to how to proceed with the changes and requested approval to work with the Southern Nevada Homebuilders Association.

When asked by Councilwoman Smith if it would be possible to limit the number of acres in a small lot parcel, Manager Jordan responded it was something that could be considered. He felt there would not be many instances where the acreage would be large enough to pose a problem but asked for direction from Council on how to proceed. Mayor Montandon agreed acreage restrictions should be included in the design guidelines.

**ACTION: DISCUSSION HELD; STAFF TO WORK WITH SOUTHERN NEVADA HOMEBUILDERS ASSOCIATION**

## **PUBLIC FORUM**

There was no public participation.

## **ADJOURNMENT**

**ACTION: THE MEETING ADJOURNED AT 5:07 P.M.**

**MOTION:** Mayor Montandon

**SECOND:** Councilman Eliason

**AYES:** Mayor Montandon, Mayor Pro Tempore Robinson, Council Members Smith, Buck and Eliason

**NAYS:** None

**ABSTAIN:** None

**APPROVED: December 21, 2005**

/s/ Michael L. Montandon  
Mayor Michael L. Montandon

## **ATTEST:**

/s/ Karen L. Storms  
Karen L. Storms, CMC  
City Clerk