

**CITY OF HENDERSON  
DEVELOPMENT SERVICES CENTER  
ADVISORY COMMITTEE  
SPECIAL MEETING  
MINUTES  
December 9, 2008**

**I. Call to Order**

Chairman Stewart called the City of Henderson Development Services Center Advisory Committee meeting to order at 7:45 a.m. in the Westgate Conference Room, 240 Water Street, Henderson, Nevada.

**II. Confirmation of Posting and Roll Call**

Ms. Lisa Reiss, Secretary II, 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  
Mark Johnson  
Diana Bossard  
Leo Durant  
Christine Kidd  
Ralph Murphy  
Richard Serfas

EXCUSED: Steve Hanson  
Warren Hardy

STAFF: Monica Simmons, City Clerk  
Mark Calhoun, Assistant City Manager  
Bristol Ellington, Assistant City Manager  
Mike Bouse, Director of Building Fire and Safety  
Dennis Porter, Director of Utility Services  
Tracy Foutz, Asst. Director of Community Development  
Rob Herr, Asst. Director of Public Works  
Doug Stevens, Fire Chief  
Jill Lynch, Budget Manager  
Lisa Reiss, Secretary II  
April Parra, Minutes Clerk

### **III. Acceptance of Agenda**

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

### **IV. Approval of Minutes – November 4, 2008**

(Motion) Ms. Bossard introduced a motion to approve the November 4, 2008, Development Services Center Advisory Committee minutes as submitted, seconded by Mr. Johnson. The vote favoring approval was unanimous. Chairman Johnson declared the motion carried.

### **V. New Business**

#### **1. DSC 5-Year Budget Plan – Chris Kidd and Jill Lynch**

Ms. Lynch and Ms. Kidd gave a PowerPoint presentation on the Five-Year Budget Plan. Areas of discussion included: Assumptions for Five-Year Projections, DSC Proposed Reductions, and Proposed Position Reorganization.

Responding to a question posed by Mr. Johnson regarding a reduction in force (RIF) Ms. Lynch stated that there will be no involuntary reduction in force until after February 1, 2009, and the voluntary severance program has been completed.

Ms. Kidd noted that November's numbers were lower than October's numbers and January's will be even worse. She also noted that residential development will probably start to pick up prior to commercial development.

Responding to a question by Mr. Stewart regarding CIP projects, Mr. Herr, Assistant Director of Public Works, stated that the projects his staff is participating in are funded projects.

Responding to questions regarding the voluntary severance program, Mike Bouse, Director of Building and Fire Safety, stated City seniority will come into play after the voluntary severance program has been completed and the severance program will be funded by the Capital Building Fund, not the General Fund or the DSC Fund.

Mr. Stewart commented that his company is receiving phenomenal service from the Development Services Center and he feels the service levels will be maintained even with a reduction in force.

Mr. Bouse agreed that high service standards are critical and he noted that systems are being put into place to ensure those service levels are met.

Responding to a question by Mr. Johnson regarding work-in-progress liability for incomplete projects, Ms. Kidd said it has been factored in and a checklist for developers is being created to make sure the City is not liable for any infrastructure needs when developers are requesting refunds on projects that have been cancelled. She also said as time goes on the numbers will be more accurate and the graphs will be updated monthly.

(Motion) Mr. Durant introduced a motion to accept the Development Services Center's Five-Year Budget Plan as submitted, Mr. Murphy seconded the motion. The vote favoring approval was unanimous. Chairman Stewart declared the motion carried.

#### **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 scheduled for February 3, 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 8:45 a.m.

Respectfully submitted,

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April Parra, Minutes Clerk