

**CITY OF HENDERSON  
DEVELOPMENT SERVICES CENTER  
ADVISORY COMMITTEE  
MINUTES  
May 5, 2009**

**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, Executive Administrative Assistant, 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  
Diana Bossard  
Leo Durant  
Steve Hanson (Left at 8:20 a.m.)  
Christine Kidd  
Ralph Murphy  
Richard Serfas

EXCUSED: Mark Johnson  
Warren Hardy

STAFF: Monica Simmons, City Clerk  
Mike Bouse, Director of Building Fire and Safety  
Stephanie Garcia-Vause, Director of Community Development  
Dennis Porter, Director of Utility Services  
Rob Herr, Asst. Director of Public Works  
Lisa Reiss, Executive Administrative Assistant  
April Parra, Minutes Clerk

### **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 Stewart declared the motion carried.

### **IV. Approval of Minutes – February 3, 2009**

(Motion) Mr. Durant introduced a motion to approve the February 3, 2009, Development Services Center Advisory Committee minutes as submitted, seconded by Ms. Kidd. The vote favoring approval was unanimous. Chairman Stewart declared the motion carried.

### **V. New Business**

#### **1. DSC Quarterly Performance Report - Chris Kidd**

Ms. Kidd distributed the report and commented that the report has changed in order to save on printing costs.

Ms. Kidd reviewed the report and noted that some projects have been late due to employee movement and training issues.

Mr. Durant commented that the reduction in revenue has mirrored the reduction in staff.

**Note: This item was heard immediately following Item IV.**

#### **2. Financial Report – Steve Hanson**

Steve Hanson, Finance Director, distributed the Financial Report and gave a brief summary. He noted that once the engineers have been moved out of the DSC Enterprise Fund he wants the DSC to be in a cost neutral position.

Mr. Hanson distributed the Financial Update Report dated April 21, 2009. Areas of discussion included DSC Working Capital, Revenue, and the DSC Summary.

Ms. Kidd reviewed the current projects and noted that all the projects are at various stages of completion.

At the request of Mr. Murphy, Ms. Kidd agreed to provide information regarding the revenue generating projects which are currently being submitted in the DSC.

A discussion ensued regarding the refund policy. Ms. Kidd stated that the logistics of the refund policy are still being developed and this issue will be revisited at a future meeting.

Responding to a question by Mr. Stewart regarding the \$5.6 million in projected salaries, Mr. Hanson stated that this number reflects the reduction in force and the movement of the engineers out of the DSC.

Responding to a question by Mr. Serfas regarding new revenue sources, Mike Bouse, Director of Building and Fire Safety, said staff is looking into a program to address foreclosures.

**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 August 4, 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 8:40 a.m.

Respectfully submitted,

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April Parra, Minutes Clerk