

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

EXCUSED: Leo Durant
Warren Hardy

STAFF: Mike Bouse, Director of Building Fire and Safety
Stephanie Garcia-Vause, Director of Community Dev.
Dennis Porter, Director of Utility Services
Richard Derrick, Assistant Finance Director
Nathan Hill, Records Supervisor
Jonna Sansom, City Engineer
Doug Stevens, Fire Chief
Chris Wilding, IT Director
Lisa Reiss, Executive Administrative Assistant
April Parra, Minutes Clerk

III. Acceptance of Agenda

(Motion) Mr. Murphy 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 – March 5, 2009

(Motion) Ms. Bossard introduced a motion to approve the March 5, 2009, Development Services Center Advisory Committee minutes as submitted, seconded by Mr. Johnson. The vote favoring approval was unanimous. Chairman Stewart declared the motion carried.

V. New Business

1. DSC Quarterly Performance Report - Chris Kidd

Ms. Kidd gave a PowerPoint presentation on the DSC Performance Report. Areas of discussion included: Total Number of Projects, Status of Projects, Development Industry Report Card, Total Plan Reviews, Civil Re-submittal and Mylar Plans, Civil Improvement Plans, Total Number of Plan Sets Processed Monthly, Single-Family Permits, Building Permits Valuation, Daily Customer Transactions, Average Customer Wait Times, Percentage of Customers Served Within Five Minutes, Average Customer Transaction Times, Building Inspections Per Inspector Per Day, Total Monthly Building Inspections, Total Monthly Inspections Public Works-Quality Control, DSC Revenues Vs. Expenses “Unaudited”, Total Working Capital “Unaudited”.

Responding to a question by Mr. Murphy regarding why the expenses spiked in June, Mr. Hanson stated that this is partly due to the employee buyouts. He noted that the numbers do not reflect that the DSC Fund was reimbursed by the General Fund.

2. Permit Types and Valuations – Chris Kidd

Ms. Kidd reported that in April there were more commercial permits, in May commercial and residential permits were equal, and in June there were more miscellaneous permits.

Mr. Johnson suggested doing a quarterly top ten list to show if there are any trends.

Responding to Mr. Murphy’s question regarding if remodels are included in the permit types, Ms. Kidd said remodels are included and they are trending upwards, mostly in commercial structures.

3. Financial Report – Steve Hanson

Steve Hanson, Finance Director, distributed the Financial Report and gave a brief summary.

The Committee had the following questions:

Q: How will the four-day workweek save money?

A: Ten to twelve people will be moving out of the DSC and staffing levels will be reduced.

Q: Will the hours of the four-day workweek be the same?

A: Yes.

Q: What are the anticipated savings for the employee reductions?

A: \$1.2 million.

Q: Have we seen the budget prior to today and has it been adopted?

A: Today is the first time the Committee has seen the budget and it has been approved by the City Council.

After some discussion, it was the consensus of the Committee that they would like to review and have input on the budget. The Committee also agreed that they would like to see the approved budget versus the working budget be circulated among the Committee members for analysis and comment. It was noted that this could be done via email and would not have to take place at a meeting.

4. Terms for Committee Members – Chris Kidd

Ms. Kidd noted that the terms expire in November and asked members who are interested in staying on the Committee to send her an email.

Ms. Kidd noted she has not heard from Warren Hardy, but will call him to see if he is still interested in serving.

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 November 3, 2009, at 7:45 a.m., in the Westgate Conference room, City Hall, Henderson, Nevada, 89015.

A discussion took place regarding the meeting schedule being altered to coincide with the budget cycle. It was determined that the proposed budget would be brought before the Committee for input and comment at the February meeting and the final budget would be available for the meeting in May.

VIII. Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 8:42 a.m.

Respectfully submitted,

April Parra, Minutes Clerk