

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

I. Call to Order

Chairman Stewart called the City of Henderson Development Services Center Advisory Committee meeting to order at 7:48 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
Mark Johnson
Christine Kidd

EXCUSED: Warren Hardy
Ralph Murphy
Richard Serfas

STAFF: Richard Derrick, Assistant Director of Finance
Stephanie Garcia-Vause, Director of Community Dev.
Rob Herr, Assistant Director of Public Works
Mo Jadid, Assistant Director of Building and Fire Safety
Bob Murnane, Director of Public Works
John Penuelas, Traffic Engineer
Dennis Porter, Director of Utility Services
Monica Simmons, City Clerk
Doug Stevens, Fire Chief
Lisa Reiss, Executive Administrative Assistant
April Parra, Minutes Clerk

III. Acceptance of Agenda

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

IV. Approval of Minutes – August 4, 2009

(Motion) Ms. Bossard introduced a motion to approve the August 4, 2009, 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. Financial Report – Steve Hanson

Steve Hanson, Finance Director, distributed the financial report and stated that the new format is due to concerns stated at the last meeting. He noted that the capital balance is down slightly from last month, but it is stabilizing.

Responding to a question by Mr. Durant regarding the source of the interest income, Mr. Hanson stated there is approximately \$9 million in investments that generate approximately 1.8 percent.

A discussion took place regarding the budget process and whether or not the Board will have an opportunity to review and have input on the budget prior to its approval.

Chairman Stewart said he does not feel it is necessary to get into each line item and is more interested in the large overhead items.

2. DSC Quarterly Performance Report - Chris Kidd

Ms. Kidd gave a PowerPoint presentation on the DSC Performance Report. She stated that the report will be changing to add more value to the 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".

A discussion ensued regarding why plans are still taking the full amount of time to review even though there are fewer plans in the queue. Ms. Kidd said she would check into this and report back to the Board.

3. Performance Report Items & Meetings w/Steering Committee Members (Chris Kidd)

Ms. Kidd said she is seeking feedback to help improve the reporting process.

4. New Procedure for Building Permits & Parcel Maps with Septic Systems (Chris Kidd)

Ms. Kidd reported that the City of Henderson has been contacted by the Southern Nevada Health District (SNHD) to discuss the City's review of parcel maps with septic systems. This is in regards to concerns of permanent structures being built over these systems. She informed the Board that a GIS layer has been added to the CityView program that shows where both active and inactive septic systems are located. The plans examiners and permit technicians will use this information to determine if the customer will need to obtain an approval letter from the SNHD prior to the permit being issued.

Ms. Kidd noted that this process is still being developed.

5. Update on Recent Permit Activity (Chris Kidd)

Ms. Kidd noted that remodels, tenant improvements, and pools represent the majority of the permit activity.

6. Fee Validation Update (Chris Kidd)

Ms. Kidd gave an update and noted that inspectors should log their time when doing inspections in order to determine how long the inspections are taking and whether the proper fees are being assessed. The team that is working on the fee validation meets on a regular basis and has decided on the scope of the project. Permit types will be selected and the internal auditor will assist with this process.

7. DSC FY11 Budget Kick-Off – November 4th (Chris Kidd)

Ms. Kidd noted that the budget kick-off meeting has been postponed.

8. Election of Officers Chair & Vice-Chair (J. Stewart)

(Motion) Mr. Johnson introduced a motion to elect Mr. Stewart to the office of Chairman, seconded by Mr. Durant. The vote favoring approval was unanimous. Chairman Stewart declared the motion carried.

(Motion) Mr. Durant introduced a motion to elect Ms. Bossard to the office of Vice Chairman, seconded by Mr. Johnson. 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 2, 2010, 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 8:51 a.m.

Respectfully submitted,

April Parra, Minutes Clerk