

**CITY OF HENDERSON
DEVELOPMENT SERVICES CENTER
ADVISORY COMMITTEE
MINUTES
February 2, 2010**

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
Richard Derrick (for Steve Hanson)
Leo Durant
Warren Hardy
Mark Johnson
Christine Kidd
Richard Serfas (arrived at 7:50 a.m.)

EXCUSED: Ralph Murphy

STAFF: Bristol Ellington, Assistant City Manager
Tracy Foutz, Assistant Director of Community Dev.
Rob Herr, Assistant Director of Public Works
Mo Jadid, Assistant Director of Building and Fire Safety
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. Johnson. The vote favoring approval was unanimous. Chairman Stewart declared the motion carried.

IV. Approval of Minutes – November 3 2009

(Motion) Mr. Johnson introduced a motion to approve the November 3, 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

Mr. Derrick distributed the financial report and gave a brief summary.

Responding to a question by Mr. Durant regarding the employee buyout, Mr. Derrick stated that the buyout is complete and all participating employees have left.

2. 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.

Responding to a question from the Committee regarding a correlation between the time the permit is issued to the inspection date, Mr. Jadid stated that it depends on the customer and how quickly they want to close it out.

3. Enterprise Fund (Chris Kidd)

Ms. Kidd distributed copies of NRS 354-59891 and stated she is working with Terri Barber and other jurisdictions to ensure compliance with the intent of the statute. She noted that they are working on rewording the statute and any suggestions should be forwarded to her for review.

Mr. Hardy commented that when this statute was drafted the legislature had no idea what to expect regarding the economic downturn. He said this is a great opportunity to work with other entities to review and revise the formula.

Responding to a question by Chairman Stewart regarding compliance, Mr. Derrick stated we are not out of compliance but are very close due to expenditures dropping quickly and the working capital not dropping as quickly.

4. Staffing Levels and Workloads (Chris Kidd)

Ms. Kidd distributed a report and reviewed the staffing levels.

A discussion ensued regarding several inspectors conducting inspections at the same location. Mr. Jadid commented that any concerns should be directed to him for follow up.

Chairman Stewart commented that he appreciates the reports as it helps to clarify some of the concerns.

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 May 4, 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 8:36 a.m.

Respectfully submitted,

April Parra, Minutes Clerk