

**CITY OF HENDERSON  
DEVELOPMENT SERVICES CENTER  
ADVISORY COMMITTEE  
MINUTES  
May 4, 2010**

**I. Call to Order**

Chairman John Stewart called the City of Henderson Development Services Center Advisory Committee meeting to order at 7:50 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  
Leo Durant  
Warren Hardy  
Mark Johnson  
Christine Kidd  
Ralph Murphy  
Richard Serfas

EXCUSED: Leo Durant

STAFF: Michael Bouse, Director of Building and Fire Safety  
Rob Herr, Assistant Director of Public Works  
Dennis Porter, Director of Utility Services  
Stephanie Garcia-Vause, Director of Community Development  
Monica Simmons, City Clerk  
Doug Stevens, Fire Chief  
Lisa Reiss, Executive Administrative Assistant  
Tedie Jackson, 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 – February 2, 2010**

(Motion) Ms. Kidd introduced a motion to approve the February 2, 2010, Development Services Center Advisory Committee minutes as submitted, seconded by Ms. Bossard. The vote favoring approval was unanimous. Chairman Stewart declared the motion carried.

### **V. New Business**

#### **1. Financial Report (Richard Derrick)**

Richard Derrick, Acting Finance Director, distributed and reviewed the financial report. He noted that the fund seems to be stabilizing and an agreement has been made with the applicable departments within the DSC to leave \$300,000 of their operating budgets unspent, thus returning the funds to the DSC working capital balance. Mr. Derrick also distributed and reviewed the working capital graph. He stated that staff has cut back on discretionary spending and reduced expenditures.

#### **2. DSC Quarterly Performance Report (Chris Kidd)**

Christine Kidd, Manager of the Development Services Center, gave a PowerPoint presentation on the DSC Performance Report ending March 31, 2010. 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, and Total Monthly Inspections Public Works-Quality Control.

#### **3. Customer Survey (Chris Kidd)**

Christine Kidd, Manager of the Development Services Center, reported that staff mailed out over 2,000 surveys and received a 24.5-percent response rate. Staff has not tallied all the responses yet, but will report out at the next meeting.

**4. Recognition of Volunteer Board and Commission Members  
(Chris Kidd)**

Christine Kidd, Manager of the Development Services Center, reported that the Development Services Center Advisory Committee is scheduled to be recognized by the City Council at the September 21, 2010, City Council meeting. The chairman or any member of the Commission will have three to five minutes to give a brief presentation regarding the accomplishments, roles, and responsibilities of this Commission.

**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 3, 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 8:08 a.m.

Respectfully submitted,

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Tedie Jackson, Minutes Clerk