

**CITY OF HENDERSON  
DEVELOPMENT SERVICES CENTER  
ADVISORY COMMITTEE  
MINUTES  
August 3, 2010**

**I. Call to Order**

Chairman John 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  
Leo Durant  
Warren Hardy (arrived at 7:57 a.m.)  
Mark Johnson  
Christine Kidd  
Ralph Murphy (arrived at 7:51 a.m.)  
Richard Serfas

EXCUSED: None

STAFF: Michael Bouse, Director of Building and Fire Safety  
Mark Calhoun, City Manager  
Jonna Sansom, City Engineer  
Michael Tassi, Current Planning Manager  
Sabrina Mercadante, Acting 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. Durant. The vote favoring approval was unanimous. Chairman Stewart declared the motion carried.

### **IV. Approval of Minutes – May 4, 2010**

(Motion) Mr. Johnson introduced a motion to approve the May 4, 2010, 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. Financial Report (Richard Derrick)**

Richard Derrick, Acting Finance Director, distributed and reviewed handouts regarding the DSC Working Capital and the Schedule of Revenues for the month ending June 30, 2010. Per a request by Chairman Stewart, Mr. Derrick will provide a projected budget at the next meeting. He noted that staff is constantly looking for opportunities to streamline and reduce costs.

Regarding the voluntary retirements, Mr. Derrick reported that 60 employees signed up for the last voluntary employee severance plan, which created 60 vacancies throughout the City. He noted that this also provides an opportunity for reorganization efforts. Mr. Derrick said staff continues to review the five-year plan on a regular basis to make sure projected revenues are reasonable.

Responding to a question by Mr. Durant as to whether department budgets are reviewed, Mr. Derrick confirmed that all department budgets are reviewed to make sure they are realistic. He commented that budgets were held flat for this year due to the economic challenges facing the City.

Chairman Stewart asked if the spreadsheet could include year-to-date numbers. Mr. Derrick agreed to add this column to the spreadsheet and also show trends from previous quarters.

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

Christine Kidd, Manager of the Development Services Center, gave a presentation on the DSC Performance Report ending June 30, 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. New Permit Type – Remodel (Chris Kidd)**

Christine Kidd, Manager of the Development Services Center, noted that staff is researching to see if any permits for minor remodels on existing tenant improvements can be done over the counter rather than sent away. Staff still needs to meet with the steering committee to get their support and input.

Mr. Serfas said he appreciates the willingness of staff to work on this effort and believes it will help respond to customer needs. He noted that tenant improvements is a very competitive market.

**4. City Council Presentation – September 21, 2010 (Chris Kidd)**

The Development Services Center Advisory Committee will be recognized by the City Council at the September 21, 2010, City Council meeting.

**5. DSC Customer Survey Comments (Chris Kidd)**

Ms. Kidd reviewed the DSC Online Survey 2010 results.

Chairman Stewart commented on the remarkable service provided by the City, especially with the decrease in staff.

**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 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 8:26 a.m.

Respectfully submitted,

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Tedie Jackson, Minutes Clerk