

**CITY OF HENDERSON
DEVELOPMENT SERVICES CENTER
ADVISORY COMMITTEE
MINUTES
November 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
Leo Durant
Warren Hardy (arrived at 8:00 a.m.)
Mark Johnson
Christine Kidd
Ralph Murphy (arrived at 7:52 a.m.)
Richard Serfas

EXCUSED: None

STAFF: Michael Bouse, Director of Building and Fire Safety
Stephanie Garcia-Vause, 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
Sabrina Mercadante, City Clerk
Lisa Reiss, Executive Administrative Assistant
April Parra, Minutes Clerk

III. Acceptance of Agenda

(Motion) Ms. Kidd 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 – August 3, 2010

(Motion) Mr. Durant introduced a motion to approve the August 3, 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

Mr. Derrick distributed the financial report and gave a brief summary. He noted that the changes in the format are based on the feedback given at the last meeting.

Responding to a question by Chairman Stewart regarding the projections, Mr. Derrick stated that things are a little better than were projected.

Mr. Derrick also stated that he will bring the five-year plan to the next meeting for the Committee members to review.

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, and Total Monthly Inspections Public Works-Quality Control.

Responding to a question from Mr. Durant regarding personnel changes due to the decrease in the number of inspections, Mr. Bouse stated they will be decreasing or moving staff as needed to trim in the area of inspections.

A discussion ensued regarding projects that are being funded by stimulus and grant monies.

Chairman Stewart commented that the Committee will need to review the feedback at the next meeting and some tough decisions may need to be made.

3. DSC Survey – Topline Results (Chris Kidd)

Ms. Kidd reviewed the survey results and a discussion ensued regarding charging a fee for expedited services.

Mr. Hardy commented that the DSC should be commended for the results of the survey as they are remarkable.

VI. Public Comment

Mike Bouse, Director of Building and Fire Safety, gave an update on the 2009 Code adoptions and noted that they will go into effect July 5, 2011.

VII. Set Date and Time of Next Meeting

The next meeting of the Development Services Center Advisory Committee was scheduled for February 1, 2011, 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 8:35 a.m.

Respectfully submitted,

April Parra, Minutes Clerk