

**CITY OF HENDERSON
DEVELOPMENT SERVICES CENTER
ADVISORY COMMITTEE
MINUTES
February 1, 2011**

I. Call to Order

Chairman Stewart called the City of Henderson Development Services Center Advisory Committee meeting to order at 7:52 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
Warren Hardy
Mark Johnson
Christine Kidd
Richard Serfas (arrived at 8:04 a.m.)

EXCUSED: Leo Durant
Ralph Murphy

STAFF: 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
Doug Stevens, Fire Chief

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 2, 2010

(Motion) Mr. Johnson introduced a motion to approve the November 2, 2010, Development Services Center Advisory Committee minutes as submitted, seconded by Mr. Hardy. 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 he is working with Council to do some reorganization including staff and expenditure items.

Responding to a question by Chairman Stewart regarding how Public Works projects will be ending soon, Ms. Kidd stated she will have to research this item; however, some of the larger projects, such as the jail expansion, will soon be completed.

A discussion ensued regarding the budgeting process. It was noted that the Committee will have another opportunity to see the revised budget in May prior to final approval.

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 Daily, Monthly, and Yearly Reviews; Monthly and Yearly Site Design Projects Received; Development Industry Report Card; Single Family Home and Miscellaneous Permits Issued; Civil Improvement Plans Approved; Average Customer Transactions/Times and Customer Service; Building Inspections per Inspector per Day; and Total Monthly Building and Public Works Quality Control Inspections.

A discussion took place regarding which years have been the worst overall and which years have been the worst for the DSC.

3. FY12 Budget Review (Chris Kidd)

Note: This item was heard in conjunction with the Financial Report.

Ms. Kidd gave a brief summary of the proposed item and highlighted the ways expenses have been reduced by over \$750,000.00. She noted that some of the savings are not reflected in the current document as they must go before the Assistant City Manager for approval.

Mr. Derrick briefly discussed how the City is reorganizing staffing to fully utilize skills and save money where possible.

Mr. Stewart requested additional information, regarding the reorganization, including an organizational chart, be provided at the next meeting.

Responding to a question by Ms. Bossard regarding dissolving the DSC, Mr. Derrick said this is not being considered at this time. He noted that there is some reorganization going on; however, the DSC will continue to exist at the City.

Responding to a question by Mr. Hardy regarding the budget numbers, Mr. Derrick stated the budget numbers are somewhat conservative as they did not want to “overcorrect”.

VI. Public Comment

Mo Jadid, Assistant Director of Building and Fire Safety, distributed and summarized the earthquake site classification map.

VII. Set Date and Time of Next Meeting

The next meeting of the Development Services Center Advisory Committee was scheduled for May 3, 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 8:53 a.m.

Respectfully submitted,

April Parra, Minutes Clerk