

**CITY OF HENDERSON  
DEVELOPMENT SERVICES CENTER  
ADVISORY COMMITTEE  
MINUTES  
May 3, 2011**

**I. Call to Order**

Chairman 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. Paula Harris, 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  
Christine Kidd  
Richard Serfas

EXCUSED: Warren Hardy  
Mark Johnson  
Ralph Murphy

STAFF: Bristol Ellington, Assistant City Manager  
Bob Murnane, Director of Public Works  
Mo Jadid, Assistant Director of Building and Fire Safety  
Dennis Porter, Director of Utility Services  
Rob Herr, Assistant Director of Public Works  
Michael Tassi, Current Planning Manager  
Nathan Hill, Archives and Records Administrator  
Paula Harris, Executive Administrative Assistant  
April Parra, Minutes Clerk

GUEST: Councilman Steve Kirk

### **III. Acceptance of Agenda**

(Motion) Ms. Kidd introduced a motion to accept the agenda as submitted. The vote favoring approval was unanimous. Chairman Stewart declared the motion carried.

### **IV. Approval of Minutes – February 1, 2011**

(Motion) Ms. Kidd introduced a motion to approve the February 1, 2011, Development Services Center Advisory Committee minutes as submitted. The vote favoring approval was unanimous. Chairman Stewart declared the motion carried.

### **V. New Business**

#### **1. Presentations**

##### **a. Report on Past Accomplishments - Chairman Stewart**

Chairman Stewart thanked everyone for their participation and support and commended staff and management for the way they have handled the economic situation. He said there has been an increase in the attention to detail and there is greater appreciation and awareness.

Mr. Durant noted that the AGC has noticed the improvements that the City has made and he thanked the Committee and staff for their efforts.

##### **b. Recognition of Board by Mayor and Council - Councilman Kirk**

Councilman Kirk distributed certificates of appreciation and thanked the Board for their service.

#### **2. Financial Report – Richard Derrick**

Mr. Derrick distributed the financial report and gave a brief summary. He noted that expenditures are running at approximately eight percent lower than last year and that the numbers have changed based on the reorganization.

There were no questions or comments from the Committee.

#### **3. DSC Reorganization - Chris Kidd & Richard Derrick**

Ms. Kidd distributed the report and gave a brief synopsis. Areas of discussion included: DSC Revenue; Five-Year Financial Plan, Organizational Changes, and DSC Plan Implementation.

Bob Murnane, Public Works Director, and Rob Herr, Assistant Public Works Director, gave some brief comments on the reorganization and additional clarification on the organizational chart.

A brief discussion regarding the working capital ensued. Chairman Stewart commented that he thinks the projections are appropriate.

**4. DSC Budget Discussion – Richard Derrick**

Mr. Derrick distributed the budget and made some brief remarks. He thanked the department heads for their input and assistance.

Ms. Kidd noted that she will be submitting her contingency plan to the City Manager and it reflects an additional 15 percent in cuts to the budget.

Chairman Stewart commented that he can fully support the budget as presented. He said he feels that it includes the necessary contingencies that are needed going forward.

**5. DSC Performance Report – Chris Kidd**

Ms. Kidd gave a PowerPoint presentation. Areas of discussion included: Plan Review Performance, Permit Activity, Front Counter Performance, Inspection Activity, and Financial Performance.

There were no questions or comments from the Committee.

**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 2, 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 8:42 a.m.

Respectfully submitted,

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April Parra, Minutes Clerk