

**CITY OF HENDERSON  
DEVELOPMENT SERVICES CENTER  
ADVISORY COMMITTEE  
MINUTES  
May 1, 2012**

**I. Call to Order**

Chairman Murphy called the City of Henderson Development Services Center Advisory Committee meeting to order at 7:48 a.m. in the Tuscany 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 Ralph Murphy  
Jim Chachas  
Leo Durant  
Mo Jadid  
Richard Serfas  
John Stewart

EXCUSED: Richard Derrick (excused)  
Warren Hardy  
Mark Johnson (excused)

STAFF: Tracy Foutz, Deputy Director of Comm. Dev.  
Steve Goble, Fire Chief  
Rob Herr, Assistant Director of Public Works  
Nathan Hill, Archives and Records Administrator  
Terri Jones, Accountant II  
Sabrina Mercadante, City Clerk  
Bob Murnane, Director of Public Works  
Dennis Porter, Director of Utility Services  
Paula Harris, Executive Administrative Assistant  
April Parra, Minutes Clerk

GUEST: None

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

(Motion) Mr. Chachas introduced a motion to accept the agenda as submitted. The vote favoring approval was unanimous. Chairman Murphy declared the motion carried.

### **IV. Public Comment**

There were no comments presented by the public.

### **V. Items of Business**

#### **1. Approval of Minutes – February 7, 2012**

(Motion) Mr. Durant introduced a motion to approve the February 7, 2012, Development Services Center Advisory Committee minutes as submitted. The vote favoring approval was unanimous. Chairman Murphy declared the motion carried.

#### **2. DSC Quarterly Performance Report – Mo Jadid**

Mr. Jadid gave a PowerPoint presentation on the DSC Performance Report. Mr. Jadid gave a brief summary of how the new report was generated and the reasoning behind the changes.

Areas of discussion included: Total Number of Monthly Reviews, Yearly Plan Reviews, Yearly Site Design Submittals Received - Hydrology Studies, Yearly Site Design Submittals Received - Traffic Studies, Yearly Site Design Submittals Received – Civil Improvement Drawings, Yearly Site Design Submittals Received – Final Maps, Yearly Site Design Submittals Received – Parcel Maps, Development Industry Report Card, Single-Family Home Permits Issued, Miscellaneous Permits Issued, Average Customer Transactions/Times, Customer Service, Building Inspections Per Inspector Per Day, Total Monthly Building Inspections, and Total Monthly Inspections Public Works – Quality Control.

Mr. Jadid said in the future he would like to see a slide for commercial permits issued.

Mr. Jadid also noted that the Total Number of Inspections was incorrectly reported in last quarter's report.

Mr. Durant said he processed a miscellaneous inspection through the City of Henderson and it was a very "painless" experience.

**3. DSC Annual Report to Council – Mo Jadid**

The final DSC Advisory Committee Annual Report for 2010-2011 was distributed. Mr. Jadid asked the committee to review the report and provide any comments, additions, deletions to incorporate in the preparation of the 2011-2012 report, which needs to be in front of Council in September; however, he would like it to be completed by the end of June.

Responding to a question by Mr. Durant about the location of the seismic map, Mr. Jadid said it is on the City of Henderson website and is available for viewing.

**4. Financial Report – T. Jones**

Teri Jones, Accountant II, distributed the financial reports and gave a brief summary. She noted that they are still in a positive situation and moving in the right direction.

At the Chairman Murphy's request, Ms. Jones briefly detailed the budget process. Chairman Murphy stated he is concerned that the Commission is not more involved in the budgeting process.

Responding to Chairman Murphy's inquiry as to what the key assumptions are for the upcoming year, Mr. Jadid referenced the Five-Year Financial Plan and said there are no major changes in that plan as well as no increases in expenditures, no hiring needs, and no major upcoming projects.

Bob Murnane, Director of Public Works, gave a brief summary of measures that are being considered, such as adding a staff member, that could affect the DSC fund.

**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 7, 2012, at 7:45 a.m., in the Tuscany Conference room, City Hall, Henderson, Nevada, 89015.

**VIII. Adjournment**

There being no further business to come before the Committee, the meeting was adjourned at 8:25 a.m.

Respectfully submitted,

---

April Parra, Minutes Clerk