

**CITIZENS' ADVISORY COMMITTEE
MINUTES
July 11, 2012**

I. CALL TO ORDER

Although a quorum was not yet present, Chairman Tom Piechota called the meeting to order at 5:37 p.m., in the Council Chambers Conference Room, 240 Water Street, Henderson, Nevada.

CONFIRMATION OF POSTING AND ROLL CALL

Jason Rogers, Planner, confirmed the meeting had been posted in accordance with the Open Meeting Law by posting the agenda three working days prior to the meeting at City Hall, Emergency Services Facility, Green Valley Police Substation, and Fire Station No. 96.

Present: Chairman Thomas Piechota
Jeffrey Bassing
Adrienne Cox
James Dean
Jim Dunn
Nancy Frago (arrived at 5:55 p.m.)
Dean Ishman
Matt Morris
Robert Neilson
Paula Petruso (arrived at 5:45 p.m.)

Absent: Rene Calman
Brin Gibson, excused
David Frommer
Richard King, excused
Maureen Murphy, excused
Melodee Wilcox

Staff: Stephanie Garcia-Vause, Director of Community Development
Michael Tassi, Planning Manager
Ned Thomas, Principal Planner
Jason Rogers, Planner
Kathleen Richards, Public Information Officer
Sean Robertson, Principal Planner
Tedio Jackson, Minutes Clerk

II. ACCEPTANCE OF AGENDA

The agenda was not accepted due to lack of a quorum.

III. PUBLIC COMMENT

There were no public comments.

IV. NEW BUSINESS

1. Approve meeting minutes for May 9, 2012 (For Possible Action)

Note: The minutes were approved following discussion of Item 2 when a quorum was present.

(Motion) Ms. Frago introduced a motion recommending approval of the May 9, 2012, minutes as presented; seconded by Ms. Petruso. The vote favoring approval was unanimous. Chairman Piechota declared the motion carried.

2. Discussion of the “Enhance Online Services to Reduce Trips to City Hall” Project Syllabus (For Possible Action)

Jason Rogers, Planner, distributed a CAC Meeting Syllabus for this project and reviewed the objectives and goals for each meeting from August through November. He noted that staff from the Department of Information Technology will attend the next meeting to explain information systems strategic plan tactic for online services; a concept to overhaul the look and feel of cityofhenderson.com; and provide an overview of information technology barriers that need to be addressed based on the current system, proposed overhaul, and/or selected online projects.

Mr. Rogers reviewed online services each department within the City currently provides and questioned whether the “Our Henderson” website gets enough visitation. The goal is that the website is user friendly and transparent. Regarding a question if there is capacity to measure the number of hits on the website, it was noted that a public information officer will give a presentation at the next meeting to review outreach goals and objectives, management of outreach strategy, and measurements and evaluation tools. Mr. Rogers pointed out that committee members can discuss ways to generate more hits on the websites and links.

In response to a question by Chairman Piechota as to whether the Public Information Office does a survey, Kathleen Richards, Public Information Officer, confirmed a community assessment survey is conducted every two years. She said one area of the survey asks how people get information about the City. She also noted that she would like to find out who does not use the website for online services and why.

Chairman Piechota commended Mr. Rogers for his hard work drafting the syllabus. He believes the work plan is very well thought out and bringing in several departments to share information with the committee will be very beneficial.

Responding to a question by Mr. Bassing if the committee members can bring a laptop and connect to the City's wifi, staff replied that all of City Hall should have wireless internet access.

(Motion) Mr. Ishman introduced a motion to approve the CAC Meeting Syllabus regarding "Enhance Online Services to Reduce Trips to City Hall." The motion was seconded by Ms. Frago and the vote favoring approval was unanimous. Chairman Piechota declared the motion carried.

3. Discussion of the "Renewable Energy in the Community" Project Process Model (For Possible Action)

Jason Rogers, Planner, distributed and reviewed a handout labeled "Renewable Energy in the Community Process Model." The timeline for this project is from January 2013 through the new year (2014). He explained the process of: (i) capacity building, (ii) research/demo project analysis, (iii) developing the strategy, and (iv) implementing the strategy. The committee will be tasked with how to integrate and synergize this project in the community.

Responding to a question as to the role of the utility companies for this project, Mr. Rogers stated that staff is still trying to identify all the stakeholders and partners in the project. Mr. Thomas noted that NV Energy and Southwest Gas have representatives designated for renewable energy projects, which their participation on this matter could be beneficial to this project.

Staff will email information to committee members as it becomes available.

(Motion) Mr. Ishman moved to accept the Renewable Energy in the Community Process Model, seconded by Ms. Petruso. The vote favoring approval was unanimous. Chairman Piechota declared the motion carried.

Committee members commended staff for their effort in putting these projects together with succinct outlines and information.

V. STAFF/CHAIRMAN COMMENTS

Mr. Rogers provided an update on the single stream recycling program and noted that the rollout is scheduled to begin in January 2013. He also noted that staff has been working with Republic Services regarding what will be entailed in the incentive program. Staff will share all updated information regarding the recycling program with committee members as it becomes available.

Sean Robertson, Principal Planner, was introduced and made mention to that members of the HUD Sustainable Communities Grant consortium would be sharing information regarding the project as it becomes available.

4. Preparation for August 8, 2012 meeting (Informational Only)

The “Enhance Online Services to Reduce Trips to City Hall” Project Syllabus outlines the August meeting. Staff will ensure that department presentations are scheduled.

Mr. Bassing suggested that media interactivity would benefit the CAC website.

5. Other Business (Informational Only)

Mr. Bassing commented that he received very positive feedback regarding the 4th of July fireworks display at Mission Park.

Responding to a question by Mr. Bassing regarding an update on the yellow blinking left-turn arrows, staff noted it would check with John Penuelas, City Traffic Engineer, and report back at the next meeting.

VI. PUBLIC COMMENT

There were no comments presented by the public.

VII. ADJOURNMENT

There being no further business to be discussed, Chairman Piechota adjourned the meeting at 6:36 p.m.

Respectfully submitted,

Tedie Jackson,
Minutes Clerk